



PROCEDURES FOR VOLUNTEERS

1. Due to the need for building security, all doors need to remain locked at all times.
2. Sign in and sign out in the school office each time you volunteer.
3. Wear a volunteer identification badge.
4. Wear appropriate clothing for the school setting.
5. Be only in the parts of the building that pertain to your volunteer assignment/duties.
6. Use appropriate channels of communication for comments and suggestions.
7. Support and observe building procedures established by the principal.
8. Complete a Volunteer Information Form.

ELM

15 W. 201 60th St. Burr Ridge
630.887.1380

THE LANE

500 N. Elm St. Hinsdale
630.887.1430

MADISON

611 S. Madison St. Hinsdale
630.887.1390

MONROE

210 N. Madison St. Hinsdale
630.887.1320

OAK

950 S. Oak St. Hinsdale
630.887.1330

PROSPECT

100 N. Prospect Ave. Clarendon Hills
630.887.1420

WALKER

120 Walker Ave. Clarendon Hills
630.887.1440

CHMS

301 Chicago Ave. Clarendon Hills
630.887.4260

HMS

100 S. Garfield Ave. Hinsdale
630.887.1370



Guidelines and Procedures for Volunteers

**COMMUNITY CONSOLIDATED
SCHOOL DISTRICT 181**



WELCOME ABOARD, SCHOOL VOLUNTEERS!

Congratulations! You have made the selfless decision to join the respected and cherished ranks of school volunteers where you will make a vital difference in the lives of children, teachers and administrators.

Volunteers play an important role in the quality of life in all Community Consolidated School District 181 schools. The assistance and support they offer to staff and students is invaluable, and their contributions are part of what make our schools special. A volunteer must express a genuine interest in helping students. The volunteer should be a friendly, reliable and flexible person willing to become an integral part of the school organization and work within the school program.

The following guidelines and procedures have been developed to assist you in serving in this unique function. Offering to volunteer in any district school assumes your understanding of and agreement with these guidelines and procedures. Observation of these guidelines and procedures is required for continued volunteer service.



*Superintendent
Robert Sabatino*



*Associate Superintendent
Mary Ticknor*



GUIDELINES FOR VOLUNTEERS

ATTENDANCE

School personnel depend upon and plan for the assistance of volunteers on a regular basis. Volunteers are encouraged to notify the school office as far in advance as possible if they are unable to help in their regular time slot.

COMMUNICATING WITH TEACHERS

Volunteers are in our schools to provide student or program support. They should not use their access to teachers to discuss their own child. Volunteers should arrange teacher conferences in the manner prescribed for all parents.

CONFIDENTIALITY

Information you may see or hear can affect the lives and futures of individual students. Volunteers must respect the privacy of information about a student or school related incident and keep it in strict confidence.

RELATIONS WITH STUDENTS

Volunteers are viewed by students and parents as representatives of the School Board and School Administration and are perceived by students as authority figures. Compliance with Board policies and school procedures is required. When students raise issues of a personal or controversial nature, volunteers are placed in a difficult position. While working in a volunteer capacity in school or at school-related activities, however, volunteers must refrain from debating, discussing or imposing their opinions on students on personal or controversial issues.

RESPONSIBILITY FOR STUDENTS

Teachers are ultimately responsible for the welfare of students during school activities. When working with students or chaperoning field trips or school activities, volunteers must report to the teacher in charge of the activity all incidents of inappropriate behavior or situations in which students might be in danger. Stop obvious misconduct, but leave the actual disciplining to the teacher.



District 181 Volunteer Information Form

Your interest in serving as a Community Consolidated School District 181 volunteer is appreciated. In an effort to better serve our children, the following information is required. In the best interest of, and safety for, our students, please fill out this form completely and **return it to the secretary of the school at which you will be volunteering.**

Name _____
Last First Middle Telephone

Address _____
Street City Zip Code

Emergency adult contact _____ Telephone _____

Are you now or have you been a school volunteer? Yes ___ No ___

If yes, at which school? _____ Year _____

The name of any child or ward attending this school _____

Criminal Conviction Information: Have you ever been convicted of a crime against a minor child, required to register as a convicted sex offender or convicted child sex offender or are you prohibited by any court order, judgment or decree including but not limited to a domestic violence order of protection, visitation or custody agreement where your presence in this school or in proximity to any other person present at this school would violate those terms?

No ___ Yes ___ If Yes, please explain

*Are you willing to consent to a criminal history (fingerprint) records 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.

Volunteer name (please print) **Date:** _____

Signature: _____