

# Columbia Elementary Schools

## STUDENT HANDBOOK 2017-2018



### **Columbia Elementary School, Pre K-2**

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Krista Schatzle-Counselor  
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### **Columbia Upper Elementary School, 3-6**

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### ***Columbia School District Mission Statement***

*The Columbia School District, in partnership with the community, will provide a safe and positive learning environment, which will prepare all students to contribute and compete in a global society.*

**Columbia School District  
11775 Hewitt Road  
Brooklyn, MI 49230**

<b>Superintendent</b>	<b>Dr. Pamela Campbell</b>
<b>Director of Operations/Transportation</b>	<b>Mr. Bill Bradley</b>
<b>Food Service Director</b>	<b>Mrs. Lindsay Beaulieu</b>

**Building Principals**

<b>Columbia Elementary, Pre K-2</b>	<b>Mrs. Deb Powell</b>
<b>Columbia Upper Elementary, 3-6</b>	<b>Mrs. Christi O'Neil</b>
<b>Columbia Central High School, 7-12</b>	<b>Mr. Daniel Hyliard</b>
<b>Columbia Options Alternative School</b>	<b>Mrs. Lisa Klink</b>
<b>Columbia Child Care Director</b>	<b>Mrs. Vickie Heaton</b>

**Board of Education**

<b>President</b>	<b>Mr. Robert Wahr</b>
<b>Vice President</b>	<b>Mr. Gary Applegate</b>
<b>Treasurer</b>	<b>Mr. Dave Slusher</b>
<b>Secretary</b>	<b>Mrs. Jodi Collins</b>
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<b>Trustee</b>	<b>Mr. Mark Fish</b>
<b>Trustee</b>	<b>Mr. Michael Moore</b>

## ARRIVING AT SCHOOL

It would be appreciated if students did not arrive at school prior to 7:25 a.m. for breakfast. If a student is not eating breakfast, they should not arrive prior to 7:50 a.m. We do not have supervision in the halls prior to these times.

## ATTENDANCE

There is a positive relationship between attendance and success in school. Therefore, Columbia Elementary Schools have a responsibility to encourage regular and punctual attendance. In order to prepare students for the future, our schools have an obligation to teach good attendance patterns and appropriate work ethics.

The following attendance policy is based on a ten (10) day absentee rate. The ten days described in the policy consist of ten unexcused/non documented absences.

Parents are expected to provide the school explanation/documentation, preferably on the day of absence.

## ATTENDANCE PROCEDURES

All absences must be reported by phone to the appropriate elementary school. The call should be made the same day as the absence; preferably in the a.m. Parents may call the absentee hotline 24 hours a day at:

Elementary School (517) 592-7552  
Upper Elementary School (517) 592-7981

In leaving a message please include the following:

- The parent's name.

- The student's first and last name.
- The student's grade.
- The date of absence.
- The reason for the absence.

The following procedures will be used in the regulation of the absentee policy:

- A. Parent/Guardian Notification: Upon the student's fourth (4th) unexcused absence, a notice will be mailed to the parents or guardians. After this notification, the student and the parent/guardian are responsible for monitoring and correcting attendance issues. It is highly recommended that parents who receive this letter take appropriate action to correct this problem. Parents can monitor their child's attendance by staying in contact with the school counselor, attendance officer, or by using the *PowerSchool* program on their computer.
- B. Documented Absences: Documented absences do not count toward the 10-day limit. This includes:
  - Illness documented by physician.
  - Recovery from an accident.
  - Required court attendance.
  - Professional appointments.
  - Death in the immediate family.
  - Observation of celebration of a bona fide religious holiday.

- Suspension, both in house and out of school.
- A school sponsored absence.

Such other good cause may be acceptable to the Superintendent or his/her designee.

It is the student's responsibility to have all out-of-school absences documented professionally.

C. Unexcused Absences: All unexcused absences count toward the 10-day limit. Unexcused absences include, but are not limited to, the following:

- Skipping a class.
- Leaving the school building without permission.
- Missing the bus.
- Oversleeping.
- Car trouble.
- Hair appointments.
- Work.
- Babysitting.
- Shopping.

Excessive unexcused absences from school is called truancy and will not be acceptable. A student may jeopardize his or her grade as a result of excessive absences. After the 10-day limit is reached, the **JCISD ATTENDANCE OFFICER** will be contacted.

### **ATTENDANCE/TARDINESS**

Punctuality and dependability are two values that everyone should regard as important. When a student is tardy to class, it interrupts the learning process for all students. Tardiness (unless detained by a staff member) is defined

as an unexcused appearance of a student after the time that a class is scheduled to begin. Parents **MUST** sign the student in. **Tardiness will be handled on a trimester basis.** The following policy will be used:

Step 1: First-Third Tardy: The teacher will counsel the student.

Step 2: Fourth Tardy: Office Referral, office contacts parent.

### **ATHLETICS**

See Athletic Code of Conduct.

### **BACKPACKS/BOOKBAGS**

Backpacks/bookbags are not to be brought to class, except for PE when approved by the teacher.

### **BEHAVIOR/EXPECTATIONS**

Rules for student behavior at school and in the classroom have been established to protect the rights, safety, and well-being of and to further the academic achievement of each student. All students at CES/CUES observe all rules.

- A. Students are expected to be prepared for class, having with them their books, completed assignments, pens and pencils, and any other items required for each class.
- B. Students in our school consistently demonstrate respect for our teachers and other adult personnel. Students understand that rude, disrespectful behavior is unacceptable.
- C. Students in our school treat each other with courtesy and respect. We appreciate the individual differences that exist among us,

and we do not attempt to “put others down”.

- D. Students must **walk**, not run or speed walk, in the hallways.
- E. Students in our school do not fight, steal, disrespect authority, or use abusive language. Students also do not interfere with the rights of others.
- F. No possession of tobacco, alcohol, drugs, matches, and/or weapons.
- G. Students in our school respect school property, the property of others, and one’s own belongings at all times.
- H. Assemblies and special programs are frequently arranged for students by their teachers. Students attending these programs demonstrate appropriate behavior and show respect to all performers and/or presenters. Students who demonstrate inappropriate behavior at these enrichment events will lose the privilege of attending.
- I. Students in our school do not throw snowballs, rocks, sticks, mulch or other items that might cause injury. This applies in school and on school grounds.
- J. Students who participate in after school activities, clubs, dances, field trips, evening programs and sporting events must conduct themselves in the same respectful manner in which they behave during the school day. If a student behaves inappropriately, he/she may be excluded from

after school/evening activities or field trips.

- K. Playing safely on the playground includes using the equipment as it was intended.
- L. For any other disciplinary concerns, ie: suspensions, expulsion/rights and responsibilities, please refer to the **District Code of Conduct posted on the district website.**

### **BICYCLES**

Children are allowed to ride bicycles provided they follow all laws pertaining to bike riders. Bike parking is available; bikes should be locked in the bike stands. Students must walk their bike on school property. Scooters may be ridden to and from school property, but not to be used during the school day. Bike helmets are highly encouraged.

### **BUS INFORMATION**

Questions regarding a bus problem should be directed to the transportation department at (517) 592-6449. Columbia students are expected to follow all rules of conduct for proper bus behavior as listed in the student code of conduct. The bus driver is the authority in regards to the safety and welfare of all students on the bus and at the bus stops.

The bus driver, principal, and transportation supervisor handle all bus-related problems. Failure to follow the bus rules can result in forfeiture of bus-riding privileges. Students will be expected to go home each day via their regular bus and bus stop. Any requested change in this procedure should be

preceded by a request from the student's parent.

### **CAFETERIA POLICY**

Hot lunch and breakfast are provided at a reasonable cost. It is expected that while in the lunchroom, students will conduct themselves as ladies and gentlemen. All students are responsible for cleaning up after themselves. No food may be taken from the cafeteria, including milk. All cans and bottles are to be sealed when transporting them through the hallways. Students are NOT to leave the cafeteria without permission. Restrooms should only be used before or after lunch period. Teachers will dismiss students by tables, ONLY AFTER:

- Tabletop is clean.
- Debris around table has been picked up.

There is to be no sharing of food. Confine all food to the cafeteria area; eating is not permitted in any other part of the building without teacher permission.

### **CARE OF SCHOOL PROPERTY**

Since all of us take pride in our school building, each person is expected to treat the building and its contents with respect. Everyone needs to exert effort to keep our school neat and clean. Please remember these simple guidelines:

- All trash should be discarded in the containers provided.
- Do not mark on desks, walls or lockers.
- Keep your feet off furniture and walls.

- Take care of all school equipment.
- Any student who intentionally damages, defaces, or destroys school property or the property of others, will face disciplinary action.

### **CLOSED CAMPUS**

Columbia Elementary Schools have closed campuses. Students are not allowed to leave the school grounds at any time during the school day without written permission from their parents and approval of the principal or supervising person. This includes extra-curricular after school activities. All students MUST be signed out at the office by a parent during school hours.

### **CODE OF CONDUCT**

Please refer to the District Code of Conduct posted on the district website @ [www.myeagles.org](http://www.myeagles.org).

### **DANGEROUS/DISTRACTING ITEMS**

Students may not bring dangerous and distracting items, including toys, to school. If these are brought to school, they will be taken away. These items will be held by the principal for the rest of the school year or until a parent or guardian comes to school to pick them up.

Cell phones and electronic devices are permitted in school. However, these devices are to be used for educational purposes. Every classroom teacher permits the use of devices at their discretion. Any student who chooses to

bring a device to school must sign a Bring Your Own Device Policy form for the district. Appropriate disciplinary action will take place for any student that is non-compliant with a teacher's classroom rules. When not being used in the classroom for educational purposes, the cell phone/device should be kept in the student's locker.

## **DISCIPLINE**

Our purpose is to educate students and assist them in making good choices.

The

goals of the discipline policy are:

- to maintain an environment in which all students may learn.
- to develop socially appropriate behaviors.
- to provide Nurtured Heart which promotes self-discipline.
- to follow due process, and
- to evaluate behaviors, not students.

Discipline will be progressive for repeated offenses and parents will be notified of all major infractions as defined by the Code of Conduct.

**ANY VIOLENT OR CRIMINAL ACTION (ie: DRUGS, THREATS, WEAPONS, OR SEXUAL HARASSMENT) SUBSTANTIATES CAUSE FOR RECOMMENDATION FOR SUSPENSION OR EXPULSION AND REMOVAL.**

For any other disciplinary concerns, please refer to the District Code of Conduct posted on the website.

## **DISTRIBUTION OF PRINTED MATERIALS**

Prior permission by the administration must be obtained before printed materials may be distributed on or near school property. Permission will be denied if the materials are found to be libelous, obscene, or containing expressions advocating illegal actions or the disobeying of published school rules.

## **DRESS STANDARDS**

### **Applies To All School Activities**

While fashions change, the reason for being in school does not. Students are in school to learn. Any fashion (dress or accessory) that disrupts the educational process, or presents a safety risk, will not be permitted within these guidelines.

Students should consider the following questions when dressing for school:

- Does my clothing expose too much? (no)
- Does my clothing advertise something that is prohibited to minors? (no)
- Are there obscene, profane, drug-related, gang-related, or inflammatory messages on my clothing? (no)
- Would I interview for a job in this outfit? (yes)
- Am I dressed appropriately for the weather? (yes)
- Do I feel comfortable with my appearance? (yes)
- Is my appearance disruptive to the learning process? (no)

Guidelines for dress during the school day are concerned with the following areas:

- Cleanliness and health: Students must wear shoes. K-2 students, for safety reasons, are not permitted to wear flips and sandals must have a back strap. Personal hygiene and safety should meet reasonable standards.
- Only modest/safe jewelry may be worn. Students will be asked to remove any jewelry that causes a disruption or presents a possible health hazard, including possibly being used as a weapon.
- Sleeveless tops must have straps at least 2 inches wide (about the width of 3 fingers). Exceptions for formal events/special occasions may be permitted with principal's discretion.
- No midriff shirts. The mid section of the body is to be covered.
- Shorts, skirts and dresses should be at least mid thigh length when standing at a relaxed position with hands to the sides.
- Coats, hats, and head coverings (bandanas, dew rags, etc.) are not to be worn in the classroom unless otherwise approved by the principal.
- Pajamas and slippers are not to be worn in school.
- Clothes are not to have rips, holes, or tatters showing skin above the knee.

Students who violate the dress standards will be asked to change or call

home for other clothing. Repeat offenders may be suspended with a parent conference.

### **DUE PROCESS**

Every effort shall be made by administrators and faculty members to resolve problems through effective utilization of school district resources in cooperation with the student and his/her parent or guardian.

A student must be given an opportunity for a hearing with the appropriate school administrator if the student or his/her parent or guardian indicates the desire for one. A hearing shall be held to allow the student and his/her parents or guardian to contest the facts which may lead to disciplinary action, or to contest the appropriateness of the sanction imposed by a disciplinary authority, or if the student and his/her parent or guardian allege prejudice or unfairness. If the student or parent feels the disciplinary action taken is inappropriate, an appeal may be made to the Columbia Board of Education.

### **EMERGENCY INFORMATION**

It is imperative that the office has up-to-date, accurate information on who can be contacted in case of an emergency. Your cooperation in completing the PowerSchool data form and returning it to our office will be appreciated. Please notify our office whenever this information changes.

### **FIGHTING/BULLYING**

Intimidation or harassment has a negative impact on school. Students who are intimidated and fearful cannot

give their education the single-minded attention they need for success. Bullying can also lead to more serious violence. Every student has the right to an education and to be safe in and around school. Any fighting and/or physical conflict between students will be dealt with firmly by the school administration. Fighting will result in suspensions, and assaults may require expulsion.

Bullying of students is strictly prohibited. Bullying is repeated intentional harmful behavior initiated by one or more students resulting in a negative impact on a student's education, physical or emotional well being. Intimidation of others by acts of bullying includes but is not limited to:

- Threatened or actual physical harm.
- Unwelcome physical contact.
- Threatening or taunting verbal, written or electronic communication.
- Taking, destroying or damaging another person's property.
- Blocking or impeding student movement.
- Harassment based on the legally protected characteristics such as sex, race, color, national origin, religion, height, weight marital status or disability.

The following Anti-Aggressive Behavior Rubric (2015) will be followed; copies of the rubrics are included. Please communicate acts of bullying to a school authority. Contact any associated school personnel such as, but not limited to;

bus driver, staff member, and teacher or school administrator.

### **GRADES**

Report cards will be issued three times per year at the end of each Trimester.

### **HARASSMENT**

Conduct constituting harassment may take different forms, including, but not limited to the following: sexual harassment; verbal, nonverbal or cyber, or physical contact and any form of gender, ethnic, religious, disability, height, or weight harassment. Any student who believes that he/she is the victim of any of the actions or has observed such actions toward another student should report these actions immediately to the counselor or responsible adult. Students are protected by law and any reporting will be investigated. If the report is found to be supported by evidence, the student will face punitive actions. **This applies to both male and female students.**

### **HEAD LICE**

Lice infestation could come from almost anywhere -- a classmate, another child's clothing, hats, or combs and brushes. Lice outbreaks are common among school children and even the cleanest child can easily become infested. Head lice should be suspected when there is intense itching and scratching of the scalp and the back of the neck. If you look closely at the scalp you will see small, whitish eggs firmly attached to the hair shaft, especially at the nape of the neck and above the ears. Although these eggs may look like dandruff, dandruff can easily be removed from

the hair while the eggs are not even easily removed by pulling. A fine-toothed comb is needed to remove the louse egg and to break the chain of transmission. If your child has head lice, he or she will be excluded from school until treatment has been obtained and is bug-free.

#### Lice Exclusion Procedure

- Parent (or other emergency contact person) is called to pick up the student at school.
- Teaching done with the parent by the office staff.
- A lice packet of information and removal instructions will be given to the parent.
- When the student returns to school, they will be rechecked to determine whether or not the lice have been treated and if they are able to remain in school.

#### **HEALTH/MEDICAL PROBLEMS**

All students are expected to dress for and participate in physical education class activities unless there is a health or medical problem. A note from a parent is needed to excuse students from P.E. for health problems. If the problem extends beyond two days, a doctor's excuse will be required.

Please make the school aware of any health problems concerning your child. We will be happy to cooperate with arriving at the best methods for aiding these students.

Communicable disease control is an integral part of school health services. The school follows current public health

practice, rules and regulations governing the control and prevention of communicable diseases that are set up by the state and county health departments. Should your child become ill during school hours and needs to go home, it is the responsibility of the parent or guardian to arrange transportation. Please update emergency phone numbers with the office so that we may contact you when necessary. During the school year, many communicable diseases will go through a school. If your child becomes ill at school due to a communicable disease, he/she will be excluded until treatment has been obtained.

#### **HOMEWORK**

If your child is going to be absent for more than three days, we will attempt through the office to honor your homework request within a day. When absent, it is the students responsibility to make up class work. Most teachers have a Weebly/Website that can be helpful for this.

#### **HOURS**

Classes for students begin at 7:55 a.m. Afternoon dismissal is at 2:55 p.m. Students are allowed to enter the building for breakfast at 7:25 a.m. Students must leave the school at the end of the day and go directly home after dismissal unless they are involved in a special after-school activity. If students are involved in after-school activities, they should leave the building no later than fifteen (15) minutes after the scheduled conclusion of the activity. The school office is open from 7:30 a.m. to 3:30 p.m. on school days.

## **ILLNESS/INJURY AT SCHOOL**

When a student becomes ill or injured at school, we will do our best to contact parents. Students will be encouraged to stay in school if the illness or injury is minor.

## **LIBRARY**

A Technology Acceptable Use Policy and Consent for Utilization of Personal Electronic Devices Policy forms signed by parent/guardian and student is **required** to be on file. To protect the school's expensive equipment, we ask students **not to** chew gum, eat, or drink in the library.

Library materials are available to be checked out and taken to their classroom or home. Parents are requested to help see that children return their items by the due date. Students will be charged a replacement cost of any item lost or damaged.

## **LOCKERS**

Each student is assigned an individual hall locker. In grades 3-6, combinations should be kept secret and no one else should share the locker, unless assigned. The school cannot assume responsibility for loss of personal property from the lockers. Any damage done to student assigned locker could result in disciplinary action and/or monetary restitution.

## **LOCKER/GYM LOCKER SEARCH POLICY**

Students possess the right to privacy and freedom from unreasonable search and seizure of property guaranteed by the Fourth Amendment of the United

States Constitution. Student lockers and desks, however, are the property of Columbia School District. As such, a student does not have a reasonable or legitimate expectation of privacy in a locker or desk. Thus, student lockers and desks, as well as their contents, shall be subject to search by school officials at any time for reasonable cause.

## **LOST AND FOUND**

Parents are requested to label all items, such as coats, boots, hats, etc., and any other items your child might lose or misplace. Please encourage your child to inquire about lost items. Parents are encouraged to inspect the lost and found. An occasional inspection might prove helpful in retrieving lost articles or clothing.

## **MEDICATION DURING SCHOOL**

Medication shall not be brought to school unless it is essential to the health of the student. The dispensing of all medication by school personnel shall be made in accordance to, Michigan law and School Board Policy #5330, with the following procedures: Medication to be taken in school must be administered by certified school personnel in the presence of another adult.

**Parents must bring the medication to the school office in the original container and file a written statement.**

**No student at any time is to have any medication in his or her possession during school or any school related activities.**

Medications to be administered regularly each day are not to be given in school unless specifically ordered by a physician. We ask that medication be clearly labeled with student's name, date, doctor's name, and complete instructions for administration.

Pain reliever or cough drops are not available from the school office.

### **NURTURED HEART**

Columbia Elementary Schools are Nurtured Heart Schools. We try to focus our attention on things kids are doing right. We believe that kids often get the wrong message when they get a lot of attention for things they do wrong. When kids are recognized for their positive choices they make, their behavior starts to change. By focusing on the good choices your child makes, we hope to gain quick movement back to his/her best selves.

The Nurtured Heart Approach is a set of strategies that builds richer relationships. It inspires appropriate behaviors by energizing children when things are "going right" and it sets clear limits. By implementing this simple framework, phenomenal results follow: peaceful home or classroom environment, less referrals for medication, higher test scores, improved social skills, richer "time in," intensity used in creative rather than destructive ways and more. With the Nurtured Heart Approach a child builds a sense of Inner Wealth which is the basis for great decision making and success - critical for all children in the modern world.

\*See Nurtured Heart Rules Attachment.

### **PARENT/TEACHER CONFERENCES**

Parents are welcome and encouraged to come and talk to their child's teacher and principal. Appointments must be made to coincide with the teachers' and principal's schedules. Please make appointments through the school office. Official Parent / Teacher conferences will be announced. Parents are encouraged to attend.

### **PARTIES**

Three parties are scheduled during the school year: Halloween, Christmas, and Valentine's Day. Invitations to birthday parties at home are not to be distributed during school.

### **RECESS POLICY**

Children need time to run and play. Recess is an important part of the day. Weather conditions are continually evaluated to determine whether recess is outdoors or indoors. The general school policy is that IF STUDENTS ARE WELL ENOUGH TO BE IN SCHOOL, THEY SHOULD BE WELL ENOUGH TO GO OUTDOORS. Please see that your child is dressed for the weather. Indoor recess is reserved for inclement weather including a temperature/wind chill of 0 or below.

### **SCHOOL TRIPS**

School trips are a privilege and students are reminded that they are representing Columbia School District and should behave accordingly. Students attending school trips should have a form signed by a parent giving the student permission to participate in school activities.

In order for students to participate in school trips, activities, etc. they must meet the following criteria.

- Attend school regularly.
- Maintain acceptable academic record.
- Behave in an accordance of school standards of conduct.

### **SEVERE AND HAZARDOUS WEATHER**

Parents may call our school closing line (592-7985) to check if schools are closed for any reason. Procedures for actions during tornado and fire conditions are placed in every classroom. It is the responsibility of the student to know where he/she must go during these situations. If such hazardous weather conditions occur before school begins students are to listen to the local radio station that is listed for appropriate school information. WKHM 105.3, WMMQ 94.9, 970 AM, WITL 100.7, WIBM, WJXQ 106.1, 1450 AM, WLNS Ch.6 and WILX Ch.10. While no formally adopted policy exists, a wind-chill factor guideline of 30 below or lower is generally the point for cancelling school. Our source of information is usually the Jackson County Airport. If students are released from school due to hazardous weather, the superintendent will make the final decision and regular bus routes will be used. Columbia School District also has an automated Honeywell phone system that will call you in the event of a school closing or delay. Please make sure that a current phone number is listed on your child's PowerSchool data form in order

to receive the automated instant alerts. Please notify the school office if phone contacts change.

### **SKATEBOARDS**

Students are not permitted to have skateboards on school property at any time.

### **STEALING**

Stealing is a serious offense and will be dealt with firmly by the school administration.

### **UNAUTHORIZED SALES**

Students are not to sell any items in school without the approval of the principal.

### **USE OF BREATH TEST INSTRUMENTS**

The principal may arrange for a breath test for blood alcohol to be conducted on a student whenever he/she has individualized reasonable suspicion to believe that a student has consumed an alcoholic beverage. The student will be taken to a private administrative or instructional area on school property with at least one other member of the teaching or administrative staff present as a witness to the test. The purpose of the test is to determine whether or not the student has consumed an alcoholic beverage. The amount of consumption is not relevant, except where the student may need medical attention. If the result indicates a violation of school rules as described in this handbook, the student will be disciplined in accordance with disciplinary procedures described in this handbook. If a student refuses to

take the test, he/she will be advised that such denial will be considered an admission of alcohol use with the consequent discipline invoked. The student will then be given a second opportunity to take the test.

### **VISITORS/VOLUNTEERS**

Parents are welcome to visit school. ALL VISITORS MUST REPORT TO THE SCHOOL OFFICE UPON ENTERING THE BUILDING. Visits by students from other schools, to be with a friend or relative, must be approved in advance.

### **VOLUNTEERS**

The Board of Education recognizes that certain programs and activities can be enhanced through the use of volunteers who have particular knowledge or skills that will be helpful to members of the professional staff responsible of the conduct of those programs and activities. The Superintendent shall be responsible for recruiting community volunteers, reviewing their capabilities, and making appropriate placements. They shall not be obligated to make use of volunteers whose abilities are not in accordance with District needs. The Superintendent is to inform each volunteer that they:

- A. Must sign a Volunteer Release Form every school year.
- B. Shall agree to abide by All Board policies and District guidelines while on duty as a volunteer.
- C. Will be covered under the District's liability policy, but the District cannot provide any type of health insurance to cover

illness or accident incurred while serving as a volunteer, nor is the person eligible for workers compensation.

- D. Will be asked to sign a form releasing the District of any obligation should the volunteer become ill or receive an injury as a result of his/her volunteer services.