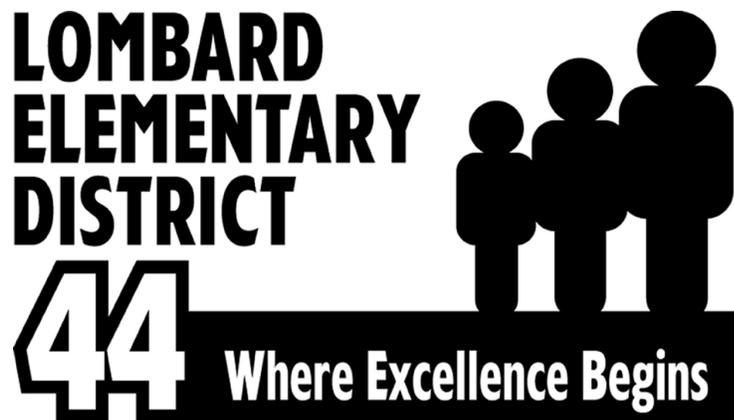


# SCHOOL VOLUNTEER HANDBOOK

*Program Guidelines*



Revised September 2018

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# School Volunteer Program Framework

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Be sure to complete pages 9-11 of this handbook and return to the school.

## ***So, you want to be a volunteer...***

Thank you for your interest in volunteering in Lombard School District 44. We are pleased to see that you have an interest in helping to support our district, school and students. Volunteers are an essential part of the ways in which we are able to foster the connection between home and school and offer additional support to many of our students throughout the school year.

## ***Who is a School Volunteer?***

A school volunteer helps to expand and enrich the students' learning experiences by working under the direction of teachers and school staff.

You should have a genuine interest in students, a commitment to your volunteer activity, regular attendance, a cooperative attitude, flexibility, and a willingness to attend training sessions as needed.

Frequently volunteers come into the school to repeatedly work with students, staff or the school as a whole. Some frequent ways in which parents volunteer are as follows:

- Fluency readers
- Math stations
- Copying
- Computer Lab help
- Art parents

Volunteers who do not need to fill out the application, but still need to be screened through our security management system, would include the following:

- Occasional visitors to the school
- One-time volunteers

# Getting Started

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If you are not yet a volunteer in our schools and would like to be, please contact your local school. You will be invited to complete the *Application to Volunteer*, and be scanned and cleared to volunteer by Raptor, our district visitor management system. The principal or designee will make arrangements to provide an orientation on school policies and volunteer procedures.

## **School Procedures**

Each school has specific information for the volunteer to learn. Volunteers need to know fire drill procedures, restroom locations, school dress code, parking areas, absence procedures, the use of cell phones, and general regulations in the school.

## **Volunteer Applications**

All adult volunteer applicants, including field trip chaperones, must complete an *Application to Volunteer* and wait for clearance via Raptor PRIOR to volunteering or chaperoning. The application needs to be completed accurately and in its entirety. You will be asked to renew this clearance process annually.

## **Health Regulations**

Please do not come to school if you are ill. This includes a cold, sore throat, or cough. Please call the school and leave a message for the teacher when you have an unforeseen absence.

## **Attendance**

Punctuality and reliability are appreciated since students are counting on you. Please inform teachers in advance of planned absences and call the school for unforeseen absences.

## **Appearance and Manner**

Volunteers should set a good example to students by maintaining professional conduct, language and appearance.

## **Confidentiality**

Volunteers must sign a confidentiality agreement and maintain strict confidentiality concerning information they learn about students or faculty. A misplaced comment can be devastating to a student, the family, and the volunteer program. If you have questions or concerns, talk with the teacher or principal.

## **Sign In/Out and Wear a Name Tag**

Each time you volunteer, you will be asked to check into the office, need to be screened through our security management system and wear your name tag/ID badge, visibly, at all times.

## **Orientation and Training**

Many schools hold orientations early in the school year for new and returning volunteers. Volunteer opportunities will be reviewed, and school policies and procedures explained. If you are unable to attend this session, contact your school office. The school employee supervising you will provide training regarding your particular assignment.

## Volunteer Opportunities

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From preparing materials for a lab experiment to cleaning lunch tables or mentoring/ tutoring a student one-on-one, there is a volunteer job to suit every person's background and interest. The following is an overview of possible volunteer opportunities available within Lombard School District 44. Not all of these positions are available on every school campus. Schools reserve the right to recruit volunteers only for job positions in need at their school. To help with the placement process, please consider the following:

- Would you like to work directly with students?
- Would you like to be a tutor, a classroom assistant, or an office worker?
- Do you have special talents and/or skills that would benefit music, art, drama, physical education, or an extra-curricular program?
- How much time can you commit to volunteering?
- What days or hours do you prefer?
- Can you make a weekly commitment or are you only available occasionally?
- What experience do you have that would prepare you for your volunteer job?
- What is your motivation for volunteering?

Volunteer opportunities vary from school to school. Your school office staff can assist you with finding the right fit for you.

# Important Volunteer Guidelines

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## ***When Working with Students***

- Volunteers are assigned only to staff members who request their services.
- Staff members reserve the right to limit the frequency and duration of volunteer time, as well as the number of parent volunteers at any given time.
- Volunteers *may not* discipline students or provide “instruction” to students regarding behavior. Discipline problems or concerns should be reported to the teacher and/or the principal.
- Volunteers must always be supervised when working with students. They may not supervise a classroom or give permission for a student to leave a classroom.
- Volunteers may not diagnose student weaknesses and strengths, prescribe activities for students, or evaluate student progress.
- Volunteers' discussions with teachers should not interrupt class time.
- Cell phones should not be used in the school.
- Volunteers should set a good example for students by their manner, appearance and behavior. They should be well- groomed, appropriately dressed, and maintain professional conduct/language.
- Volunteers may not give any medication to students.
- Volunteers may not write comments on student papers.
- Comparing and criticizing staff and students is not acceptable volunteer behavior.
- Volunteers may not hold informal parent/teacher conferences.
- Volunteers may not conduct personal business at school.
- Volunteers may not take photographs of students, unless permitted by school personnel. Under no circumstances may volunteers post or share student photographs or information acquired in their capacity as a volunteer on social networks.
- Volunteers may never touch students in any way that is aggressive, disciplinary, or sexual in nature.
- All volunteers must sign in/out and be cleared via Raptor. District 44 will provide an identifying sticker/pass that is to be visible at all times while volunteering.

## ***Safety Guidelines***

- Be aware of and monitor students' compliance with school playground regulations.
- Supervise climbing and physical activities carefully.
- Volunteers may need to closely monitor students' use of certain materials and activities pursuant to the school playground regulations. These may vary at each school depending on the playground area and the playground equipment. Please check with your school's principal.

### **Remember:**

- Know and follow all of the school's safety rules.
- If an accident occurs, *immediately* notify a staff member.
- Never move a child involved in an accident. A member of the school staff will initiate proper procedures.
- If you are hurt or involved in an accident while serving in your volunteer capacity, you should report the incident to the school office and complete an accident report immediately.

# Helping Students Learn

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- A student's name is very important. Make sure you say and spell it correctly.
- Make sure your student knows and can pronounce your name.
- Show that you are interested in each student as a person. Listen carefully to what the student has to say.
- Students make mistakes. Assure them that this is part of learning.
- Build the student's self-confidence. Praise your student honestly and frequently.
- Ask questions that may lead students to the answer instead of telling them the answer.
- Let students try new methods, even if you know an easier way.
- Give the students as much time as they need to understand new ideas. Be patient!
- Be reliable. Students will be disappointed when you are absent. Show you care by calling when you can't go to school when expected.

## **Students Learn By:**

- Doing - not by passively observing
- Asking questions and searching for answers to their questions
- Discovering - using all their senses, whenever possible
- Experimenting - sorting and combining objects
- Building confidence in themselves

## **Communicating with Students:**

The following suggestions are provided to help you communicate with students to get positive results.

- Be sure the students understand what you're saying. We sometimes use words they do not comprehend.
- Keep your voice as low as possible. The students will get louder as your voice increases in volume.
- Positive statements greatly influence students' attitudes about themselves and contribute to their success-building experiences.

## **Some expressions to boost a student's self-image:**

"I like the way you're working."

"That's right! Good for you."

"Good thinking."

"I'm very proud of the way you worked today."

"It looks like you put a lot of thinking into this."

"That's respectful behavior. Thank you!"

"Good job!"

"Awesome work!"

## Questions and Answers

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### **How do I become a volunteer?**

Contact your school office or classroom teacher and inform them of your desire to volunteer. An application will need to be completed. Once your application is completed, approved and you pass the Raptor check, you will be ready to assist in the school.

### **I do not have teaching experience. Can I still volunteer?**

Yes! A teaching background is not required because volunteers work under the direction of the professional staff. Qualifications for a school volunteer include a personal desire to help, sincere interest in students, ability to follow school procedures and policies, and a willingness to make a definite time commitment. The teacher or supervisor will provide any necessary training.

### **I'd like to volunteer, but I can't offer my services on a regular basis. Can I still volunteer?**

Yes! Lombard School District 44 values and appreciates any and all volunteers who dedicate their time to help.

### **What do I do about student discipline?**

Disciplinary action is the sole responsibility of the school staff. Volunteers do not enforce discipline. While volunteers may request that students work according to the rules in the classroom they are not authorized to provide further instruction regarding behavior or discipline to the students, as they may not be aware of the full details regarding any situation. Immediately notify the teacher and/or supervisor if there is a discipline issue.

### **My friends and neighbors will ask me about my role as a volunteer in the school. What may I say?**

We want you to talk about your child's school and your involvement. However, you may have access to information regarding other students that must be treated as confidential and not disclosed. Please refer to the confidentiality agreement for more information.

# Administrator and Volunteer Checklist

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## I have:

- talked with the school office
- completed an *Application to Volunteer*
- waited for my application to be processed and cleared
- participated in an orientation/training session
- been assigned to a teacher or a supervisor of a project/activity
- a specific place and time to volunteer

## I know:

- the school layout, parking, and facilities available
- the school and classroom discipline policies
- classroom policies, procedures, and rules
- fire drill and severe weather procedures
- where and when to report to volunteer
- that I must check in daily and be cleared through the Raptor system
- what to do if I must be absent
- what to do if I am assigned to volunteer with a substitute teacher
- where instructional materials/tools are kept
- what is expected of me





**FOR SCHOOL USE ONLY**

General description of assignment(s):

- Supervising students as needed by a teacher
- Supervising students during a regularly scheduled activity
- Assisting with academic programs
- Assisting at the resource center or main office
- Other: \_\_\_\_\_

Name of supervising staff member: \_\_\_\_\_

**To be completed by the Building Principal:**

Will the individual be working over a long period of time in direct contact with students where no staff member is continuously present or in other situations where a fingerprint-based criminal history records check would be prudent?

- Yes       No

If **yes**, and provided the individual authorized the fingerprint-based criminal history records check, please provide the following:

Date the background check was requested: \_\_\_\_\_

Date the background check was received and reviewed: \_\_\_\_\_

Check reviewed by (*please print*) \_\_\_\_\_

\_\_\_\_\_  
*Signature of reviewer* *Date*

By signing, I agree to abide by the policies and procedures of the District 44 Board of Education, the Volunteers Program, including the School Volunteer Handbook, and the individual school at which I am assigned. I understand the principal reserves the right to not place me or to discontinue my assignment as a volunteer or use of my volunteer services at any time at the principal's and the District 44's sole discretion."

\_\_\_\_\_  
*Volunteer applicant signature* *Date*

**Waiver of Liability**

The School District does not provide insurance coverage to non-District personnel serving as volunteers for the School District. The purpose of this waiver is to provide notice to prospective volunteers that they do not have insurance coverage by the School District and to document the volunteer's acknowledgment that they are providing volunteer service at their own risk.

**By your signature above:**

You acknowledge that the School District does not provide insurance coverage for the volunteer for any loss, injuries, illness, or death resulting from the volunteer's unpaid service to the School District.

You agree to assume all risk for death or any loss, injury, illness, or damage of any nature or kind, arising out of the volunteer's supervised or unsupervised service to the School District. You also agree to waive any and all claims against the School District, or its officers, School Board Members, employees, agents or assigns, for loss due to death, injury, illness or damage of any kind arising out of the volunteer's supervised or unsupervised service to the School District.

**For volunteer coaches only:**

I understand that while fulfilling my coaching responsibilities, I am a *school official* under State law. In accordance with policy 5:90, *Abused and Neglected Child Reporting*, I will report to the Building Principal any unsanctioned or unauthorized act that results in bodily harm to any person. If the act results in death or great bodily harm, I will make a report to law enforcement and promptly notify the Building Principal that a report has been made (720 ILCS 5/12C-50.1, added by P.A. 98-393).

6:250-E

## Volunteer Confidentiality Agreement

In District 44, we believe that the schooling experience can be enhanced by the work of volunteers and community groups. It is imperative, however, that all volunteers recognize the rights of the individuals who spend their days in the school buildings. As a public facility, we honor all of our students and understand that each is unique in the creation of a cohesive school. Together, we make a difference in the lives of our children. Thank you for your support and efforts.

### Acknowledgement

I understand that School District 44 will allow me reasonable access to the school, school facilities, educational programs and/or individuals needed as it relates to the purpose of my visit. I further understand that during my visit, I must honor the confidentiality rights of all students and agree to refrain from disclosing or sharing of any information regarding other students that is obtained during my visit, including any information contained in written or electronic records as well as information shared verbally, either directly or indirectly with me. I will not disclose or divulge, either verbally, in writing, electronically, or via any other mode of communication, any information about any students, either individually or as a group or class, acquired in my capacity as a volunteer, except as necessary and authorized by my supervising staff member or principal. I understand that any such breach in expected confidentiality could result in loss of my volunteer privileges, as well as District 44 pursuing any other remedies available to it for such breach or threatened breach. I understand that if I have any questions about this obligation I am to contact the principal.

Staff member(s) for whom I volunteer: \_\_\_\_\_

Volunteer duties: \_\_\_\_\_

Signature of volunteer: \_\_\_\_\_

Date: \_\_\_\_\_