



## **NORMANDY ELEMENTARY SCHOOL**

**26920 Normandy Road  
Bay Village, Ohio 44140  
440-617-7350 FAX: 440-617-7351**

**Dan Sebring  
Principal  
440-617-7352**

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### **VOLUNTEER GUIDELINES FOR NORMANDY ELEMENTARY SCHOOL**

**Volunteers are encouraged at Normandy School. Volunteers are actively assisting in all areas of our school each and every day. In fact, we record more than seven thousand hours of volunteer service each year. Volunteers contribute more than forty hours of service at Normandy on a typical school day. Hundreds of parents, grandparents, high school students, junior high school students and senior citizens volunteer.**

**Over the years a number of general expectations have evolved in the working relationship between volunteers and the Normandy school staff. First, volunteers are not employees and therefore receive no pay and no benefits. The Board of Education has established a form which all volunteers should complete and sign. A copy of that form is on the reverse side of this page. Please note that the form indicates that all volunteers are covered by the Bay Village School Districts' liability insurance policy. Second, volunteers may see or be involved with information (or observations) about individual students or employees. All such information must be treated as confidential and sensitive. Should you as a volunteer witness something that raises questions or concerns, please discuss those matters with the teacher or the principal. It is very important that information about individuals (within the school) be treated as private and sensitive, just as you would expect an employee would treat information about your child.**

**I appreciate all the contributions of the volunteers at Normandy School. They enable us to provide numerous services to our children that we could not otherwise offer. In addition, volunteers have worked to significantly improve the appearance of the building, both inside and out.**

**Thank you volunteers!**

**Sincerely,**

**Dan Sebring  
Principal**

VOLUNTEER RELEASE FORM

I have offered my services as a volunteer to help the School District in the following areas:

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I agree to abide by all relevant Board policies and administrative guidelines while on duty for the District. I understand that, although I am covered under the District's liability insurance policy, I am not covered by its health insurance policy nor am I eligible for workers' compensation. Should I become ill or suffer an accident while doing volunteer work for the District, I agree that I shall be responsible for any and all hospital and medical charges that may accrue.

I understand further that, as a volunteer, I am not in any manner considered an employee of the District or entitled to any benefits provided to employees. I further release the Board of Education from any and all liability for any damages, whatever their nature, which may result as a consequence of my volunteer services.

For the protection of the children in the school, the District is required by law to inquire of its staff members whether or not they have ever been convicted of a crime related to children. We would appreciate your cooperation by indicating that you have never been convicted of any of the following offenses: aggravated murder, murder, voluntary manslaughter, involuntary manslaughter, felonious assault, aggravated assault, assault, aggravated menacing, abuse or neglect of a child, kidnapping, abduction, child stealing, criminal child enticement, rape, sexual battery, corruption of a minor, gross sexual imposition, importuning, voyeurism, public indecency, felonious sexual penetration, compelling prostitution, promoting prostitution, procuring prostitution, disseminating matter harmful to juveniles, pandering obscenity, pandering obscenity involving a minor, pandering sexually-oriented matter involving a minor, illegal use of a minor in nudity-oriented material or performance, endangering children, contributing to the delinquency of children, carrying concealed weapons, improperly discharging a firearm at or into a school or house, corrupting another with drugs, placing harmful objects in or adulterating food or confection

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Volunteer Sign

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Volunteer Print Name

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District Witness

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Date