

A person in a suit is shown from the waist down, holding a brown leather bag and a book. The background is a dark green grid with various mathematical formulas and symbols. The text 'WELCOME TO VOLUNTEER TRAINING' is centered in a white box.

WELCOME TO VOLUNTEER TRAINING



WHO CAN VOLUNTEER

We welcome and encourage anyone who cares about children and education to consider volunteering their time to our district. Volunteers may include parents, grandparents, neighbors, community members, relatives, and friends. The school district utilizes volunteers in a variety of capacities including field trip chaperones, classroom helpers, office/administrative work, etc.



Volunteer Qualities

Good moral character and serve as a positive role model for our students

Great personality that will get along with administration, staff, students and parents

Patience and understanding

A desire to motivate students and help them succeed

Dependable and reliable



VOLUNTEER PROGRAM GOALS

Assist Teacher and Staff in providing more individualized and enriching instruction to students.

Increase the student's motivation for learning.

Enrich the student's experiences beyond what is normally available in schools through the unique resources that can be contributed by volunteers.

Assist Teachers with many non-teaching duties and tasks.

Provide an opportunity for interested community members to participate effectively in school volunteer programs.

Strengthen school-community relations through positive participation.


Build an understanding of how schools work among the community, thus stimulating a large volume of involvement in the total education process.

THE REWARDS


**By sharing your time with our students
and staff you will:**




Be given the opportunity to use your skills and talents



Gain a better understanding of how students learn



Know the work you are doing directly affects the quality of education for the students of our community



Have the opportunity to learn valuable new skills that you might utilize in future endeavors

TYPES OF VOLUNTEERS

Tutors

Mentors

Classroom
Assistants

Office
Assistants

Media/Library
Assistants

Chaperones

Extracurricular
Coaches/Workers



Tutors: A tutor may work one-on-one with a student, or with small groups of students, who need to have reinforcement work completed on basic skills in an academic subject.

Mentors: Mentors typically work one-on-one with a student. Their major task is to motivate the student to stay focused and stay in school. Through this process of setting short-term goals and serving as a role model, volunteers provide encouragement and friendship to a student needing to build his/her self-esteem.

Classroom Assistants: Volunteers work closely with classroom teachers and staff, assisting in various projects, keeping records, preparing instructional materials and interacting with students. Duties in the elementary school may include telling stories, reading with children, or preparing bulletin boards. Duties in the junior high and high school may include work on special projects, operating audio-visual equipment, performing clerical duties, or making instructional materials.

Office/Clerical Assistants: Clerical assistants help staff members at a school. Duties may include sorting mail, light typing, computer data entry, copying, or record keeping.

Media Center/Library Assistants: Volunteers in the school library/media center help fill teacher and student requests for services. They may also work at the circulation desk, catalogue and shelve books, use a computer, mend books, and operate audio-visual equipment.

Chaperones: Volunteer chaperones have the opportunity to enjoy many different types of activities as they accompany teachers and students on field trips. Any admission ticket that is not free must be paid by the volunteer in order to attend the event as a chaperone.

Extracurricular Coaches/Workers: These are a broad range of volunteers, who work with activities such as drama, athletics, clubs, etc., who have direct contact with students.

YOUR RESPONSIBILITIES:

Be
punctual

Notify the
school of any
absence

Sign in and
out on the
time sheet

Wear your
volunteer
name tag

Practice
Professional
Ethics of
Confidentiality

Be Supportive and
offer assistance
under professional
direction

Be willing to have
short conferences
periodically with
the teacher

Set a good
example of
appearance and
behavior for
students

Contact the
Principal if you are
not satisfied with
your placement or
have concerns

Accept teachers
decisions not to
utilize volunteers in
the classroom

PLEASE REMEMBER:

- THE PRINCIPAL HAS THE BASIC RESPONSIBILITY FOR THE VOLUNTEER PROGRAM.
- THE TEACHER OR STAFF MEMBER HAS RESPONSIBILITY FOR CONTENT AND TECHNIQUE OF INSTRUCTION AND DISCIPLINE PROCEDURES.
- IT IS IMPORTANT TO IDENTIFY YOURSELF AT SCHOOL BY SIGNING IN AND WEARING YOUR NAME TAG.

SCREENING AND REGISTRATION

ALL VOLUNTEERS FOR OUR SCHOOL DISTRICT WILL HAVE THE FOLLOWING BACKGROUND CHECKS COMPLETED:

- STATE AND FEDERAL SEX OFFENDER DATABASES
- NATIONWIDE CRIMINAL RECORD SEARCH
- CHILD MURDERER AND VIOLENT OFFENDER AGAINST YOUTH DATABASE
- CURRENT AND PREVIOUS EMPLOYER(S)





UPON APPROVAL FROM THE DISTRICT TO VOLUNTEER, YOU WILL BE REQUIRED TO ABIDE BY THE FOLLOWING REQUIREMENTS:

1. YOU MUST SIGN IN WITH THE BUILDING SECRETARY UPON ENTERING THE BUILDING.
2. YOU WILL BE REQUIRED TO WEAR A "VOLUNTEER" BADGE WHILE YOU ARE VOLUNTEERING WITH THE DISTRICT.
3. YOU MUST SIGN OUT WITH THE BUILDING SECRETARY WHEN YOU ARE COMPLETED WITH YOUR VOLUNTEERING ACTIVITY.

- Open Door Rule

While working with students, volunteers should be in the open where others can see them.

- Student Discipline

Volunteers should not take any disciplinary action. This is the teacher's responsibility. However, volunteers should make the teacher aware of any misbehavior.

- Dismissal of Students

Volunteers may never dismiss a student from school. Under no circumstances may a volunteer take a student off campus. Volunteers may not walk or drive a student to their home unless the student's parent has notified the school office in advance and given written permission for the volunteer to do so.

- Dress & Behavior

Volunteers are required to take the lead from the professional staff and dress appropriately for the job you are doing. Your appearance should attract no undue attention.

- Reporting an Absence

Please notify the school office as soon as possible if you are not able to come at your regularly scheduled time. The teacher(s) are planning on you being at school during the specific times you agreed to. Please be on time for your assignment and make every effort to maintain consistent and regular attendance.

- Smoking Policy

We are a smoke free campus.

- Medication Administration

A volunteer should never administer medication to a student. Have the student report to the district office.

- Confidentiality

It is very important that matters relating to the students you are working with, information relayed by teachers concerning the student, all school records, and any related instances be kept confidential at all times. Names, instances and conversations should not be repeated to anyone who is not directly involved.

- Emergency Action Plan

Volunteers should be familiar with the fire escape routes and disaster routines for the specific rooms in which they will be working. These should be posted in each of the classrooms.

MANDATED REPORTER

ANY VOLUNTEER WHO SUSPECTS OR RECEIVES KNOWLEDGE THAT A STUDENT MAY BE AN ABUSED OR NEGLECTED CHILD SHALL IMMEDIATELY REPORT SUCH A CASE TO THE ILLINOIS DEPARTMENT OF CHILDREN AND FAMILY SERVICES. THE VOLUNTEER SHALL ALSO PROMPTLY NOTIFY THE SCHOOL ADMINISTRATOR THAT A REPORT HAS BEEN MADE.

GUIDELINES FOR SAFE INTERACTION WITH STUDENTS

PHYSICAL CONTACT WITH STUDENTS

Do not make sexist or sexual comments.

Avoid innuendo.

Talk to and treat all students in the same manner.

Maintain appropriate boundaries between adult and student.

If alone with a student, be in a visible and open location.

Do not spend too much time with one student or group of students.

Avoid being alone with students.

If you notice a student developing a personal interest, see the Principal immediately.

The school district does not encourage contact outside of the school day, building, or school-related activities. This means that you:

Do not provide your phone number to any student and do not ask for the phone number of any student.

Do not provide your address to any student and do not ask for the address of any student.

Do not offer or agree to transport any student at any time.

Do not engage in private tutoring sessions outside of the school building, or days and hours of operation.

Do not give or receive any gifts from students.

If working one-to-one with a student, always do so in a public area like hallway, classroom or library.

WORKING EFFECTIVELY WITH SCHOOL STAFF

- Let the staff know what types of jobs you are interested in doing and what your special skills are so they can utilize your talents.
- If you have never volunteered in a school before, there are many new and exciting things to learn. Some staff members have never worked with volunteers before. This will be a new experience for them as they learn how to utilize volunteers.
- The staff often relies on volunteers to complete many of the “routine” jobs such as preparing learning aids and organizing materials. Teachers are then able to spend more time with students or planning their instruction.
- Make sure you know exactly how the teacher wants the job done. If you are not sure, ask for clear directions and/or demonstration of how the task is to be performed.
- Be willing to try new tasks assigned by the staff, but only do as much as fits your schedule and interests.
- Come when you say you will come, if at all possible. Give the staff plenty of notices when you won't be available at your scheduled time.

WORKING WITH STUDENTS

- ✓ Call students by name. Make every effort to pronounce and spell each name correctly.
- ✓ Encourage and praise students to make them feel good about themselves even when they are having difficulty. Let them know that you care and praise them for even the smallest successes.
- ✓ Encourage student to do their own thinking. Give them plenty of time to answer your questions. Beware the student who may try to get you to do their work for them.
- ✓ It is ok to admit that you do not know the answer or that you do not know what to do. Work on finding answers together or ask the teacher for assistance.
- ✓ Always be consistent with the teacher's rules for behavior. Do not allow them to do things that the teacher would not.
- ✓ Keep students on task so that they can learn as much as possible in the short amount of time that they spend with you.
- ✓ Do not leave a student or small group of students without supervision.
- ✓ Positive encouragement goes a long way in helping students. If you would like to bring extra incentives, please discuss the use of them in advance with the classroom teacher.

WHAT SHOULD I DO IF....

A student is injured?

No matter how minor the injury is, you should immediately notify a teacher or staff member in charge. Do not attempt to administer any type of first aid.

A student becomes ill?

If a student complains of not feeling well, you should notify the teacher or staff member in charge immediately. You should never administer any form of medication to the student.

You are asked to take the class alone?

You are not a paid employee, so you are not legally permitted to supervise a class alone. If a teacher must leave the room, arrangements should be made to have a paid staff member present.

Someone asks to see a student?

If any person asks to speak to a student or take a student, you must direct the individual to the teacher. Under no circumstances should you grant such a request.

A problem arises with your supervisor?

If you should encounter any type of problem with your role, please discuss it with the school principal.

Someone asks you how a student is doing?

As it becomes known that you are working with the school, you may be asked questions concerning specific students. If a parent or friend inquires about a student's progress, you should say, "I enjoy working with the student and I am sure if you schedule an appointment the teacher would be happy to talk with you."

WHEN INAPPROPRIATE BEHAVIOR OCCURS

Remember that discipline is ultimately the teacher's responsibility; however, some suggestions may help when inappropriate behaviors occur:

*FOLLOW THE CLASSROOM RULES AND THE TEACHER'S LEAD IN DISCIPLINE MATTERS. ONLY DO WHAT YOUR TEACHER WILL ALLOW YOU TO DO.

*EXPECT COOPERATION AND INDICATE YOUR CONFIDENCE IN THE STUDENT THAT A BEHAVIOR WILL IMPROVE OR MISBEHAVIOR WILL NOT OCCUR.

*REMAIN CALM AND OBJECTIVE; CONTROL YOUR OWN TEMPER.

*DO NOT EMBARRASS STUDENTS IN FRONT OF THEIR PEERS.

*SPEAK IN PRIVATE ABOUT MISBEHAVIOR. AVOID POWER STRUGGLES. NEVER THREATEN STUDENTS.

*DO NOT PUNISH AN ENTIRE GROUP BECAUSE OF THE ACTIONS OF ONE.

The goal of the volunteer program is to help students develop a positive self-image that will be strong enough in order for them to control their behavior.

Drug and Alcohol Free Campus

1. The unlawful manufacture, dispensing, use, sale, possession, distribution or transportation of drugs, controlled substances, or alcohol while on district premises or while performing work for the district are strictly prohibited and may result in discipline up to and including termination of assignment.
2. Drugs and alcohol may not be bought, consumed, transported or stored on any district-owned or leased property (including vehicles).
3. Any volunteer who is using prescription or over-the-counter drugs that may impair their ability to safely perform the job, or affect the safety or well being of others, must notify a supervisor of such use immediately before starting or resuming work.
4. Volunteers will not be permitted to work while under the influence of alcohol or prohibited drugs in their systems. Prohibited drugs include illegal substances, alcohol, or prescription drugs that may affect the ability to safely perform the job. We require all volunteers to report to work in a condition that allows them to perform their duties and not impair the safety of fellow volunteers, district employees and students. Individuals who appear to be unfit for work may be subject to a fitness-for-duty examination at a designated medical facility, shall be subject to reasonable suspicion and/or random drug and/or alcohol testing, and shall be subject to discipline up to and including termination of employment.
5. Any volunteer who is involved with on-the-job or off-the-job illegal drug use, sale, possession, dispensation, unlawful manufacture, transportation, or distribution may be considered in violation of this policy. In deciding what action to take, the district will take into consideration the nature of the charges including arrest, conviction, plea bargains and employee's assignment and record with the district. In addition, the district will consider any adverse effect the volunteer's actions may have on its students, other employees, the public, or the district's reputation and image.
6. The district reserves the right to authorize searches for illegal drugs, alcohol, or contraband, including searches of lockers, desks, vehicles, or personal effects on the district's property.

Sexual Harassment Policy

The School District shall provide an environment free of unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct, or communications constituting sexual harassment as defined and otherwise prohibited by State and Federal law.

District volunteers shall not make unwelcome sexual advances or request sexual favors or engage in any unwelcome conduct of a sexual nature when: (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's ability to volunteer; (2) submission to or rejection of such conduct by an individual is used as the basis for volunteer decisions affecting such individual; or (3) such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment. Sexual harassment prohibited by this policy includes verbal or physical conduct. The terms intimidating, hostile, or offensive include, but are not limited to, conduct that has the effect of humiliation, embarrassment, or discomfort. Sexual harassment will be evaluated in light of all the circumstances.

A violation of this policy may result in discipline, up to and including discharge. Any person making a knowingly false accusation regarding sexual harassment will likewise be subject to disciplinary action, up to and including discharge.

Sexual Harassment Policy Continued:

Aggrieved persons, who feel comfortable doing so, should directly inform the person engaging in sexually harassing conduct or communication that such conduct or communication is offensive and must stop.

Volunteers should report claims of sexual harassment to any Administrator and/or School Board Member. Volunteers may choose to report to a person of the same sex. Initiating a complaint of sexual harassment shall not adversely affect the complainant's employment or assignments.

There are no express time limits for initiating complaints and grievances under this policy; however, every effort should be made to file such complaints as soon as possible, while facts are known and potential witnesses are available.

Whom to Contact with a Report or Complaint

Contact the school administration office for the Nondiscrimination Coordinator or Superintendent. You may also review Board Policy 5.20 on the districts website.

Sexual Misconduct Policy

The school district will not tolerate and will seek to eradicate any behavior by its employees, volunteers, or others which constitutes Sexual Misconduct toward another employee, volunteer, or other. "Sexual Misconduct" means any actual, attempted or alleged sexual molestation, assault, abuse, sexual exploitation or sexual injury. "Sexual Misconduct" does not include "sexual harassment."

Reporting Procedures and Designated Child Abuse Counselor

It is the express policy of the district to encourage victims of Sexual Misconduct, and their parents or guardians in the case of minors, to come forward with such claims. The district has a Designated Child Abuse Counselor who shall remain accountable for implementation and monitoring of this policy. The identity of the Designated Child Abuse Counselor shall remain on file with the district. In order to conduct an immediate investigation, any incident of Sexual Misconduct must be reported as quickly as possible in confidence, as follows:

Sexual Misconduct Policy Continued:

Employees and Volunteers

Employees and volunteers are required to report any known or suspected incidents of sexual misconduct according to the Illinois mandatory reporting guidelines. They must also report to their direct supervisor, the district administrator or the Designated Child Abuse Counselor. If the report is made to the supervisor or district administrator, that individual shall immediately notify the Designated Child Abuse Counselor. If the person to whom an employee or volunteer is directed to report is the offending person, the report should be made to the next higher level of administration or supervision.

Children

Each year, parents or legal guardians of children shall be advised of the contents of this Sexual Misconduct Policy and be instructed to report any incident of known or suspected sexual misconduct to a supervisor, the school administrator or the Designated Child Abuse Counselor, unless that individual is the offending person. If the complaint is made to the supervisor or the school administrator, that individual shall follow Illinois mandatory reporting policy and immediately notify the Designated Child Abuse Counselor.

Investigation & Confidentiality

All formal complaints will be given a full, impartial and timely investigation. During such investigation, while every effort will be made to protect the privacy rights of all parties' confidentiality cannot be guaranteed.

Sexual Misconduct Policy Continued:

Discipline

Any district employee or volunteer who is determined, after an investigation, to have engaged in sexual misconduct in violation of this policy will be subject to disciplinary action up to and including termination of employment. False accusations regarding sexual misconduct will not be tolerated, and any person knowingly making a false accusation will likewise be subject to disciplinary action up to and including discharge, with regard to employees or volunteers.

The district will discipline any individual who retaliates against any person who reports alleged sexual misconduct or who retaliates against any person who testifies, assists or participates in an investigation, a proceeding or a hearing relating to a sexual harassment complaint. Retaliation includes, but is not limited to, any form of intimidation, reprisal or harassment.

A grayscale photograph of a science classroom. In the foreground, a microscope is visible on the left. In the background, several students are engaged in a science activity, with one student in the center-right looking through a microscope. The overall scene is dimly lit, emphasizing the educational environment.

THANK

YOU

OUR SCHOOL DISTRICT APPRECIATES EACH AND EVERY VOLUNTEER. THE WEALTH OF KNOWLEDGE AND PASSIONATE PERSONALITY THAT EACH OF YOU BRINGS WITH YOU WHEN YOU VOLUNTEER MAKES A DIFFERENCE TO OUR STUDENTS.

Bushue HR, Inc.