



**ROUND LAKE
AREA SCHOOLS**

Community Unit School District #116

VOLUNTEER AND CHAPERONE HANDBOOK

2021-2022

WELCOME VOLUNTEERS

The support that volunteers provide helps the District enhance educational experiences for all students. Whether you volunteer one hour per week, one hour per year, or for specific events, programs, or activities, your sense of commitment and service is appreciated.

The Board of Education, as stated in Board Policy 6:250, encourages the use of resource persons and volunteers to:

- Enhance students' educational attainment
- Provide enrichment experiences for students
- Increase the effective utilization of staff time and skills
- Give more individual attention to students
- Promote greater community involvement

The Board and District promote the use of school volunteers while working to maintain a safe and secure environment for staff and students, to the extent applicable. The Principal or designee will select and assign volunteers within a school building. If a staff member, other than the Principal, recruits someone to act as a volunteer, the staff member must receive authorization from the Principal. The Principal or designee shall assign volunteer opportunities on the basis of an individual's qualifications, availability, and the school's needs. A volunteer shall serve under the supervision of an assigned staff member.

All volunteers shall abide by the applicable District policies and procedures, including, but not limited to, all sign-in and identification procedures, student confidentiality, safety, reporting, and harassment policies. Volunteers may also be expected to attend training sessions when required.

This handbook is designed to provide information and support. It outlines the District's volunteer policy, includes a copy of the **Volunteer Information Form - Agreement & Release**, and highlights standard procedures and expectations.

THANK YOU

The students, staff, and administration of Round Lake Community Unit School District 116 acknowledge your willingness to share your time, talent, and energy ... Thank You! It is our hope that you will derive a great deal of personal satisfaction from your contribution and time in our schools.



WHO CAN BE A VOLUNTEER

An approved volunteer is an individual who meets the following criteria:

- An adult over the age of 18 years
- An individual approved by District 116 to be with children
- An individual selected for a specific volunteer assignment

Important to Note: No individual who refuses to submit to a criminal background check required by Board policy 6:250, who has been convicted of any of the criminal offenses enumerated in 105 ILCS 5/34-18.5(c) as amended, or who is identified as a "sex offender", as defined by the Sex Offender Registration Act, or a "violent offender against youth," as defined in the Murderer and Violent Offender Against Youth Registration Act, may serve as a volunteer.

WHAT VOLUNTEERS MAY DO

Volunteers may be used only in an auxiliary capacity under the direction and supervision of District 116 staff members:

- For non-teaching duties not requiring instructional judgment or evaluation of students
- For study hall support, facilitating programs transmitted by electronic media (such as computers, video and audio), and school-sponsored extracurricular activities
- To assist with academic programs under a certificated teacher's immediate supervision
- As a guest lecturer or resource person under a certificated teacher's direction and with the administration's approval
- As supervisors, chaperones, or sponsors for non-academic school activities

WHAT VOLUNTEERS MAY NOT DO

Volunteers may not:

- Substitute for a member of District 116 staff
- Establish instructional objectives or lesson plans
- Impose, administer, or enforce student discipline
- Give medication
- Access information contained within confidential student records

VOLUNTEER OPPORTUNITIES

Volunteer opportunities vary by school. Examples of daily (in-session) volunteer opportunities include: tutoring or reading one-on-one with a single student or small group of students, serving as a guest lecturer, assisting a classroom teacher, providing support for clerical or office staff, or chaperoning school-sponsored field trips. There are also many opportunities for volunteers during evening hours, weekends, or over the summer. These may include after school activities, school improvement projects, community outreach, and involvement with parent groups or athletic/activity booster clubs.

BECOMING A VOLUNTEER – COMPLETE THE VOLUNTEER INFORMATION FORM

Individuals seeking to volunteer must complete and submit a **Volunteer Information Form - Agreement and Release**, at the time he/she first seeks to serve as a volunteer and at least annually thereafter. This form is located on the last page of this handbook and available from school building office staff. By executing this form the individual agrees to:

- Comply with the provisions of District policy and all volunteer guidelines
- Authorize background checks, including finger printing - if necessary

Tier I – Secured Volunteer

Volunteers that the District considers to be secured (Tier I), will have direct contact with students without the continuous supervision of a staff member for an extended period of time and/or on a long-term or regular basis (e.g. semester or school year) will be required to submit to a criminal background check, including, where appropriate and necessary, finger printing. Examples of Tier I volunteer roles include:

- Tutoring
- Assisting club activities
- Assisting/coaching athletic activities
- Chaperoning overnight trips

Tier II – Standard Volunteer

Volunteers that the District considers to be standard (Tier II), will not have unsupervised access to students and are not subject to a criminal background check. Examples of Tier II volunteer roles include:

- Guest speakers
- Parents or legal guardians who assists in the classroom
- Parents or legal guardians who accompany his or her child's class on a supervised day field trip

Important to Note: No individual who refuses to submit to a criminal background check required by this policy, who has been convicted of any of the criminal offenses enumerated in 105 ILCS 5/34-18.5(c) as amended, or who is identified as a "sex offender", as defined by the Sex Offender Registration Act, or a "violent offender against youth," as defined in the Murderer and Violent Offender Against Youth Registration Act, may serve as a volunteer.

As part of the review of all applications to serve as a volunteer, the Principal or designee shall also check the *Illinois Sex Offender Registry* (www.isp.state.il.us/sor) and the *Violent Offenders Against Youth Database* maintained by the State Police (www.isp.state.il.us/cmvo). The background check and review of the sex/violence against youth lists will be completed before authorizing any individual to serve as a volunteer.

VOLUNTEER RESPONSIBILITIES

Dependability and Promptness

Dependability and promptness are important to the volunteer experience. Volunteers who will be late or absent are expected to call the classroom teacher, staff contact, or building secretary as soon as possible, allowing notification, adjustments, or other arrangements to be made.

Mandatory Reporting of Suspected Child Abuse

State Law provides that education professionals are mandated reporters of suspected child abuse. A

volunteer who has reason to believe that a child has been subject to abuse or maltreatment must report this information immediately to the teacher, or a building or district administrator.

Respect Classroom Structure

The time a volunteer spends in a classroom is important. The program/activity/lesson being delivered, the ability to focus, and to be engaged in the complete experience has value for the volunteer, the teacher, and the students. Siblings are not to accompany parent volunteers in a classroom setting. Siblings are welcome and encouraged to attend family events such as: holiday parties, celebrations, recognitions, open assemblies, special presentations, and talent showcases.

If you are a parent or guardian and volunteer in your child's class, please do not use this time to engage your child's teacher in an impromptu conference. A designated time, where complete attention can be given, is optimal for discussions regarding the individual needs of a child. Please remember that parents and guardians may request conferences regarding their children at any time throughout the school year.

Harassment Reporting

Board of Education policy indicates that no person (including a District employee or agent, or student) shall harass or intimidate another individual based upon their sex, color, race, religion, creed, ancestry, national origin, physical or mental disability, sexual orientation, or other protected group status. Adult-to-adult, adult-to-student, student-to-student, or student-to-adult harassment is prohibited. Sexual harassment is behavior that is of a sexual nature and unwelcome. If a volunteer believes they are a victim of harassment or violence, or have information about the harassment or violence toward any adult or student, this information must be reported to the assigned staff contact or the building administrator.

Student Discipline

Student discipline is not a volunteer responsibility. Behavioral frameworks, restorative practices, and Positive Behavior Intervention and Supports (PBIS) guidelines are utilized at each school. When situations arise that relate to concerns about disciplining students, please contact the classroom teacher or building administrator for direction.

SIGN IN PROCEDURES

Student, staff, and building visitor safety is a District priority. All volunteers must report to the main office each time they volunteer. Volunteers will be asked to provide a form of identification, sign in, and then be given a name tag to wear while on school premises. It is important for a school (or other District location) to know who is in the building, where to find them, and who to contact in case of emergency.

PRIVACY CONSIDERATIONS

Volunteers are bound by the same rules of confidentiality and privacy considerations as District 116 staff. Confidentiality policies include those established by the Illinois School Student Records Act, the Family Educational Rights & Privacy Act (FERPA), and Board of Education policy.

Student records and student data are considered confidential information. Student records and student data may not be presented or handled in a manner where the information contained can be accessed by others. Student records and student data may only be copied with administrative approval. Student information may not be discussed or shared with anyone other than school or District personnel.

Volunteers who have questions or concerns about confidentiality issues should speak directly with the classroom teacher or building administrator.

SAFETY

Each school site has emergency procedures. Volunteers should follow the instructions of staff during emergency drills or in the event of an actual emergency that requires a shelter-in-place or lock-down. Volunteers must immediately report concerns for student safety to the classroom teacher, staff contact, or building administrator.

REIMBURSEMENT OF EXPENSES

The District may approve reimbursement to volunteers for approved expenses incurred as part of providing volunteer services. Procedures established by the District and preapproved by the building administrator must be followed for expenses a volunteer may seek to have reimbursed.

IF YOU NEED HELP OR ADDITIONAL SUPPORT

If you need additional support in order to perform a task or understand your volunteer role, please ask the classroom teacher, staff contact, or building administrator. Complete and thoughtful communication is crucial to ensure that a volunteer's valuable time is well-spent.

TERMINATION OF VOLUNTEER INVOLVEMENT

Individuals who are unable to continue serving in their volunteer assignment should notify the classroom teacher, staff contact, or building administrator.

Individuals who request to volunteer and do not meet the appropriate requirements for volunteers working with children, as established by state law and District 116 policy, will be considered as not approved and will not be accepted into the program. If a volunteer meets the acceptance criteria, but does not conform to the guidelines outlined in this handbook, the building administrator or designee may suggest alternative actions or assignments. If these placement modifications are not met with success, the building administrator has the option to terminate a volunteer's involvement.

Falsification or omission on the ***Volunteer Information Form*** is not allowed and may constitute grounds for dismissal. This form is considered a public document. False statements may be considered to be a criminal offense that can be prosecuted by law.

Round Lake Community Unit School District 116 may, in its sole discretion, terminate a volunteer's services.

CHAPERONE GUIDELINES

Round Lake Community Unit School District 116 provides school-sponsored field trips as valuable learning and interactive experiences for students.

Chaperones are volunteers who agree to accompany and assist District 116 staff on school-sponsored field trips. Chaperones provide additional adult supervision and work to ensure a safe, engaging, and well-supervised experience for students.

Students are expected to treat all volunteers with courtesy, respect, and a cooperative attitude. Teachers and school administrators are responsible for assigning specific duties for chaperones. The following guidelines are specific to volunteers who agree to chaperone District 116 sponsored activities and are ***in addition*** to the general volunteer guidelines previously outlined in this handbook:

- Only District 116 students are allowed to participate in school-sponsored activities (siblings are not authorized to accompany a parent chaperone)
- All participating students must be assigned an adult chaperone
- All chaperones must adhere to requirements provided by the Illinois School Code, Board of Education policies, school rules, and the guidelines of this handbook
- Chaperones will work cooperatively with other school personnel to meet the needs of students with special needs
- Chaperones will assist the supervising teacher/staff in implementing all policies and rules governing student conduct
- Chaperones are not authorized to administer medicine to students
- Chaperones will report all incidents and disciplinary issues to school personnel in a timely manner
- Chaperones will maintain student and adult confidentiality
- Chaperones will take necessary and reasonable precautions to protect students

TRANSPORTATION

District 116 shall provide transportation for all students and teachers. Students are required to use the transportation provided by the school district as part of the class activity. Chaperones are welcome to ride District buses when used and if space allows. In some instances, chaperones may be asked to drive their own vehicle, at their own expense and liability.

CHAPERONE GUIDELINES FOR OVERNIGHT STAYS

In the event a chaperone volunteers for an extended-stay field trip that requires overnight lodging, provisions to ensure the safety, engagement and well-being of all participants shall include:

- Chaperone may be assigned the responsibility for maintaining emergency contact and medical information for participating students and adults – this information must be kept secure and readily available
- No chaperone shall stay in a room alone with a student unless the chaperone is the student's parent or legal guardian
- Chaperones will enforce criteria regarding room assignments based on gender
- Chaperones will cooperate with the plans made by the trip coordinator to account for and respond to weather, illness, vehicle maintenance, traffic or other types of emergencies or delays
- Chaperones will adhere to an organized system for communicating and performing student counts

ROUND LAKE COMMUNITY UNIT SCHOOL DISTRICT 116

VOLUNTEER INFORMATION FORM

[Agreement & Release]

VOLUNTEER NAME *(Please Print Above)*

VOLUNTEER EMAIL

VOLUNTEER PHONE

VOLUNTEER ADDRESS

STREET

CITY

ZIPCODE

PERSONAL PHYSICIAN *(For Volunteer)*

PERSONAL PHYSICIAN PHONE

EMERGENCY CONTACT NAME *(For Volunteer)*

EMERGENCY CONTACT PHONE

ARE YOU NOW OR HAVE YOU EVER BEEN A SCHOOL VOLUNTEER?

YES

NO

IF YES, PLEASE LIST NAMES OF SCHOOLS BELOW

NAME OF ANY CHILD OR WARD CURRENTLY ATTENDING THIS SCHOOL

CRIMINAL CONVICTION INFORMATION

ARE YOU A CHILD SEX OFFENDER?

YES

NO

HAVE YOU EVERY BEEN CONVICTED OF A FELONY?

YES

NO

IF YES, LIST ALL OFFENSES BELOW
OFFENSE

LOCATION

DATE

ARE YOU WILLING TO CONSENT TO A CRIMINAL HISTORY CHECK IF DEEMED NECESSARY?

YES

NO

State law prohibits individuals convicted of committing or attempting to commit a Class X felony from working in the schools. Individuals who are considered "child sex offenders" are also prohibited from volunteering. The principal or designee shall periodically review the Child Sex Offender List published by the Illinois State Police as part of the volunteer screening process. Long-term volunteers who work directly with students may be asked to submit to a fingerprint-based criminal background check.

VOLUNTEER SIGNATURE

DATE

