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Superintendent Welcome

Dear LaSalle Elementary School Volunteer,

Thank you for your willingness to donate your time and energy to the children of LaSalle Elementary School District #122. We sincerely appreciate your dedication to our students and our schools and look forward to working with you.

LaSalle Elementary Schools are dedicated to excellence in education. Our mission is to provide a nurturing, challenging learning environment in order to assist each student in becoming lifelong learners and socially responsible citizens. You are an important part of this mission.

Please know that we are always open to your suggestions, concerns and comments to improve our program. We look forward to working with you for the success of our students. Please contact us for any additional information or with questions. Welcome aboard!

Yours for Educational Excellence,

Brian DeBernardi
Brian DeBernardi
Superintendent

Goals of the Volunteer Program

The goal of the LaSalle Elementary School (LES) volunteer program is to assist schools in providing the best possible education for each student. The services of volunteers are utilized to accomplish the following objectives:

- Relieve teachers and support personnel of some of the non-instructional tasks
- Provide teachers with more time to work with students
- Enrich the curriculum and children’s learning opportunities
- Provide individual attention to those children who need more one-on-one assistance than the classroom teacher is able to provide
- Promote a school-home-community partnership for quality education

Volunteer Qualities

LES Volunteers...

- Recognize that well-educated children are our greatest natural resource
- Have good health and moral character
- Are willing to accept direct supervision
- Understand and appreciate the work of the school staff
Registration and Sign-In

**Every Volunteer Must Register**
Every volunteer in the LES District must complete a Volunteer Application Form (page 14) and be cleared before he/she begin work.

It is imperative that volunteers understand their responsibilities and limitations. Volunteers must be aware of and agree to abide by all district volunteer policies and regulations. Please read the handbook carefully before signing the Volunteer Agreement on page 13.

**Every Volunteer Must Sign In**
Every volunteer must sign in and out at the school office each time s/he comes on school grounds to volunteer. The district must have a record showing the days and hours each volunteer works. For security reasons and in case of an emergency, it is important for administrators to know who is on campus and why.

Definitions and Process

**Visitors**
Not every visitor to a school is a volunteer. A visitor is an individual who attends a school on sporadic occasions and for small increments of time. A visitor typically visits a school to meet with staff, pick up students during the school day or perform temporary, contractual and/or substitute service in which they receive payment.

Examples of a visitor include, but are not limited to, substitute and temporary employees, third-party contracted personnel, parents picking up students or meeting with a teacher, and community members meeting with school personnel.

**Visitor Responsibility**
1. Sign in and receive a visitor badge each time you visit.
2. Wear the badge so it is visible at all times during each visit.
3. Sign out and return a visitor badge at the end of each visit.
4. Do not perform volunteer services.

**School Responsibility**
1. Ensure visitor signs in and out each visit.
2. Ensure visitor receives and returns a visitor badge at each visit.
3. Ensure the visitor does not perform volunteer services.

**Volunteers**
A volunteer is an individual who performs hours of service for a public agency for civic, charitable or humanitarian reasons without promise, expectation or receipt of compensation for services rendered.
Volunteers are an important part of the educational team. The suggestions and opinions of volunteers are always welcome. It is the professional staff, however, that is held responsible by law for decisions that are made regarding the instruction of students and the management of the school. For this reason, volunteers always work under the direct supervision of teachers and administrators.

We ask that volunteers read the guidelines for volunteers as well as the procedures and responsibilities.

Volunteers

An individual who is interested in volunteering must adhere to the procedures outlined in this section prior to volunteering at a school. Background check and fingerprinting are required.

Volunteers need to do the following:
2. Complete the Volunteer Application and submit to school office.
3. Sign a Volunteer Agreement annually as long as you wish to volunteer at the same school where the Agreement was signed.
4. Undergo a criminal background check and fingerprinting before beginning duties and, subsequently, before volunteering at a new/different location. Human Resources will complete this process and there is no cost to the volunteer.
5. Sign in at each visit and receive a volunteer badge.
6. Wear the volunteer badge so it is visible at all times throughout each visit.
7. Sign out at the end of each visit and return the volunteer badge.

School Responsibility
2. Obtain the completed Volunteer Application from the volunteer.
3. Obtain the signed Volunteer Agreement from the volunteer annually. School is required to keep this agreement on-site for one year after the volunteer concludes his/her volunteer activities.
4. Complete a Personnel Action Form and send to Human Resources along with a copy of the Volunteer Application.
5. Before allowing the individual to volunteer, wait for Human Resources to notify you that the volunteer has been cleared.
6. Input the volunteer into Volunteer Database.
7. Provide supervision and direction for the volunteer. Any employee who supervises a volunteer must complete an Agreement to Supervise Volunteer. The form must be completed for each volunteer the employee supervises.
8. Ensure the volunteer signs in and out at each visit.
9. Ensure the volunteer receives and returns a volunteer badge at each visit.
Volunteer Opportunities

The LES District offers a wide variety of volunteer opportunities working with children as well as jobs 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. Here is a sampling of volunteer opportunities:

Classroom Instructional Volunteer
Works directly with individual or small groups of students. Listens to students read, reinforces basic math skills, or assists students with written assignments.

Classroom Assistance Volunteer
Works with a teacher and performs tasks such as putting up bulletin boards, photocopying and other jobs that will provide the teacher with more time to plan for and teach students.

Library/Media Volunteer
Works with the media specialist by repairing and shelving books, doing clerical work or preparing bulletin boards and displays. Volunteers may choose to work directly with students helping them to locate and use library materials.

Volunteer Guidelines

Supervision of Volunteers
Volunteers always work under the direct supervision of the professional staff at each site 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. For this reason, you can understand why the teacher, principal or district official must dismiss any volunteer whose actions are not in the best interest of the school or students.

Confidentiality
As you work with the staff and student, 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 discussed with 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. Keep this confidential. If you feel that it is vital for the school to have this information in order to help the student, discuss the child’s conversation in private with the teacher or principal.
**Discipline**
Students rarely have behavior problems while working with volunteers. However, our schools have detailed discipline plans, and the responsibility for discipline rests with the professional staff. Volunteers may not discipline students. Please make the teacher aware of any discipline problem that might arise while you are working with a student.

**Restrooms**
Staff restrooms are available for volunteers. Please do not use student restrooms.

**Dismissal of Students**
Volunteers may never dismiss a student from school. Children who must leave school early for any reason must receive permission from the school office and sign out before leaving. Under no circumstances may a volunteer take a student off campus. Volunteers may not walk or drive students to their homes unless the child’s parent has notified the school office in advance and given permission for the volunteer to do so.

**Dress and Behavior**
Take your lead from the professional staff and dress appropriately for the job you are doing. Casual clothing is fine, but we ask that attire be neat and conservative. Your appearance should attract no undue attention. Keep in mind you are in a position to set an example for students. Your speech and behavior should serve as good models for them to follow.

**Health**
If you are not feeling well, do not try to keep up your volunteer duties in spite of an illness. You will accomplish more in the long run if you allow yourself time to recuperate. Please call to let the teachers know you will not be coming in at your scheduled time. Schools are particularly concerned with keeping students and staff healthy. This is another reason to stay away from school if you have a contagious illness.

**Your Commitment**
Before you agree to volunteer, carefully consider the commitment you are making. The work volunteers do is important. Whether they work in the classroom, front office, media center or health office, the staff and students quickly become dependent upon volunteer assistance. Do not promise to volunteer more time than you will be able to comfortably give. It is better to start out with a few hours a week and gradually increase if you find you have additional time.

**Dependability**
We know there will be times when you will be ill, on vacation or unable to volunteer. Please telephone the school office as far in advance as possible to leave a message for the teacher or staff member with whom you work when you are unable to volunteer.
School Rules
Become familiar with the rules and policies of the school where you volunteer. It is a good idea to read through the school’s Parent-Student handbook. Ask your supervising teacher to explain the school’s policy for use of telephones, cell phones, eating facilities, fire drills and emergency procedures. Use reasonable judgment in making decisions when there appears to be no policy or when the policy is not communicated. As soon as possible, consult with the supervising teacher for future guidance.

Volunteers May NOT:
- Provide the curriculum or teaching plan
- Discipline students
- Grade or correct papers
- Take charge of the classroom for any length of time
- Access materials in the student’s permanent or electronic files (psychological records, grade cards, health history, etc.)
- Diagnose student needs
- Evaluate achievement
- Counsel students
- Discuss student progress with parents
- Drive district vehicles
- Ever be considered a substitute for a member of the school staff
- Give any food to students
- Give advertisements or fund solicitations

Working Effectively With Staff
The staff appreciates your willingness to be a part of the educational team. Teachers and support personnel will come to depend upon your assistance. Below are some tips to help build good working relationships:

Getting to Know You
Let the staff know what types of jobs you are interested in doing and what your special skills are so they can utilize your talents.

A New Experience for You and Perhaps for the Staff Member
If you have never been a school volunteer, you will find that there are many new and exciting things to learn about the job. Please be aware that some staff members have never had an opportunity to work with volunteers. This may be a new experience for staff, as they learn to utilize the services of a volunteer.
Be a Good Communicator
The staff will welcome your questions and comments. If you do not understand something, please ask. Volunteering should be an enjoyable and rewarding job. If you are unhappy or concerned about something, discuss the situation with your supervisor.

Routine Tasks are Important
The staff often relies upon volunteers to do the "routine" jobs such as photocopying and organizing materials. Because volunteers are able to assist with these jobs, teachers are able to spend more time working with students or planning for quality instruction.

We All Have Different Ways of Doing Things
When you are assigned a task, be sure you know exactly how the teacher wants the job done. Ask for clear directions and, if necessary, ask the teacher to give you samples or demonstrate how tasks are to be performed.

Try Something New
The opportunity to learn new skills is one of the benefits of being a school volunteer. Be willing to try new tasks assigned by the staff, but accept only as much responsibility as you feel comfortable doing.

Be Reliable
Come when you say you will. Give the office as much notice as possible when you will not be available for your scheduled time.

Working Effectively With Students

Call students by name at each opportunity. A child’s name is very important. Make every effort to pronounce and spell each child’s name correctly.

Observe the techniques used by the teacher. Try to model these instructional methods when working with students.

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

Encourage and praise students. Your positive words of encouragement will go a long way in helping students feel good about themselves even when they are having difficulty. Be ready to praise children for even the smallest successes! Let each child know that you care about him/her through the use of verbal affirmations. Younger children may also enjoy stars, stickers, stamps, etc. You and the teacher should discuss the use of these motivational materials.
Children never forget. If you promise them something, be prepared to keep the promise. Be careful not to make promises that you may not be able to keep.

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

Follow the teacher's lead. Be consistent with the teacher's rules for classroom behavior. Remember, the teacher is always available and ready to handle discipline problems.

Reinforce good behavior. When children are behaving well, let them know how proud you are and how much you appreciate their effort. This will encourage the child to try even harder. If possible, ignore a child who shows minor misbehavior problems, but do reinforce and praise the child for appropriate behavior and good work.

It is OK if you do not know all the answers. Admit to the children that you do not know the answer or are not sure what to do. Work the answers out together with students or feel free to ask the teacher for assistance.

Keep students on task. You will want the children to learn as much as possible during their time with you. Keep the lesson or activity moving; avoid letting anyone get the group off track by discussing topics that have nothing to do with the lesson.

Supervise students carefully. Under no circumstances should you leave students unsupervised. Be aware of what students are doing at all times.

Your First Few Days

Starting a new job is exciting and can sometimes be a bit frightening. The first days are usually the busiest because there are so many new people to meet and things to learn. As you become familiar with the school and your assignment, you will feel more at ease. Below are some suggestions to make this transition easier.

Set Up a Time to Meet with the Supervising Teacher
When you meet with your supervising teacher, plan to discuss the teacher/volunteer conference checklist. If you have any questions or concerns, add them to the list now so you do not forget to address them at the conference. You may want to take a tour of the building with your supervising teacher so you will learn your way around and will have an opportunity to be introduced to key staff members.
Take Time to Observe
If you will be working with students, the first day or two in the classroom will probably be best spent in observing the teacher and children. You will become familiar with the teaching style of your supervising teacher. You will see what acceptable behavior is for students, how much freedom is allowed and what the daily routine entails. During your observations, you can also work on various tasks, such as filing or preparing learning materials.

Teacher/Volunteer Conference Checklist

Plan to discuss these topics when you meet with the teacher:

✓ Days and times you will work
✓ How you will let the teacher know if you are unable to work at your assigned time
✓ Alternate plan when the teacher is absent and a substitute is in charge of the class
✓ How the teacher will tell you of your days' assignments (plan book, folder, note, email, etc.)
✓ How you will tell the teacher what you have accomplished during the day, performance of students with whom you worked, need for materials, etc.
✓ A safe and secure place to leave your personal belongings
✓ Location of materials and workspace for your use
✓ Classroom rules and teacher's classroom management plan
✓ Procedure for informing teacher when a child is having a discipline problem
✓ Daily class schedule
✓ Alternate plans if a student with whom you work is absent
✓ Student roll and/or seating chart
✓ Other questions and concerns

Volunteers Represent the School and the District

As a volunteer, you not only serve the needs of the children, you also provide a vital link between the school and 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 will be able to share the many positive things that students and staff are doing. You will have an opportunity to let the community know what is going right in our schools. Please remember not to share confidential information.
Medical and Workers’ Compensation Insurance Coverage

The district does not carry medical insurance for volunteers; however, volunteers must be registered at the school they are serving and a record of volunteer hours must be maintained for workers’ compensation coverage. That is why it is important for you to sign in and out each time you volunteer. If you have questions about this liability coverage, feel free to call the Human Resources Department.

LaSalle Elementary Schools Board of Education entitles you to workers’ compensation benefits per (article number) if you incur personal injury by an accident arising out of and in the course of your volunteer employment with the district.
Volunteer Agreement  
(THE FORM MUST BE COMPLETED ANNUALLY)

I hereby acknowledge that I have received a copy of the LaSalle Elementary School District #122 Volunteer Handbook and that I have read and will abide by its contents and all other applicable LaSalle Elementary School District #122 policies and procedures.

I understand that, as a volunteer, I am not compensated for any services, including wages and insurance. I further understand that I have that right to terminate my arrangement at any time with or without cause, and the LaSalle Elementary School District #122 has a similar right.

I make this Agreement in order to provide and to be authorized to perform the following uncompensated services to the LaSalle Elementary School District #122:

- I am 18 years of age or older and know of no reason which would prevent me from performing the tasks required as detailed in the Volunteer Handbook.
- I agree to a background check and fingerprinting as part of the process.
- I have acquainted myself with what is required to perform those tasks, and I represent that I have the skill and ability to perform them.
- I assume full responsibility for my own safety and the safety of others.
- I will perform the volunteer service in compliance with the standards and specifications established, or approved by the District, and will honor the direction of District official, to suspend or terminate service.

As a volunteer, I agree to abide by the following conduct:
- Immediately upon arrival I will sign in at the front office or designated sign-in station.
- I will wear a volunteer identification badge at all times.
- I will use only adult bathroom facilities.
- I agree to never be alone with individual students without authorization of teachers and/or school authorities.
- I will not solicit outside contact with students.
- I agree not to exchange telephone numbers, home address, e-mail address (including social network information) with students for any purpose.
- I will maintain confidentiality outside of school and will share any concerns that I may have with teachers or school administrators.
- I agree not to transport students.
- I will not disclose, use, or disseminate student photographs or personal information about students, self, or others.
- I agree not to post, transmit, publish, or display harmful or inappropriate matter that is threatening, obscene, disruptive, or sexually explicit or that could be construed as any form of harassment.
- I agree not to photograph students.
- I agree only to do what is the best personal and educational interest of every child with whom I come into contact.

My school preference is:  ____Jackson  ____Northwest  ____Lincoln  ____No Preference

PRINTED Last Name  First Name  Middle Initial

Signature  Date

PLEASE RETURN THE VOLUNTEER APPLICATION AND AGREEMENT FORM COMPLETED AND SIGNED TO THE DISTRICT OFFICE. ALL APPLICANTS WILL BE NOTIFIED BY LASALLE ELEMENTARY DISTRICT.
Volunteer Application

I am a:  ☐ Parent/Guardian  ☐ Relative  ☐ Community member  ☐ Other ________________

Personal Information (Please Print)

☐ Male  ☐ Female

Full legal name ____________________________________________________________

                      first  middle  last

Date of Birth _____/____/_____  Birthplace (state OR country if outside U.S.) ____________________________

Address ____________________________________________  City_______________________  ST___  Zip __________

E-mail ____________________________________________  Phone # ________________________

School(s) where I wish to volunteer: ☐ Jackson  ☐ Northwest Elementary  ☐ Lincoln Jr. High

Does your child attend this school?  ☐ Yes  ☐ No

Languages spoken (besides English): __________________________________________

Have you previously been employed by LaSalle Elementary School District?  ☐ Yes  ☐ No

If so, dates of employments, location and position: ____________________________

Emergency Contact Information

Name ____________________________________________  Phone # ________________________

Because of the tremendous responsibility LaSalle Elementary Schools District 122 has to its school children and community, the following information is required from all volunteers regarding convictions*. A record of conviction does not prohibit volunteering; however, failure to complete this form accurately and completely can mean disqualification from becoming a volunteer, or can be cause for consideration for dismissal if accepted for volunteer service.

*Conviction means the final judgment on a verdict or a finding of guilty, or a plea of nolo contendere, in any state or federal court of competent jurisdiction in a criminal case, regardless of whether an appeal is pending or could be taken. Conviction does not include a final judgment that has been expunged by pardon, reversed, set aside, or otherwise rendered invalid.
Carefully read and answer the following questions:

Have you ever been convicted, pleaded guilty or “no contest” to any offense in a court of law?  □ Yes  □ No

Have you ever been convicted of a sex, alcohol or drug-related offense? Have you ever been convicted, pleaded guilty or “no contest” to any offense in a court of law?  □ Yes  □ No

Have you ever been convicted of a dangerous crime against children as defined in Illinois Department of Children and Family Services? (These crimes are defined as second-degree murder, aggravated assault, sexual assault of a child, sexual conduct with a minor, sexual exploitation of a minor, child abuse, kidnapping and sexual abuse.)  □ Yes  □ No

If any of the questions above are answered Yes, please fill in the information below:

Conviction Charge:
________________________________________________________________________________________

Date if Conviction: __________________________ City: __________________________ State: ______________

Jail: □ Yes  □ No  Probation □ Yes  □ No

Length: __________________________

Remarks:
________________________________________________________________________________________

Please provide 2 personal references:

1. Name: __________________________________________ Relationship: __________________________
   Phone Number: __________________________________

2. Name: __________________________________________ Relationship: __________________________
   Phone Number: __________________________________

Please read carefully & sign below in order to serve as a volunteer

I certify that the information presented in this application is true, accurate, and complete. I authorize the investigation of all statements contained in this application. I understand that misrepresentation, falsification or omission of pertinent facts will cause forfeiture on my part of all eligibility to serve as a volunteer

Signature: __________________________________________ Date: __________________________

(Please Attach One Copy of Your Driver’s License)