



VOLUNTEER HANDBOOK/REGISTRATION PACKET

Dear Prospective Volunteer,

On behalf of North Mac CUSD #34 we thank you for your interest in becoming a volunteer. We want to make it as easy as possible for you to enroll as a volunteer. **The first part** of this packet contains our Parent Volunteer Handbook which will provide you with some general information that is important for our volunteers. **The second part** of this packet contains the important documents and forms you will need in order to become qualified to volunteer. The forms attached will provide the information we need and will enable us to contact you about volunteer opportunities.

Below is a checklist of the forms/tasks which you must complete:

- North Mac CUSD #34 School District Volunteer Program Volunteer Agreement (page 9/10)
- Volunteer Code of Conduct (page 11)
- Confidentiality Agreement and Discrimination Statement (page 12)
- Application Form (page 13)
- Background Investigation Authorization & Release (14)
- Health Examination Form (Note: Only the Respiratory System section is required, but must be signed off by a physician).
- Volunteer Information Form and Waiver of Liability
- Technology Agreement Form

When these forms are complete, the originals should be submitted to the school office in which you are wishing to volunteer. Thank you again and we hope you will find this a satisfying and rewarding experience.

VOLUNTEER HANDBOOK

You Represent the School

As a volunteer, you not only serve the needs of the children, you also provide a vital link between the school and the community. Students, their parents, and the community will view you as a representative of the school. They will pay close attention to what you say about the staff and the educational programs. Sometimes the community hears about the negative aspects of education or stories about the few students who misbehave. Because of your volunteer experience, you'll be able to share the many positive things that students and staff are doing. Without using names of course, you'll have an opportunity to let the community know what's going on right in their schools.

Job Descriptions

North Mac CUSD #34 offers a wide variety of volunteer opportunities. Some jobs provide the volunteer with a chance to work with children while many other jobs are available for those who prefer not to work directly with students. Volunteers choose the jobs that interest them and decide how many hours and days they wish to contribute. Jobs from which you may choose include:

Classroom Instructional Volunteer: Works directly with individual or small groups of students. Volunteers listen to students read, reinforce basic math skills or assist students with written assignments. Volunteers can help students with the alphabet and help with listening activities. Volunteers can also read and tell stories to children. Volunteers may work with students who have special language needs.

Classroom Assistance Volunteer: Works with a teacher and performs tasks such as assembling bulletin boards, preparing teaching aids and special learning materials or duplicating worksheets.

Office Clerical Assistant: Works with the school secretary and office staff to provide support and assistance with duties such as sorting mail, copying materials for office staff and teachers, preparing classroom supply orders, typing and answering phones.

Library or Media Center Volunteer: Works with the media center specialist by repairing and shelving books, providing clerical assistance or preparing bulletin boards and displays. Volunteers may also choose to work directly with students helping them to locate and use library materials or assisting them with research projects.

Computer Lab Volunteer: We often find that an extra set of hands and eyes in the computer lab is very beneficial. Walking around and assisting children as they work in the computer lab.

Take Home Tasks: Parents who may not be able to help at school may be able to assist with various take home tasks such as cutting out materials, organizing materials, preparing project packets, collating, stapling, etc.

Miscellaneous: Volunteers can also assist with art, science, social studies, computer, music programs, help in the school cafeteria or playground and supervise on field trips.
The possibilities are unlimited!

Guidelines

Supervision of Volunteers: School volunteers always work under the direct supervision of the professional staff at each school and only with those teachers who have requested the services of the volunteer. The district is responsible for the education, safety and well being of each student. Any volunteer whose actions are not in the best interest of the school or students will be dismissed.

Confidentiality: As you work with the staff and students, information of a confidential matter may be shared with you. The problems, abilities, relationships and confidences of students, their parents and the staff should never be disclosed to anyone who does not have a professional right or need to know. Like teachers, volunteers are bound by a code of ethics to keep confidential matters within the school. Please do not discuss a child's school progress or difficulties with his/her parents. This is the teacher's responsibility. Occasionally, a child might confide in you about family matters or personal problems; if this occurs discuss the child's conversation (in private) with the teacher or principal.

Child Protective Services: If a student tells you something that causes you concern, tell the classroom teacher. If you observe something that troubles you, tell the classroom teacher. The teacher is in the best position to deal with the issue appropriately. Any person who reasonably believes that a minor is or has been the victim of physical injury, abuse, child abuse, a reportable offense, or neglect that appears to have been inflicted on the minor by other than accidental means will immediately report the information to the school principal.

Discipline: Students rarely have behavior problems while working with volunteers. The responsibility for discipline rests with the professional staff. Volunteers may not discipline students. Please make the teacher aware of any discipline problems that arise while you are working with a student.

Dismissal of Students: Volunteers may never dismiss a student from school. Children who must leave school early must receive permission from the school office and a parent or guardian must sign the student out before leaving. Under no circumstances may a volunteer take a student off campus.

Dress and Behavior: Volunteers will be given a volunteer t-shirt that should be worn each time you volunteer. This will help others identify you as a volunteer. Take your lead from the professional staff and dress appropriately for the job you are doing. It is best to neither over nor under dress. Casual clothing is fine, but we ask that your attire be neat and conservative. Keep in mind that you are in a position to set an example for students.

Younger Children of Volunteers: Volunteers cannot bring non-enrolled children with them to school when volunteering.

When Working with Students

Accept children as they are – Each child is unique. Some children may be very different from your own children. Be ready to accept these differences in background, values, and aspirations.

Encourage and praise students – Use positive comments that will make children feel good about themselves even when they are having difficulty. Avoid saying anything that will make students feel bad about themselves or their ability to learn. Be ready to praise children for even the smallest success.

Remember that children never forget – If you promise something, be prepared to keep the promise. Be careful not to make promises that you will be unable to keep.

Encourage students to do their own thinking – Try not to give students the answers before they have had an opportunity to solve questions on their own. Give children plenty of time to answer your questions. Silence often means that a child is thinking. Beware of the occasional students who may try to get you to do their work for them.

Keep students on task – You'll want the children to learn as much as possible during the short time they spend with you. Keep the lesson or activity moving. Try to avoid letting one or more students get you or the group off track for long periods of time by discussing topics that have nothing to do with the lesson.

Know when to give or not to give – Your positive words of encouragement will go a long way in helping students to become excited about learning. Younger children may also enjoy stars, stickers, stamps and especially little notes of praise from the volunteer. You and the teacher can discuss the use of these motivational materials. Please do not give students food without first checking with the teacher. Volunteers may not give students advertisements or fund solicitations.

Always Remember That

- The most valuable thing you have to offer as a volunteer is friendliness and caring.
- As students become comfortable working with you, they might decide to share something personal. You need to keep this information private, even if you know the child and their family outside of school.
- Be enthusiastic – it's contagious!
- Encourage and affirm the students. Use positive comments that will allow the students to feel good about themselves. Praise even the smallest effort or success.
- Call the student by name at every opportunity.
- Be patient. Everyone has good and bad days.
- Talk in a quiet controlled voice. Avoid talking down to students.
- Be comfortable with silences. Allow the student time to think.
- Above all, keep your sense of humor and enjoy your volunteer experience.

Strategies for Classroom Volunteering

1. One of your important jobs is to build the child's self-image. If a child thinks she can do something – she can!
2. Volunteers, by example, can teach appropriate behavior. Show by demonstration the quiet way of entering a room, how to pull the chair out and sit down gracefully. By being polite to a child you are helping the child learn manners.
3. Be flexible. Don't be afraid to admit you mistakes. No one is perfect or knows everything and students are delighted with honesty. It gives them a chance to become a teacher to you or an opportunity for the two of you to learn together – both of which are important academically and personally.
4. Be patient. Remember, all teachers are human. They will have good days as well as bad and will not be operating at 100% efficiency all the time. No one does!
5. Please remember that teachers are legally responsible for everything that takes place in the classroom and, therefore, they must make all decisions on programs and behavior.

Liability

All volunteers must sign in on the school's volunteer/visitor sign in sheet (in the front office) every time they volunteer. Volunteers are not covered by Worker's Compensation. Parents may not bring younger children to school when they are volunteering.

Teacher Conference Checklist

Plan to discuss these topics when you meet with the teacher/parent volunteer coordinator:

- Days and times you will work.
- How you will let the teacher know if you are unable to work at your assigned time.
- Alternate plans for days when the teacher is absent and a substitute is in charge of the class.
- How the teacher will tell you of your day's assignments.
- How you will tell the teacher what you have accomplished during the day, performance of students with whom you have worked, need for materials, etc.
- Where to leave your personal belongings.
- Location of materials and workspace for your use.
- Classroom rules and teacher's discipline policy.
- Procedure for letting the teacher know when a child is having a discipline problem that requires his/her attention.
- Daily class schedule.
- Alternate plans if a student with whom you work is absent.
- Student roll and/or seating chart.
- Emergency plans and procedures.
- Other questions or concerns.

Volunteer Application Materials

North Mac CUSD #34 School District Volunteer Program Volunteer Agreement

The basic tenet of a school volunteer program is to open the doors of District schools to parents, grandparents, business/education partners, university and college students, and friends in the community who have a desire to get involved in education. A volunteer is any parent or person in the community who provides uncompensated service to the School District. Volunteers may assist teacher with tutoring students, or assisting staff members within the school building. In all instances, the building principal approves volunteer and visitor requests. All volunteers must receive training appropriate to the function they will serve while volunteering. If a volunteer is disruptive or acts inappropriately around students, the principal or teacher will refuse the volunteer's services and notify the superintendent or designee immediately. Volunteers will work under the direction and supervision of district and building staff. The board, superintendent, principal, or designee may decline or terminate the services of a volunteer. The following rules apply to all volunteers:

1. A criminal background check shall be performed for each volunteer who has regular and frequent contact with students; unsupervised or one-on-one contact with students; or serves in a supervisory role. Volunteers may be required to submit additional information at the superintendent or designee's discretion. All information collected regarding volunteers will be considered confidential to the extent allowed by law and will only be used to protect the students or minimize disruption to the educational environment. Volunteers will be required to provide a copy of photo identification or driver's license.
2. Volunteers will follow all policies, procedures, and other rules established in the district and all applicable laws.
3. Volunteers must sign in and out of the office when entering or leaving the school, and wear the appropriate identification badge.
4. Volunteers must follow the appropriate dress code applicable to staff.
5. Volunteers will not lend money to and bring gifts other than stickers and/or greeting cards to individual students unless authorized by the building principal or designee.
6. Volunteers will not transport students.
7. Volunteers will not have access to student education records. All volunteers will sign a confidentiality agreement.
8. Volunteers will not photograph or videotape students unless authorized by the building principal or designee.
9. Volunteers will not date students, have sexual relationships with students, or arrange to meet students outside the regular school day or during school-sponsored events or activities.

10. Volunteers will not dress students, change diapers, provide personal hygiene assistance, or supply medication to students.
11. Volunteers will use universal precautions to avoid contact with body fluids.
12. Volunteers will receive district policies and procedures on computer use and will sign an authorized user form prior to having access to the district's computers.
13. Volunteers will use only adult designated restrooms.
14. Volunteers can monitor student behavior; however, if a situation is serious, the volunteer should seek immediate assistance from school personnel.
15. Volunteers will not discriminate against or harass any person and will report all harassment or discrimination observed, in accordance with district policy.
16. Volunteers will not search students or student property.
17. Volunteers will not direct a student to remove an emblem, insignia, or garment, including a religious emblem, insignia, or garment. If the volunteer believes a student's clothing is disruptive or promotes disruptive behavior, the volunteer will contact a staff member immediately.
18. Volunteers must report suspected cases of abuse or neglect to the building principal or professional staff.
19. The building principal's designee will provide appropriate training for all volunteers.

I, _____, have read and agree to abide by the above rules.
Further, I authorize the North Mac CUSD #34 School District to conduct a criminal background check and I agree to submit additional information, including but not limited to my fingerprints, to assist in obtaining the background check.

Date: _____ Signature: _____

Volunteer Code of Conduct

By signing this agreement, I, _____, agree to the following:
(Please print volunteer's name)

- I understand that as a parent volunteer I declare full responsibility and commitment to the North Mac CUSD #34 School District's parent involvement program.
- I agree to work my entire volunteer shift as scheduled, to conduct myself in an appropriate manner, to dress in attire that follows the volunteer dress code, to follow safety procedures, and to be prepared for work.
- I understand that if I cannot make a volunteer shift, it is important to notify the Parent Volunteer Coordinator ahead of time by calling the campus main number.
- During my scheduled shift, I agree to stay on tasks, and though I may have friends who are also volunteers at the school, I understand that while I am at the school, my focus should be on my work.
- I understand that I am responsible for reviewing all materials given to me during trainings, orientations, teachers or staff.
- I know that I represent the school, and I promise ***not*** to engage in any activity that may cause harm to the school, others or me.
- I understand that failing to observe the above pledges may result in a written reprimand or disciplinary action that can result in my dismissal from the parent volunteer program.

(Signature of Parent Volunteer) (Date)

(Signature of Parent Volunteer Coordinator or Principal) (Date)

Volunteer Confidentiality and Discrimination Statement

I understand that information regarding students, families, staff, and the organization may be confidential in nature and that as a volunteer for North Mac CUSD #34

I will

respect the confidential nature of any verbal or written communication I receive regarding students, families, staff, and the organization.

keep personal information confidential at school and after I leave school.

be discreet in any communication by not discussing students, staff, or families in front of others.

immediately report directly to the principal or site administrator any information disclosed to me concerning a child's safety.

make reasonable efforts to assure that each student is protected from harassment or discrimination.

not harass nor discriminate against any student, staff member or volunteer on the basis of race, color, religion, sex, age, national or ethnic origin, political beliefs, marital status, handicapping condition, sexual orientation, or social and family background.

I also understand that relationships developed with children at school should remain at school and that for the protection of both the student, staff and volunteer, volunteers should not be left alone with a child that is out of view of school personnel or another adult volunteer.

Volunteers are also reminded that permission to communicate with a student outside the regular school day must be granted by the student's parent/guardian; North Mac CUSD #34 cannot and will not grant this permission.

Volunteer Signature _____ Date _____

School Volunteer Application

Name: _____ E-Mail: _____

Address: _____

Day Phone: _____ Evening Phone: _____ Cell _____

Age: 18-20 years 21-61 years 62 years & over Gender: Male Female

What school(s) do your children attend? HS Middle Intermediate
 Elementary N/A

What school(s) would you like to volunteer? HS Middle Intermediate
 Elementary N/A

Are you fluent in other languages other than English? If so which? _____

Child's name (s)	Grade	Teacher

Availability/Interests: Please check the times you would be available to volunteer.

Monday		Tuesday		Wednesday		Thursday		Friday	
AM	PM	AM	PM	AM	PM	AM	PM	AM	PM

Emergency Information

Who should we contact in case of an emergency?

Name: _____ Relationship to you: _____

Telephone: Home _____ Work _____ Cell _____

Do you have any physical limitations, including medical issues, we should be aware of? If yes, please describe:

Do you currently have any contagious or infectious diseases? _____

If yes you must provide a doctor's statement verifying that you can work with the public.

Carlinville Office
225 East Nicholas
Carlinville, IL 62626
Ph (217) 854-4016
Fax (217) 854-2032



Jerseyville Office
201 West Exchange
Jerseyville, IL 62052
Ph (618) 498-5541
Fax (618) 498-5543

www.roe40.com

FINGERPRINT FEE APPLICANT CONSENT RELEASE

Applicant Last Name: _____ First Name: _____ MI: _____
SS#: _____ - _____ - _____ Date of Birth (XX/XX/XXXX): ____/____/____
Street Address: _____
City: _____ State: _____ Zip Code: _____
State of birth (Country, if born outside of the US): _____ Phone Number: (____) _____ - _____
Gender: _____ Race: _____ Height: _____ Weight: _____ Hair Color: _____ Eye Color: _____
Email Address: _____

Please circle one of the following Purposes for Fingerprinting:

Health Care (Home Health/Nursing Home) (IDFPR) Registered Nurse (IDFPR) LPN (IDFPR)
Teacher (Full Time) Teacher (Substitute) Paraprofessional School Bus Driver Coaching
Janitorial Office School Volunteer Video Gaming(IGB) Cannabis Mandatory Reporting
Conceal Carry-Applicant Conceal Carry-Instructor (CCI) Other: _____

Are you being fingerprinted as a requirement of employment? YES NO

If yes, what is the name of the requesting agency? _____

By signing below, I acknowledge and hereby authorize the release of any criminal history record information that may exist regarding me from any agency, organization, institution, or entity having such information on file. I am aware and understand that my fingerprints may be retained and will be used to check the criminal history record information files of the Illinois State Police and/or the Federal Bureau of Investigation, to include but not limited to civil, criminal and latent fingerprint databases. I also understand that if my photo was taken, my photo may be shared only for employment or licensing purposes. I further understand that I have the right to challenge any information disseminated from these criminal justice agencies regarding me that may be inaccurate or incomplete pursuant to Title 28 Code of Federal Regulation 16.34 and Chapter 20 ILCS 2630/7 of the Criminal Identification Act.

Applicant Signature: _____
Date of Signature: ____/____/____

IMPORTANT: If this appointment is for a school district/business that will be making payment there must be an authorized signature here:

School Dist /Business Name: _____

ORI # ILL14240S Authorized by: 

Applicant Last Name: _____ First Name: _____

Official ROE #40 Office Use Only:

Ref #: _____

TCN # LS11122L _____ or

TCN # LS11104L _____

Technician Signature: _____

Applicant
Identification # _____

Exp date: ____/____/____

Paid in Full: ____ - ____ - ____

CASH

CHECK

Billing Information:

Name of Payee: _____

Invoice via: FIRM SYSTEMS or ROE 40

*Payment (Circle One):

Billing ORI: _____

SELF-PAY EMPLOYER INSTITUTION