

Volunteer Background Checks

If Volunteering with Students and NOT in Direct Line-of-Sight of a Certified District Employee

A full criminal history background check (including a sex offender registry check) is required if you will be working with students without direct supervision or direct line-of-sight of a certified District employee. Volunteers requiring this level of background check will need to complete an online form (link sent via email by school staff). It may take up to one week to receive the results. The results include charges and convictions from all states. Volunteers only need to complete the background check one time. A sex offender registry check will be required for subsequent years.

If Volunteering with Students and in Direct Line-of-Sight of a Certified District Employee

A sex offender registry check is required if you will only be working with students when in direct line-of-sight of a certified employee. Volunteers requiring a sex offender registry check will be asked to provide a driver's license for school staff to copy. School staff will then check the individual's name on the Illinois Sex Offender website at www.isp.state.il.us/sor/. Volunteers will need to complete the registry check annually.

Field Trip Chaperones

Volunteers who are not D181 employees must always be with another adult when supervising during field trips, except in the case of an emergency.

**Volunteers can begin working on tasks that do not require direct contact with students prior to the completion of the criminal history background or sex offender registry check. However, they should not work directly with students until the results of the appropriate check are received by the District.*

**Direct line-of-sight is accomplished by making sure the volunteer is in a public place that is frequently and unpredictably observable (e.g., hallways, classroom).*

Contact Information

For more information: 630.861.4900

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Clarendon Hills
630.861.4800

**HINSDALE
MIDDLE SCHOOL**
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Hinsdale
630.861.4700

MONROE
210 N. Madison St.
Hinsdale
630.861.4200

ELM
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Burr Ridge
630.861.4000

PROSPECT
100 N. Prospect Ave.
Clarendon Hills
630.861.4400

MADISON
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Hinsdale
630.861.4100

WALKER
120 Walker Ave.
Clarendon Hills
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OAK
950 S. Oak St.
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THE LANE
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Community Consolidated School District 181



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District 181 Volunteer Guidelines & Procedures

Welcome!

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

Access to 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.

Attendance

School personnel depend upon and plan for the assistance of volunteers on a regular basis. Volunteers are asked to notify the school office as far in advance as possible if they are unable to help in their regular time slot. We request that you do not bring other children into the school when you volunteer.

Confidentiality

In the course of your volunteer work, you may learn confidential information about students or staff. You are expected to keep this information confidential in any setting inside or outside the school, just as you would wish your privacy rights to be respected. If you have any concerns about a student or how to handle specific situations, please ask a classroom teacher or administrator.

If a parent approaches you about his/her child or someone else's child, direct the parent to speak with the classroom teacher.

Representing the School

Volunteers are viewed by students and parents as representatives of the Board of Education 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, volunteers must refrain from debating, discussing, or imposing their opinions on students regarding various issues (cultural beliefs, religious beliefs, etc.).

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.

Student Health and Safety

If a child gets sick while under your supervision, send the child to the office. Send another student to the office to get a custodian, if necessary. During your time as a volunteer, you may experience a school safety drill or an incident requiring the implementation of school safety procedures (i.e. fire, tornado). It is important you are familiar with the basic safety procedures followed in District 181 by reviewing the flip chart hung in each classroom.

Volunteer Expectations

1. Sign in and sign out in the school office each time you volunteer.
2. Wear a volunteer identification badge.
3. Wear appropriate clothing for the school setting.
4. To comply with the District's Nutrition Policy, do not bring food / treats for students.
5. Be only in the parts of the building that pertain to your volunteer duties.
6. For building security, do not open outside doors for visitors. Doors are to remain locked at all times, and visitors must enter through the main office (unless noted by school staff).
7. Use appropriate channels of communication for comments and suggestions. Please ask for instructions and assistance when needed.
8. Support and enforce building procedures established by the principal.
9. Report any incidents of inappropriate behavior or situations in which students might be in danger.