

# **GCSD9 Volunteer/Chaperone Handbook**



## **GCSD9 VOLUNTEER/CHAPERONE HANDBOOK**

Welcome, and thank you for your willingness to give your time to benefit students within the Granite City Community Unit School District #9. 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 education is appreciated. As stated in Board Policy 6:250, the Board of Education supports and encourages the use of volunteers to: (1) enhance 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. The Board and District promote the use of school volunteers while maintaining a safe and secure environment for the students, to the extent applicable. The school principal or designee will select and assign volunteers within a school building. 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 designee 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. This handbook is designed to help you make a smooth transition into your volunteer responsibilities. It outlines the District's volunteer policy, includes a copy of the Volunteer Form and highlights some standard procedures for volunteers. It is our hope that you will derive a great deal of personal satisfaction from your time in our schools. **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. On behalf of the students, teachers and staff, thank you for your service.

## **Who Can be a GCSD9 Volunteer:**

An approved volunteer is defined as meeting the following requirements:

- An adult over the age of 18 years
- An individual approved by the Granite City Community School District #9
- An individual selected for a specific activity and approved by GCSD9

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 5/3418.5 (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.

## **Volunteers opportunities:**

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;
- for supervising study halls, long distance teaching areas used to facilitate instructional programs transmitted by electronic media (such as computers, video and audio) and school-sponsored extracurricular activities;
- 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.

## **Student and Staff Safety:**

Volunteers may not:

- substitute for a member of the school staff
- impose, administer or enforce student discipline
- give medication
- access confidential student records
- take photos or video of students or staff
- Answer office phones (due to confidentiality)
- Smoke on campus or while performing volunteer duties.

Volunteer opportunities vary by school. Examples of volunteer opportunities include tutoring one to 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 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 10) 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:

- Comply with the provisions of District policy and all volunteer guidelines implemented by the District; and
- Authorize a background check, including fingerprinting, if necessary.

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, 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. 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 or legal guardian who assists in the classroom or accompanies his or her child's class on a supervised day field trip where each group of students is supervised by a staff member.

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 of the ILCS, 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](http://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.**

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### **Volunteer Responsibilities**

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.

Volunteers should be supportive and offer assistance under professional supervision and direction. Volunteers should also set a good example of appearance and behavior for students at all times.

### **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 Illinois Department of Children and Family Services. The volunteer shall also promptly notify the teacher or a school or district administrator that a report has been made.

All volunteers shall sign the “Acknowledgement of Mandated Reporter Status” form provided by the Illinois Department of Child and Family Services to be kept on file with the district.

## **Respecting Classroom Activities**

The time a volunteer spends in a classroom is important to the teacher and the students.

**Siblings or children not enrolled at the school where the person is volunteering are not to accompany parent volunteers in a classroom or school 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.

## **Drug & Alcohol Free Campus**

All District workplaces are drug-and alcohol-free workplaces. Please refer to Board Policy 5:50 for additional information. All volunteers shall be prohibited from:

1. The unlawful manufacture, dispensing, use, sale, possession, distribution or transportation of drugs, controlled substances, or alcohol while on district premises or while performing work for the district are strictly prohibited and may result in discipline up to and including termination of assignment.
2. Drugs and alcohol may not be bought, consumed, transported or stored on any district-owned or leased property (including vehicles).
3. Any volunteer who is using prescription or over-the-counter drugs that may impair their ability to safely perform the job, or affect the safety or well being of others, must notify a supervisor of such use immediately before starting or resuming work.
4. Volunteers will not be permitted to work while under the influence of alcohol or prohibited drugs in their systems. Prohibited drugs include illegal substances, alcohol, or prescription drugs that may affect the ability to safely perform the job. We require all volunteers to report to work in a condition that allows them to perform their duties and not impair the safety of fellow volunteers, district employees and students. Individuals who appear to be unfit for work may be subject to a fitness-for-duty examination at a designated medical facility, shall be subject to reasonable suspicion and/or random drug and/or alcohol testing, and shall be subject to discipline up to and including termination of employment.
5. Any volunteer who is involved with on-the-job or off-the-job illegal drug use, sale, possession, dispensation, unlawful manufacture, transportation, or distribution may be considered in violation of this policy. In deciding what action to take, the district will take into consideration the nature of the charges including arrest, conviction, plea bargains and employee's assignment and record with the district. In addition, the district will consider any adverse effect the volunteer's actions may have on its students, other employees, the public, or the district's reputation and image.
6. The district reserves the right to authorize searches for illegal drugs, alcohol,

or contraband, including searches of lockers, desks, vehicles, or personal effects on the district's property.

## **Sexual Harassment Policy**

Granite City CUSD #9 shall provide an environment free of unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct, or communications constituting sexual harassment as defined and otherwise prohibited by State and Federal law.

District volunteers shall not make unwelcome sexual advances or request sexual favors or engage in any unwelcome conduct of a sexual nature when: (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's ability to volunteer; (2) submission to or rejection of such conduct by an individual is used as the basis for volunteer decisions affecting such individual; or (3) such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment. Sexual harassment prohibited by this policy includes verbal or physical conduct. The terms intimidating, hostile, or offensive include, but are not limited to, conduct that has the effect of humiliation, embarrassment, or discomfort. Sexual harassment will be evaluated in light of all the circumstances.

A violation of this policy may result in discipline, up to and including discharge. Any person making a knowingly false accusation regarding sexual harassment will likewise be subject to disciplinary action, up to and including discharge.

Aggrieved persons, who feel comfortable doing so, should directly inform the person engaging in sexually harassing conduct or communication that such conduct or communication is offensive and must stop.

Volunteers should report claims of sexual harassment to any Administrator and/or School Board Member. Volunteers may choose to report to a person of the same sex. Initiating a complaint of sexual harassment shall not adversely affect the complainant's employment or assignments.

There are no express time limits for initiating complaints and grievances under this policy; however, every effort should be made to file such complaints as soon as possible, while facts are known, and potential witnesses are available.

Whom to Contact with a Report or Complaint  
Nondiscrimination Coordinator  
Adam Garrett Ed.D.  
3200 Maryville Rd. Granite City, IL 62040  
[Adam.garrett@gcsd9.net](mailto:Adam.garrett@gcsd9.net)

## **Sexual Misconduct Policy**

The school district will not tolerate and will seek to eradicate any behavior by its employees, volunteers, or others which constitutes Sexual Misconduct toward another employee, volunteer, or other. “Sexual Misconduct” means any actual, attempted or alleged sexual molestation, assault, abuse, sexual exploitation or sexual injury. “Sexual Misconduct” does not include “sexual harassment.”

### **Reporting Procedures and Designated Child Abuse Counselor**

It is the express policy of the district to encourage victims of Sexual Misconduct, and their parents or guardians in the case of minors, to come forward with such claims. The district has a Designated Child Abuse Counselor who shall remain accountable for implementation and monitoring of this policy. The identity of the Designated Child Abuse Counselor shall remain on file with the district. In order to conduct an immediate investigation, any incident of Sexual Misconduct must be reported as quickly as possible in confidence, as follows:

#### **Employees and Volunteers**

Employees and volunteers are required to report any known or suspected incidents of sexual misconduct according to the Illinois mandatory reporting guidelines. They must also report to their direct supervisor, the district administrator or the Designated Child Abuse Counselor. If the report is made to the supervisor or district administrator, that individual shall immediately notify the Designated Child Abuse Counselor. If the person to whom an employee or volunteer is directed to report is the offending person, the report should be made to the next higher level of administration or supervision.

#### **Children**

Each year, parents or legal guardians of children shall be advised of the contents of this Sexual Misconduct Policy and be instructed to report any incident of known or suspected sexual misconduct to a supervisor, the school administrator or the Designated Child Abuse Counselor, unless that individual is the offending person. If the complaint is made to the supervisor or the school administrator, that individual shall follow Illinois mandatory reporting policy and immediately notify the Designated Child Abuse Counselor.

#### **Investigation & Confidentiality**

All formal complaints will be given a full, impartial and timely investigation. During such investigation, while every effort will be made to protect the privacy rights of all parties' confidentiality cannot be guaranteed.

## **Discipline**

Any district employee or volunteer who is determined, after an investigation, to have engaged in sexual misconduct in violation of this policy will be subject to disciplinary action up to and including termination of employment. False accusations regarding sexual misconduct will not be tolerated, and any person knowingly making a false accusation will likewise be subject to disciplinary action up to and including discharge, with regard to employees or volunteers.

The district will discipline any individual who retaliates against any person who reports alleged sexual misconduct or who retaliates against any person who testifies, assists or participates in an investigation, a proceeding or a hearing relating to a sexual harassment complaint. Retaliation includes, but is not limited to, any form of intimidation, reprisal or harassment.

## **Reporting Harassment**

Pursuant to Board Policy 7:20 no person, including a District employee or agent, shall harass, intimidate, or bully a student on the basis of actual or perceived: race; color; national origin; military status; unfavorable discharge status from military service; sex; sexual orientation; gender identity; gender-related identity or expression; ancestry; age; religion; physical or mental disability; order of protection status; status of being homeless; actual or potential marital or parental status, including pregnancy; physical appearance; socioeconomic status; academic status; association with a person or group with one or more of the aforementioned actual or perceived characteristics; or any other distinguishing characteristic.. 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.

## **Inappropriate Behavior**

Remember that discipline is ultimately the teacher's responsibility; however, some suggestions may help when inappropriate behaviors occur:

- Follow the classroom rules and the teacher's lead in discipline matters. Only do what your teacher will allow you to do.
- Expect cooperation and indicate your confidence in the student that a

- behavior will improve, or misbehavior will not occur.
- Remain calm and objective; control your own temper.
- Do not embarrass students in front of their peers.
  
- Speak in private about misbehavior. Avoid power struggles. Never threaten students.
- Do not punish an entire group because of the actions of one.

The goal of the volunteer program is to help students develop a positive self-image that will be strong enough in order for them to control their own behavior.

### **Sign-In Procedures**

Student, staff and building visitor safety is a school and District priority. All volunteers must report to the main office 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 or who to contact in case of 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 GCSD9 teachers and other staff. Information learned in the course of volunteering regarding teachers, students, or school affairs should not be discussed at any time.

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

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.

**To protect student and staff privacy, the use of cameras (cell phone camera or video) or recording devices are not permitted on school property or field trips.**

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

(Principal). 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.

## **School 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.

While working with students, volunteers should be in the open where others can see them.

Volunteers may never dismiss a student from school. Under no circumstances may a volunteer take a student off campus. Volunteers may not walk or drive a student to their home unless the child's parent has notified the District office in advance and given written permission for the volunteer to do so.

## **Guidelines for Safe Interaction**

All interaction with students, staff, and volunteers should be professional and focused on teaching and learning. The following guidelines are provided for the protection of everyone involved.

### **Physical Contact with Students**

The school district encourages you to avoid physical contact with students. Volunteers should be sensitive to a student's personal space and comfort level. If you have physical contact with students, please limit its use to encouraging and acknowledging a student's efforts and accomplishments. Appropriate physical contact in these instances should be brief, should not linger, and should not differ from student to student. No face-to-face hugs are allowed.

- Do not make sexist or sexual comments.
- Avoid innuendo.
- Talk to and treat all students in the same manner.
- Avoid being alone with students.
- If alone with a student, be in a visible and open location.
- Do not spend too much time with one student or group of students.
- Maintain appropriate boundaries between adult and student.
- If you notice a student developing a personal interest, please see the principal immediately.

The school district does not encourage or sanction volunteer/student contact outside the structure of the school day, building, or school-related activities.

This means that you:

- Do not provide your phone number to any student and do not ask for the phone number of any student.
- Do not provide your address to any student and do not ask for the address of any student.
- Do not offer or agree to transport any student at any time.
- Do not engage in private tutoring sessions outside of the school building, or days and hours of operation.
- Do not give any gifts to students or receive gifts from student.
- If working one-to-one with a student, always do so in a public area, I.e., a hallway, classroom, or library.

### **What should I do if:**

**A student is injured:** No matter how minor the injury is, you should immediately notify a teacher or staff member in charge. Do not attempt to administer any type of first aid.

**A student becomes ill:** If a student complains of not feeling well, you should notify the teacher or staff member in charge immediately. You should never administer any form of medication to the student.

**You are asked to take the class alone:** Because you are not a paid school employee, you are not legally permitted to supervise a class alone. If the teacher must leave the room, arrangements should be made to have a paid staff member present.

**Someone asks to see a student:** If any person asks to speak to or take a student, you must direct that individual to the teacher. Under no circumstances should you grant such a request.

**A problem arises with your supervisor:** If you should encounter any type of problem with your role, please discuss it with the school principal.

**Someone asks you how a student is doing:** As it becomes known that you are working in the school, you may be asked questions concerning specific students. If a parent or friend inquires as to the student's progress, you should say, "I enjoy working with that student and I am sure if you schedule an appointment, the teacher would be happy to talk with you."

### **What to do 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.

## **Reimbursement of Expenses**

The District may reimburse volunteers for approved expenses incurred in providing volunteer services to the District. Prior approval by the school principal is required for expenses a volunteer may seek to have reimbursed.

## **Termination of Volunteer Activity**

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

Individuals who do not meet appropriate requirements for volunteers working with children, as established by state law and the GCSD9 Board policy, will not be accepted into the program. If a volunteer does not conform to the guidelines outlined in this handbook, the building principal or designee may suggest alternative actions or assignments. If this option does not meet with success, the principal has the option to terminate a 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 Guidelines**

School-sponsored field trips provide valuable experiences for students. Chaperones are volunteers who agree to accompany and assist GCSD9 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 GCSD9 sponsored activities and are in addition to those previously outlines in this handbook:

- Only GCSD9 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 the teacher(s) in implementing all GCSD9 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.

### **Transportation**

The Granite City School District 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.
- 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 two-way communication with parent or guardian, and have all parental and student information available

# Acknowledgment, Agreement, and Receipt of Volunteer Handbook

The undersigned hereby acknowledges receipt of a copy of the Volunteer Handbook.

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Volunteer Signature

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Witness Signature

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Date

(This acknowledgement and agreement will be retained in the volunteer's file)

