VOLUNTEER/CHAPERONE HANDBOOK

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Welcome

Thank you for your willingness to give your time and talents to benefit students within The Winnetka Public Schools District 36. Volunteers provide opportunities that help us 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 our students and staff is appreciated.

As stated in Board Policy 6:250, School Board supports and 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.

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.

On behalf of the students, teachers and staff, thank you for your service.

What volunteers can do

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

- in non-teaching duties not requiring instructional judgment or evaluation of students;
- 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; or
- 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 (linked here) 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:

i. comply with the provisions of District policy and all volunteer guidelines implemented by the District; and
ii. authorize a background check, including finger printing, and an employment history review (EHR), if required.

Volunteer Screening Requirements

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. semester or school year) will be required to submit to a criminal background check (at the volunteer's expense), and (effective 7/1/23) Employment History Review (EHR). Examples of such volunteer roles subject to this requirement include tutoring, assisting club or athletic activities or chaperoning overnight trips or activities.

Additionally, 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. A person who is a "sex offender," as defined by the *Sex Offender Registration Act*, or a "violent offender against youth," as defined in the Child Murderer and Violent Offender Against Youth Registration Act, is prohibited from being a resource person or volunteer.

Mandatory Reporting of Suspected Child Abuse

All volunteers must comply with the requirements of a mandated reporter. Per policy 5:90, *Abused and Neglected Child Reporting* 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 school and District priority. All volunteers must check in with the entrance monitor or main office each time they volunteer to provide a state id. Volunteers will be given a name tag to wear while on school premises.

Student and Adult Privacy
Volunteers are bound by the same rules of confidentiality/data privacy (state statute that governs student and employee information) as District 36 teachers and other staff.

Confidentiality policies include those established by the Illinois School Student Records Act, the Family Educational Rights & Privacy Act (FERPA).

All student records and student data are considered confidential information. Student records and student data may not be left where they can be viewed 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 anything seen or heard should bring these questions or concerns to the attention of the teacher or school administrator. Problems, abilities, behavior, relationships, grades and confidences of students or staff are never to be discussed with anyone other than the student's teacher or site administrator.

Safety
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 teacher or building administrator. Communicating with the teacher and principal helps to ensure that a volunteer's valuable time is well spent.

CHAPERONE GUIDELINES

School-sponsored field trips provide valuable experiences for students. Chaperones are volunteers who agree to accompany and assist District 36 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. Teachers and school administrators are responsible for assigning specific duties for chaperones. The following guidelines are specific to volunteers who agree to chaperone District 36-sponsored activities and are in addition to those previously outlines in this handbook:

- Chaperones will work cooperatively with other school personnel to meet the needs of students with special needs.
- Chaperones will assist the teacher(s) 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 student.

Transportation

District 36 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 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:

- A chaperone assigned the responsibility for maintaining emergency contact and medical information for participating students and adults must keep this information 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.
- Only same gender students shall share a room.

- Chaperones will cooperate with the plans made by the trip coordinator to account for weather delays, illness and/or vehicle emergency.
- Chaperones will organize a system for communicating and performing student

Resources:
Field Trip Chaperone Form