

All-Volunteer Orientation

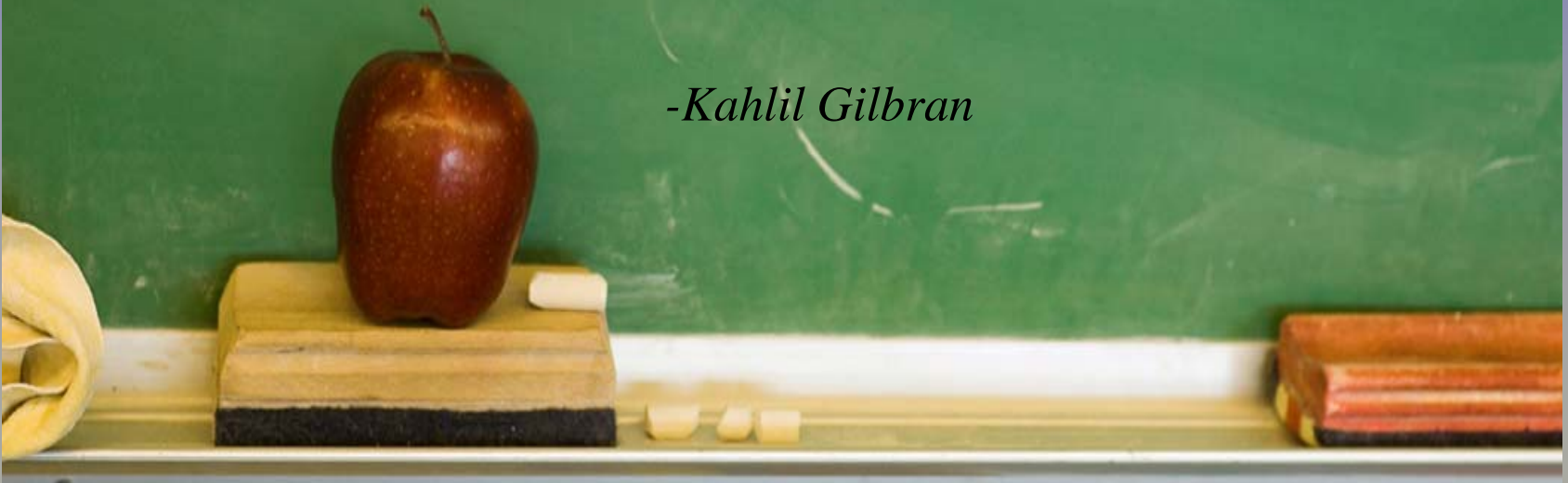
"You give but little

When you give of your possessions...

It is when you give of yourself

That you truly give."

-Kahlil Gilbran



Who Can Volunteer?

We welcome and encourage anyone who cares about children and education to consider volunteering their time to our district. Volunteers may include parents, grandparents, neighbors, community members, relatives, and friends. The school district utilizes volunteers in a variety of capacities including field trip chaperones, classroom helpers, office/administrative work, etc.



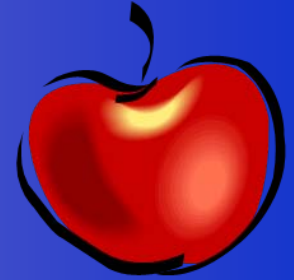
Volunteer Qualities

Our school district looks for volunteers who:

- ◆ Are of good moral character and will serve as a positive role model for our students
- ◆ Have a great personality that will get along with administration, staff members, students, and parents
- ◆ Possess the patience and understanding required to work with students
- ◆ Have a desire to motivate children and to help them succeed in school
- ◆ Are dependable and reliable



Volunteer Responsibilities



As a volunteer, you should:

- Be punctual
- Notify the district if you are going to be absent
- Sign in and out in the school office
- Wear the volunteer name tag at all times while volunteering
- Be confidential
- Set a good example to students
- Be willing to have short conferences periodically

Screening & Registration



All Volunteers for our school district will have the following background checks completed:

- State and Federal Sex Offender Databases
- Nationwide Criminal Record Search
- Child Murderer and Violent Offender Against Youth Database
- Current and Previous Employer(s)



Safety & Conduct

Open Door Rule

Student Discipline

Dismissal of Students

Dress & Behavior

Reporting an Absence

Smoking Policy

Medication Administration

Confidentiality

Emergency Action Plan



**For more information,
refer to the *Volunteer
Handbook* at the end of
this presentation.**

Mandated Reporter

Any volunteer who suspects or receives knowledge that a student may be an abused or neglected child shall immediately report such a case to the Illinois Department of Children and Family Services.

The volunteer shall also promptly notify the school administrator that a report has been made.



Policies



DRUG / ALCOHOL FREE

All district workplaces are drug and alcohol-free workplaces.

SEXUAL HARASSMENT

The school district 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.

SEXUAL MISCONDUCT

“Sexual Misconduct” means any actual attempted or alleged sexual molestation, assault, abuse, sexual exploitation or sexual injury.

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.

Thanks!

Our school district appreciates each and every volunteer. The wealth of knowledge and passionate personality that each of you brings with you when you volunteer makes a difference to our children.



[Click here to access](#)
[and print the](#)
[Volunteer Handbook.](#)