NORTH CHICAGO
SCHOOL DISTRICT 187

VOLUNTEER/CHAPERONE HANDBOOK

5/2023

VOLUNTEER/CHAPERONE HANDBOOK

Overview

Volunteers provide opportunities that help the school district enhance the educational experiences for students. Whether you volunteer one hour per week, one hour per year, or for specific events and activities, your commitment to education is appreciated.

As stated in Board Policy 6:250, the Board of Education encourages the use of resource persons and volunteers to (1) increase students' educational attainment; (2) provide enrichment experiences for students; (3) increase the effective utilization of staff time and skills; (4) give more individual attention to students; and (5) promote greater community involvement.

Resource persons and volunteers may be used: 1. For non-teaching duties not requiring instructional judgment or evaluation of students; 2. For supervising study halls, long-distance teaching reception areas used incident to instructional programs transmitted by electronic media (such as computers, video, and audio), detention and discipline areas, and school-sponsored extracurricular activities; 3. To assist with academic programs under a certificated teacher's immediate supervision; 4. To assist in times of violence or other traumatic incidents within the district by providing crisis intervention services to lessen the effects of emotional trauma on staff, students, and the community, provided the volunteer meets the qualifications established by the Ill. School Crisis Assistance Team Steering Committee; 5. As a guest lecturer or resource person under a certificated teacher's direction and with the administration's approval; or 6. As supervisors, chaperones, or sponsors for non-academic school activities.

The Superintendent shall follow Board policy 4:175, Convicted Child Sex Offender; Screening; Notifications, to establish procedures for securing and screening resource persons and volunteers. A person who is a sex offender, as defined by the SexOffender Registration Act, or a violent offender against youth, as defined in the Murderer and Violent Offender Against Youth Registration Act, or has otherwise been convicted of a felony, is prohibited from being a resource person or volunteer. All volunteer coaches must comply with the requirement to report hazing in policy 5:90, Abused and Neglected Child Reporting.

Process

The school principal or assistant principal will select and assign volunteers within a school building based on a program or supervision need. If a staff member, other than the principal, recruits someone to act as a volunteer, the staff member must receive authorization from the principal in accordance with Board Policy 6:250. The principal or assistant principal shall assign volunteer opportunities on the basis of an individual’s qualifications and availability and the school’s needs. A volunteer shall serve under the supervision of an assigned staff member. ALL VOLUNTEERS MUST COMPLETE A VOLUNTEER FORM, AND THE BACKGROUND CHECK PROCESS PROVIDED BY HUMAN RESOURCES BEFORE STARTING ANY WORK. A copy of the volunteer form is available in this handbook.

All volunteers shall abide by the applicable district policies and procedures, including, but not limited to, all sign-in and identification procedures and the confidentiality, safety, reporting, and harassment policies. Volunteers are also expected to attend any applicable training sessions as a condition to serve.

For additional information, please consult the school principal.

Who can volunteer?

An approved volunteer is defined as meeting the following requirements:

· An adult over the age of 21 years (age could be higher depending on the assignment)

· An individual approved by North Chicago CUSD 187

· An individual selected for a specific program or supervision need

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 offense against youth," as defined in the Child Murders and Violent Offender Against Youth Registration Act, pursuant to a search conducted in accordance with Section 5 below, may serve as a volunteer.

What can I do as a volunteer?

Volunteers may be used only in an auxiliary capacity under the direction and supervision of a staff member:

1. For non-teaching duties not requiring instructional judgment or evaluation of students;
2. For supervising study halls, long-distance teaching reception areas used incident to instructional programs transmitted by electronic media (such as computers, video, and audio), detention and discipline areas, and school-sponsored extracurricular activities;
3. To assist with academic programs under a certificated teacher's immediate supervision;
4. To assist in times of violence or other traumatic incidents within the district by providing crisis intervention services to lessen the effects of emotional trauma on staff, students, and the community, provided the volunteer meets the qualifications established by the Ill. School Crisis Assistance Team Steering Committee (105 ILCS 5/10-22.34);
5. As a guest lecturer or resource person under a certificated teacher's direction and with the administration's approval; or 6. As supervisors, chaperones, or sponsors for non-academic school activities.

What volunteers may not do

Volunteers may not:

- substitute for a member of the school staff;
- establish instructional objectives or lesson plans;

- impose, administer, or enforce student discipline;
- give medication; or
- access confidential student records.

Volunteer Agreement and Release

As required by Board Policy 6:250, an individual seeking to volunteer must execute and submit a Volunteer Agreement and Release (see page 8) at the time he/she first seeks to serve as a volunteer and at least annually thereafter. By executing the Volunteer Agreement and Release, the individual agrees to:

1. comply with the provisions of district policy and all volunteer guidelines implemented by the district; and
2. authorize a background check, including fingerprinting, if necessary.

When is a background check required?

Any volunteer who will have direct contact with students without the continuous supervision of a staff member present for an extended period of time and/or on a long-term or regular basis (e.g., month, semester, or school year) will be required to submit to a criminal background check, including, where appropriate and necessary, fingerprinting. Examples of such volunteer roles subject to this requirement include tutoring, assisting club or athletic activities, or chaperoning overnight trips or activities.

When is a background check not required?

Examples of volunteers who do not have unsupervised access to students and are not subject to this background check include guest speakers or a parent/legal guardian who accompanies their child's class on a supervised day field trip where each group of students is supervised by a staff member.

All volunteers are required to sign in daily and use the RAPTOR system.

No individual who refuses to submit to a criminal background check required by this policy, who has been convicted of any criminal offenses enumerated in 10 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 offense against youth," as defined in the Child Murders and Violent Offender Against Youth Registration Act, pursuant to a search conducted in accordance with Section 5 below, 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 (when available). The background check and review of the sex/violence against youth lists will be satisfactorily completed before authorizing any individual to serve as a volunteer.

Volunteer Opportunities

Volunteer opportunities vary by school. Examples of volunteer opportunities include tutoring one-on-one with a single student or small group of students, serving as a guest lecturer, assisting a

classroom teacher, assisting with clerical or office responsibilities, chaperoning school-sponsored field trips, preparing instructional materials, or providing technical assistance. There are also many volunteer opportunities during and after school activities, which may include PTA or booster-club-sponsored events and programs.

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 assigned staff person as soon as possible so other arrangements may 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 it immediately to the teacher or a school or district administrator.

Respecting Classroom Activities

The time a volunteer spends in a classroom is important to the teacher and the students. Siblings are not to accompany parent volunteers in a classroom setting.

If you volunteer in your child's class, please do not engage your child's teacher in an impromptu conference while volunteering. You may schedule a teacher conference at any time throughout the year.

Harassment Reporting

Pursuant to Board Policy 7:20, no person, including a district employee or agent, or student shall harass or intimidate another student based upon a student's sex, color, race, religion, creed, ancestry, national origin, physical or mental disability, sexual orientation, or other protected group status. Sexual harassment is behavior that is of a sexual nature and unwelcome. Adult-to-adult, adult-to-student, student-to-student, or student-to-adult harassment is prohibited. If you believe you are a victim of harassment or violence or have information about the harassment or violence of any adult or student, you must report it to the building administrator or staff contact.

Student Discipline is not a volunteer responsibility. When concerns about disciplining students occur, these concerns should be addressed to the classroom teacher or building administrator.

Sign-In Procedures

Student, staff, and building visitor safety is a priority. All volunteers must report to the main office or other area designated by the administration each time they volunteer. Volunteers will be given a name tag to wear while on school premises. It is important for a school to know who is in the building, where to find them, and who to contact in case of an emergency.

Student and Adult Privacy

Volunteers are bound by the same rules of confidentiality/data privacy (state statute that governs student and employee information) as teachers and other staff. Confidentiality policies include those established by the Illinois School Student Records Act, and the Family Educational Rights & Privacy Act (FERPA).

Generally, volunteers will not have access to school records. If deemed necessary by the staff supervisor, a volunteer may assist with contacting parents and have temporary access to parent names and phone numbers. Student records are the responsibility of the staff supervisor.

Volunteers who have questions or concerns about anything seen or heard should bring these questions or concerns to the attention of staff or a school administrator. Problems, abilities, behavior, relationships, grades, and confidence of students or staff are never to be discussed with anyone other than the student's coach/teacher or site administrator.

Safety

Volunteers must immediately report concerns for student safety to the school principal. Each school site has emergency procedures. Please follow the instructions of staff in case of emergency such as a fire, tornado, etc.

If You Need Help

If you need more instructions in order to perform a task, please ask the staff supervisor or building administrator. Communicating with your supervisor and/or principal helps to ensure that a volunteer's time is well spent.

Termination of Volunteer Activity

Individuals who are unable to continue serving in an assigned volunteer activity should notify the staff supervisor and school principal.

Individuals who do not meet appropriate requirements for volunteers working with children, as established by state law and district policy, will not be accepted into the program. If a volunteer does not conform to the guidelines outlined in this handbook, the principal has the option to terminate the volunteer's placement.

Falsification or omission on the registration form, which is a public document, is a criminal offense that can be prosecuted and may constitute grounds for dismissal. The district may, in its sole discretion, terminate a volunteer's services.

CHAPERONE RESPONSIBILITIES

School-sponsored field trips provide valuable experiences for students. **Chaperones are volunteers who agree to accompany and assist District 187 staff on school-sponsored field trips.** Chaperones

provide additional adult supervision and ensure a safe and well-supervised learning experience for students. Students are expected to treat adult volunteers with a cooperative attitude, courtesy, and respect. Staff and school administrators are responsible for assigning specific duties to chaperones. The following guidelines are specific to volunteers who agree to chaperone district-sponsored activities and are in addition to those previously outlined in this handbook:

- Only District 187 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, and school rules.
- Chaperones will work cooperatively with other school personnel to meet the needs of students with special needs.
- Chaperones will assist staff supervisors 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 and will not use corporal punishment under any circumstances.

-Chaperones will avoid being alone with any student

Transportation

District 187 shall provide transportation for all students and staff. Students are required to use the transportation provided by the school district as part of the class activity. Chaperones are welcome to ride the bus 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 a field trip that is extended for overnight stays, provisions to ensure the safety and well-being of all participants shall include the following:

- No chaperone shall stay in a room alone with a student unless the chaperone is the student's parent or legal guardian.
- Chaperones will cooperate with the plans made by the trip coordinator to account for weather delays, illness, and/or vehicle emergencies.
- Chaperones will follow a system for communicating and performing student counts.

Volunteer Application and Consent Form

It is the policy of the North Chicago Community Unit School District #187 to conduct criminal background checks of all individuals seeking to serve as volunteers. The information provided below will only be used to conduct such a background check. For processing paperwork, all areas highlighted in gray (*) are required fields and must be completed. *Chaperones must also complete this form; however, depending on the request, a full background check may not be required.* **Please print.**

***Print Name** (First, Middle, Last):	***Date of Birth**:	***Telephone:** Daytime No. ( ) Evening No. ( )
***Print Maiden/Other Last Names:**	***Sex:** □ Male □ Female	E-Mail Address:
***Address:**		***City, State & Zip**:
***How long at current address? _____ *If less than a year; provide previous address: _____ City State Zip		***Number of yrs. Illinois Resident**? ____ ***Previous City & State if less than 10 years in IL:**

Do you have a student(s) enrolled in North Chicago Schools? □Yes □ No ***If yes, print names of all students**:

***Volunteer is**: □ Parent/Legal Guardian □ College Student □ Other (explain):

***List** *all the schools* and grade level(s) for which you are interested in volunteering:

Which do you prefer? (check one) □ Assisting only with my child's grade/class
□ Assisting with any grade/class if needed

How are you willing to volunteer? (check all that apply)
□ Within the School □Working from Home □ No Preference

Check the days and list the times you are available to volunteer

□ Monday - Times _____ □ Tuesday - Times _____

□ Wednesday - Times _____ □ Thursday - Times _____

□ Friday - Times _____

How often are you willing to volunteer? (check one) □ More than once a week □ Once a week
□ Once a month □ Other (Please explain)

Following is a general listing of some of the types of volunteer opportunities that are available in the North Chicago Community Unit School District #187. Please check the opportunities that are of interest to you.
□ Tutoring Children □ Clerical (e.g., typing, record keeping, filing, duplicating, computer assistance)
□ Classrooms (e.g., assisting groups of students, field trips, creating/managing instructional materials)
□ General School (e.g., organizing, supervising or managing special activities, events or programs)
□ Before and/or After School Programs (please specify:_____
□ Special Skills or Talents (List those you have and are willing to contribute - e.g. music, artistic, leadership, group supervision, fundraising, technology, career day presenter, or special experiences.)
□ Chaperone Field Trips

Continued on the reverse side.

Other ways I could help:

*****All questions must be answered to proceed with background check*****

***1. Have you ever been convicted of a criminal offense other than a minor traffic violation?** □Yes □ No

***2. Have you ever had any indicated finding of child abuse filed in your name?** □Yes □ No

***3. Does your name appear on any Sex Offender Database in any state or country?** □Yes □ No

***4. Are there charges pending against you at this time?** □Yes □ No

All information provided above is true and correct to the best of my knowledge. I understand that misrepresentations or omissions may be cause for rejection or may be cause for subsequent dismissal as a volunteer. I understand that the North Chicago Community Unit School District #187 will review my background, verify the information, and conduct a complete criminal background check. I voluntarily and knowingly authorize any government agency, its officers, employees, and agents to release any and all information regarding my criminal history to the North Chicago Community Unit School District, its officers, employees, and agents.

I understand that the District reserves the right to deny my application to serve as a volunteer. I hereby release the District, its board, and its agents, as well as all providers of information, from any liability related to furnishing, receiving, or using information related to arrests and convictions.

As a volunteer working in the North Chicago Community Unit School District #187, I understand that this is a volunteer position that entitles me to no pay or wages from the District for my services. I understand that the information on this form will be added to a school district database and that I may be contacted to volunteer in the areas specified. I understand that this volunteer agreement can be ended without notice at any time by either the school district or me.

I have read and understand the expectations outlined in the District 187 Volunteer/Chaperone Handbook.
Please return this form to your school office. Allow a minimum of *two weeks for processing or volunteer approval*.
Contact the school for results.

*Volunteer's Signature	*Date
*Building Administrator's Signature **(Volunteer Level 1/2 Review)**	*Date

Building Administrator (initial for a chaperone and keep in a file): _____The parent/legal guardian indicated on this form will accompany their child's class on a supervised day field trip where each group of students will be supervised by a staff member. The parent/legal guardian will have their ID submitted to RAPTOR for screening. **LEVEL 2/2 REVIEW:** D187 OFFICE REVIEW COMPLETED BY:_____ HR DATA BASE ENTRY DATE: _____

FOR OFFICE USE ONLY: _____APPROVED _____APPROVED W/OWN CHILD _____**NOT APPROVED**

REASON:_____

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