Please note this is a 3 step process.

1) **Read this document** - All volunteers must be knowledgeable of Avon Community School Corporation volunteer policy, confidentiality agreement, and anti-bullying training. Once you have read through this document, click on the link at the bottom of this page to proceed to the electronic signature form.

2) **Submit an electronic signature form** – All volunteers must submit an electronic signature stating they understand and are willing to abide by all volunteer policies. Once submitted, a confirmation and link to the Safe Visitor webpage will be displayed. **Do not close out of the page until you have clicked the link.**

3) **Complete the application for Safe Visitor** - All volunteers must complete and pay for a background check through Safe Visitor. Once the check is complete, you will receive an email from Safe Visitor (within 5-8 business days) that your background check is complete. Once the background check is complete, you are able to volunteer in any of our buildings.

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**Volunteer Policy**

Dear Volunteer:

Avon Community School Corporation would like to thank you for your willingness to assist in the education of our children. A strong base of volunteers is essential to provide the necessary supports to students’ academic, social and emotional development. While we welcome volunteers into our school community, we must also be diligent in providing a safe and secure environment for our students. To that end, you are being provided information that was put in place by the Avon School Board.

1. While volunteering, I will abide by all board policies and the implementing guidelines, as adopted by the Avon Community School Corporation. Avon board policies can be found here: [Avon Community School Corporation Policy Manual](#).

2. I hereby knowingly and voluntarily agree that Avon Community School Corporation shall have the right to review any material stored on any system provided by the school corporation and to edit or remove any material.

3. In consideration for using the internet and having access to public networks, I hereby release Avon Community School Corporation, its officers, employees, and agents from any and all claims or damages arising from misuse, or inability to use the internet.

4. I understand and agree that I will assume full responsibility, financial and otherwise, for any and all costs that I may incur while using district-provided access to the internet that has not been authorized or approved by the school corporation.

5. As a volunteer I will not be compensated for the time I am volunteering. I will be covered under the corporation’s liability policy but the corporation will not provide health insurance to cover illness or accident incurred while volunteering nor will I be eligible for workers’ compensation.
6. I must report to building or corporation administration within 5 business days any personal arrests or the filing of criminal charges while serving as a volunteer.

Volunteer Confidentiality Agreement

I understand that in the course of my association with the Avon Community School Corporation, I share the responsibility of maintaining the confidentiality of all students, student families, and those employed within the corporation that I may have available to me. I understand that it is my responsibility to assure rights and confidentiality of information both written and verbal.

As a volunteer, I will work with the highest standards, committed to the idea that my work will benefit all those served by Avon Community Schools. I agree to abide by all school building rules, visitor/volunteer procedures and board policies.

I agree to comply with all the requests of the classroom teacher or other school employees with whom I am working. I will not criticize any school employee in front of students. If I have a concern, I will address it with the employee in private or if I feel it is necessary I can discuss the issue with the building principal. I will not discuss the matter with others.

I understand that in the performance of my duties, I am not to discuss or post any academic or other confidential information regarding students, their families, or employees with anyone. Any breach of confidentiality will be carefully reviewed and, if substantiated, could result in termination of volunteer involvement with the School Corporation.

Anti-Bullying Volunteer Training

The Avon Community School Corporation School Board, as demonstrated by Anti-bullying Policy – 5517.01, firmly prohibits bullying within the District. This policy complies with legislative requirements. This overview is being provided so that you understand what is required of those who work with students in the Avon Community School Corporation.

Below are some Frequently Asked Questions that will serve as an explanation of the policy and requirements. Once you have reviewed you will be asked to sign and date, indicating you understand that as a corporation volunteer, you will report suspected incidents of bullying. As always, if you have questions, you should approach your supervising teacher, building administration, or the School Safety Coordinator for clarification or answers.

Q. What is the definition of bullying?

A. "Bullying" as defined in State law means overt, unwanted, repeated acts or gestures, including: 1) verbal or written communications or images transmitted in any manner (including digitally or electronically), 2) physical acts committed, aggression, or 3) any other behaviors committed by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the other targeted student and create for the targeted student an objectively hostile school environment that:

- places the targeted student in reasonable fear of harm to the targeted student's person or property;
- has a substantially detrimental effect on the targeted student's physical or mental health;
• has the effect of substantially interfering with the targeted student’s academic performance; or
• has the effect of substantially interfering with the targeted student's ability to participate in or benefit from the services, activities, and privileges provided by the school.

Q. What are some of the key characteristics of a bullying situation?

A. While not inclusive, the following components commonly occur in bullying:

• Unwanted aggressive behavior
• Repeated or potential for repeated behavior
• Real or perceived power imbalance

The following are just a few examples of behaviors that are consistent with bullying:

• Teasing
• Excluding fellow students from activities
• Physical aggression toward others
• Writing mean spirited or derogatory notes to others
• Sending harassing messages to others using an electronic format such as email, text message, or a social media platform.

Q. How does bullying differ from other concerning behaviors like inappropriate actions, classroom disruption, or insubordination?

A. This definition of “bullying” differs in a few specific ways:

• The act(s) must be repeated
• The act(s) must have the effect of substantially interfering with the targeted student’s academic performance.
• The act(s) must have the effect of substantially interfering with the targeted student’s ability to participate or benefit from the services, activities and privileges provided by the school.

Q. How do I report an incident?

A. If you believe a student has been a target of bullying, or if you are aware of possible bullying behaviors, you must report it to the teacher supervising your volunteer work or the building administration (principal, vice principal or counselor). This can be done in person, by phone call, or by e-mail. In addition, the district will maintain a system that allows for the anonymous reporting of potential or alleged bullying behavior. This anonymous reporting system is available on the district’s website, which can be found here.

Below are some examples of behaviors to assist you in determining if an incident is a bullying incident. When in doubt, report the incident so it can be investigated by the corporation.

**EXAMPLE #1**: A student strikes another student, knocking books out of the second student’s hands, pushes the student, and begins shouting at the student, “I heard what you told them about me. It’s not true and you know it!” The teacher/staff member intervenes, separates the students, calls for assistance if necessary, and reports the altercation to the administration.
Without additional information that would indicate bullying—such as knowledge of this being a repeated behavior, or knowledge of an imbalance of power—this incident would typically not be reported as an alleged bullying incident.

EXAMPLE #2: A student strikes another student, knocking books out of the second student’s hands, pushes the student, and begins shouting at the student, “I heard what you told them about me. It’s not true and you know it! I’m sick of all of you talking behind my back and spreading rumors about me. I’ve seen what you’ve said about me on Facebook!” The teacher/staff member intervenes, separates the students, calls for assistance if necessary, and reports the altercation to the administration.

This situation would typically be reported as alleged bullying. There is evidence that this might be a repeated behavior with multiple students involved in a concerted effort to harm a fellow student. The administrator will make the ultimate determination regarding the presence of the statutory definition of bullying, but the person reporting has a duty to bring the allegation of bullying to the attention of the administrator.

EXAMPLE #3: A student tells you that they have witnessed a boy at lunch who appears to be the target of bullying. They provide a couple examples of behavior and state that the boy has been absent from the bus multiple days in the last month.

This should be reported as a possible bullying situation.

Q. If I am aware of a possible bullying incident, how quickly must I report it?

A. Anyone who believes that a student has possibly been or is the victim of bullying must immediately report the situation to an appropriate staff member such as a teacher, school counselor, or administrator.

Q. What happens if I fail to report a bullying incident?

A. Failure to report an incident of bullying may result in—but is not limited to—additional training, consultation with a building or central office administrator, or loss of volunteer status. Additionally, if a volunteer fails to report a bullying incident, the volunteer will not be indemnified under the district policy, should the volunteer be named in any legal action.

Q. What happens if I falsely report a bullying incident? (False reporting is when a person intentionally gives incorrect information about an incident or reports an incident that did not happen. If you suspect a student is being bullied, you will not be held responsible if it is determined that the incident wasn’t a bullying incident. If in doubt, report the incident so it can be investigated by the corporation.)

A. Falsely reporting an incident of bullying may result in—but is not limited to—additional training, consultation with a building or central office administrator, or loss of volunteer status. Additionally, if a volunteer falsely reports a bullying incident, the volunteer will not be indemnified under the district policy, should the volunteer be named in any legal action.

Q. If I reported an incident between students, am I required to keep reporting if I witness an additional incident between the same students?
A. Each incident must be reported. Although the initial incident may not have matched the definition of bullying, the pattern of repetition between students may demonstrate that a student is in fact being bullied.

Q. What are appropriate responses to bullying behavior?

A. Volunteers should intervene when students are exhibiting behavior consistent with bullying. Don’t ignore bullying. Intervene immediately (stay calm and model respectful behavior when intervening) separate the students involved and make sure everyone is safe. Volunteers should not intervene physically if there is a reasonable chance of personal injury or fear of personal safety. Informing an administrator, teacher or other District personnel is expected and required.

Q. How can I learn more about bullying prevention?

A. The school’s counseling office or administration can provide additional information. There are also resources available on the Anti-Bullying page of the ACSC website at this link, and resources on the Indiana Department of Education’s website found here.

Q. When is it appropriate to use the word “bullying”?

A. The use of the term “bullying” is further complicated due to recent legislation that more narrowly defines the term, making the statutory definition of bullying potentially inconsistent with the common use of the term. Please let your supervising teacher or building administration know if there is inappropriate conduct taking place between students. You may simply state, “this is the behavior that is taking place.” The supervising teacher or building administration will be able to determine whether they need to consider the action as an alleged or suspected act of “bullying.” It is important to remain respectful of all students, staff, and community members.

Q. What steps will be taken by the school after a report is made?

A. The school administrator will investigate the reported student behaviors. The administration, counselors, or other appropriate school personnel will work with students and parents to resolve the conflict. The behaviors will be compared to the statutory definition of bullying. If the behavior is determined to be bullying, a few additional steps will be taken. First, the targeted student will receive information and strategies to assist in confronting and dealing with unwanted behavior. The student who demonstrated bullying behavior will receive similar strategies as well as consequences for bullying.

It is important to remember that not all reported incidences of bullying meet the narrow legal definition of bullying. That does not mean that the behavior is acceptable. It may still need to be addressed as a discipline issue.

Q. What are the expectations for confidentiality?

A. Bullying situations will be handled in the same manner as all discipline situations. While student confidentiality is important in some cases, it is difficult to address student-to-student behaviors without both or all parties being involved with the resolution. The administration is under no obligation to share student consequences with other students, parents or volunteers.
However, the report of bullying or bullying behavior, will remain confidential. It is important that all members of the school community feel comfortable reporting instances of potential bullying or any inappropriate conduct to the school administration.

The important message to everyone in the school community is “If You See Something, Say Something.”

Q. What are the educational resources the district uses to provide information about how bullying is addressed?

A. A variety of resources are available to parents, volunteers, and students.

A list of the resources used at various grade levels is available on the Anti-Bullying page of the ACSC website located here. Curriculum in grades K-8 provides students with programming in large and small groups, and embeds positive behavior supports through the use of grade appropriate texts and class discussion.

Avon High School uses a variety of resources to continually expose students to the detrimental effects of bullying, intimidation, harassment, and violence. Student groups produce communication through print and visual media. Pamphlets are distributed by administration and teachers. Bully Prevention Week is promoted and organized by student leaders.

Building administration will be able to address specific questions regarding the unique ways each building addresses bullying.

Q. How will staff be educated on bullying?

A. The new Indiana Anti-Bullying Law and Avon Community School Corporation district policy requires that staff and volunteers who have ongoing contact with students be provided a minimum level of training.

Faculty and staff who have ongoing contact with students (including instructional assistants and bus drivers), are required to complete an in-depth bullying prevention course. Staff members who have infrequent contact with students (custodians, kitchen staff, maintenance staff, etc.) will receive a separate presentation with information relevant to the capacity at which they interact with students.

If you have any questions feel free to contact your supervising teacher, building administration or the School Safety Coordinator – Deborah Swain-Bayless at 317-544-6016, or dsswain-bayless@avon-schools.org

After reading this entire document, click on the link below to submit an electronic signature agreeing to all the policies.

ACSC Volunteer Electronic Signature Agreement Form