

Shiloh Village School District #85 Volunteer Program

2018-2019



Thank you for expressing an interest in volunteering at Shiloh Village School District #85. Students, teachers, staff, parents, and the community benefit from the work of individuals like you who freely share their talents, time and resources. We also know that as a volunteer, you too will be rewarded. One hour, one day a week, one day on a special project or a field trip-your efforts make a difference for students.

Please be sure to carefully read the Volunteer Information and Guidelines included with this packet. These guidelines have been established for the safety of both students and volunteers. Upon completion, simply fill out the attached form and submit it to the school office. **Please note, the completed form must be submitted to the office for approval prior to volunteering.**

Volunteer Process

To help ensure the safety of all Shiloh District #85 students, all volunteers, including field trip chaperones will be required to provide a valid driver's license, state-issued ID, or military ID upon entry into the building which will be scanned and returned. Any person that cannot provide one of these forms of ID must contact the office 24 hours in advance of the planned visit. Once the scan is successfully completed a badge will be printed to identify that the volunteer has been approved for the school day. Any individual that cannot meet this requirement or does not receive a successful scan will not be allowed to volunteer until this requirement can be met.

Volunteer Procedures

- Always report to the main office first to sign in and get a volunteer badge. No visitor to the campus will be allowed past the school office without approved volunteer status and badge.
 - Wear identification badge provided by the school while participating in volunteer activities. (Please note that if you do not return your badge to the office as you check out, you will not be able to volunteer again until you do so.)
 - Upon departure, make a final stop in the main office to sign out and return the volunteer badge.
 - Adhere to the Shiloh Village SD 85 volunteer guidelines.
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Volunteer Guidelines

Appearance

A volunteer should always dress appropriately, remembering that he/she is setting an example for the students.

Siblings

Please remember that when you volunteer or visit your child, you may not bring siblings with you.

Lunch with Child Procedures

Please remember that you may come and eat lunch with your child; you may not accompany them to recess. Also, should you bring anything with nuts in it for your child to eat, or something that was made in a factory where products with nuts are made, you will be asked to avoid the nut free side of the cafeteria.

Child Neglect and Abuse Reporting

If a student discloses that they are in a dangerous situation or if you have reason to suspect neglect/abuse, please report this immediately and privately to the principal.

Confidentiality

As you work with staff and students, remember that the problems, abilities, relationships and confidences of students, their parents, and staff should never be discussed with anyone other than a professional staff member of our school district.

Discipline

The school and each classroom have an established discipline policy. Please talk with the teacher to see how you can fit into and support the program. When issues arise concerning appropriate student behavior, your responsibility is to call such matters to the attention of the teacher or other supervising school personnel and to support students by encouraging them to make good choices and demonstrate appropriate behavior. We appreciate your efforts and help.

Emergency Drills

If you are present during a drill, follow the lead of the nearest faculty or staff member.

Field Trips

While many volunteer opportunities are available at Shiloh Village School District #85, serving as a chaperone for field trips is one of the most popular. When volunteering time as a field trip chaperone for the district, the following guidelines apply:

Chaperones must:

1. **Please park at the parking lot across from the skatepark, under the water tower before coming in if you are coming to SES for a field trip.**
2. Sign in and out at the school office.
3. Wear the volunteer badge provided by the district.
4. Follow the bus to the field trip site.
5. Follow the itinerary provided by the teacher(s) in charge.
6. Maintain contact with all students in the assigned group.
7. Report students not following rules to the teacher in charge.
8. See that the students under your charge are obeying the rules. These rules should be enforced consistently.
9. Contact the teacher immediately if any problems arise with a student.

Only individuals that have been designated by the district as approved volunteers are permitted to chaperone or accompany a class on a field trip. The volunteer's undivided attention is needed when serving as a chaperone, thus we recommend that chaperones attend the trip unaccompanied by other children.

Due to limited space on the bus, chaperones may be required to provide their own transportation to and from the field trip site following directly behind the bus.

Helping the Teacher and Class

Parent/Guardian volunteers work under the direction of the classroom teacher or office staff member who defines the volunteer's duties and expectations. When serving as a classroom volunteer, the teacher(s) will work with you to create a volunteer schedule. The office staff will be provided with the schedule so that they know when to expect classroom volunteers. If for any reason, you will be unable to volunteer at your regularly scheduled time, please notify the classroom teacher to make alternate arrangements.

All volunteers work under supervised conditions only. When working in the building, please adhere to the volunteer schedule and try to keep your role as volunteer and parent separate. If your child has a problem, let your child work out the problem with others and the teacher through established classroom routines and procedures. If you need to speak with a teacher about a situation involving your child, please make arrangements to do so at a time agreed upon with the teacher that does not interrupt instructional time.

Impartiality

A volunteer shall favor no one side or party more than another in all school situations.

Names and Labels

Every child brings to school his or her own specific skills and abilities and grows and learns at his/her own pace. Please do not make value judgments or label the abilities of any child. Please be careful not to compare your child to another in the class as they are all unique individuals.

Objectivity

A volunteer should not let personal feelings enter into his/her work as a volunteer.

Respect for Authority

A volunteer shall respect the authority of all school personnel. If you have a problem, issue or disagreement, please bring it to the principal's attention privately at an appropriate time.

Safe Touch Area

Handshakes and high fives are considered appropriate friendly touches. Never touch a child in anger. If a student is unruly or disrespectful, refer him/her to the classroom teacher. ***School personnel are mandated reporters. Should a child be touched inappropriately by a volunteer, the school district is obligated to file a report with the Department of Children and Family Services.***

Safe Verbal Communication

Let your conversation demonstrate respect for others and yourself. Avoid language that may be perceived as discriminatory, sexist or offensive.

Tobacco Products, Drugs and Alcohol

Volunteers are prohibited from using or being under the influence of tobacco products, drugs, or alcohol.

Workroom

The workroom is available for volunteer use from 8:00-11:00 AM and 1:00-3:05 PM. Please allow faculty and staff members first priority on using the equipment.

The school district reserves the right to deny a volunteer admittance into our school for any reason should we have a concern regarding staff or student safety. In addition, it may contact the local law enforcement should a volunteer pose a danger to himself/herself or others associated in any way with the district

We want your volunteer time at Shiloh Village School District #85 to be an enjoyable and rewarding experience. If you have any questions or concerns, please contact the principal.

Thank you for joining us in this educational partnership!

The Shiloh Village School District #85 Staff

Shiloh Village School District #85 Volunteer Opportunities

This list is not all inclusive. In order to assist with any school sponsored or supported activity, you must be an approved volunteer.

Book Fair

Time of Year-Fall and Spring

This fundraising event for both the Shiloh Elementary School and Shiloh Middle School libraries is held in the fall and spring, typically in the months of September and April. Volunteers help with the set-up and tear down of the book fair. They also assist with book sales.

Contact- The PTO Chairperson, Gavin Matheny

Sports and Band Booster Club Activities-March Madness, Santa's Cottage, etc.

Time of Year-Varies

The Booster Clubs may sponsor activities throughout the school year. Volunteers help coordinate and work these activities.

Contact-Sports Booster Club Co-Presidents, Cari Brunner; Band Booster Club Contact, Jacqueline Siddle, 632-7434

Boxtops for Education Labels

Time of Year-Ongoing

Boxtops for Education labels are collected at both school locations. Volunteers assist with collecting, counting, and bundling labels to be sent away.

Contact- Shiloh Middle School Principal, Darin Loepker, 632-7434 ext. 101

Classroom Helper

Time of Year-Ongoing

These volunteers assist the classroom teachers as needed. This may involve working with individuals or small groups in the classroom, helping with an activity, assisting with classroom parties, making copies, etc.

Contact-Individual Classroom Teachers

Concession Stand/Admissions Table

Time of Year-Ongoing

Concession stands are available at Shiloh sporting events and are sponsored by the Shiloh Booster Club. These volunteers assist with the concession stands. Volunteers also work the admissions table.

Contact-The Shiloh Booster Club Co-Presidents

Copier

Time of Year-Ongoing

These volunteers make copies for faculty and staff members in the teacher workroom.

Contact-Individual Faculty and Staff Members

Eighth Grade Class Events

Time of Year-Ongoing

Each year the eighth grade class raises money for their class trip, the graduation dance, and the graduation reception. They sponsor a variety of activities to raise money for these events. Volunteers coordinate and work these events.

Contact- Shiloh Middle School Principal, Darin Loepker, 632-7434 ext. 101

Family Nights-Family Skate Night, Family Reading Night, Family Game Night, etc.

Time of Year-Ongoing

Family Nights are sponsored by the Shiloh Parent/Teacher Organization. Volunteers coordinate and work the events.

Contact-The PTO Chairperson, Gavin Matheny

Field Trips

Time of Year-Varies

Each classroom teacher makes arrangements for at least one field trip throughout the course of the school year. Volunteers will be provided specific information regarding the field trip from the classroom teacher.

Contact-Individual Classroom Teachers

Mentor Program

Time of Year-Ongoing

Shiloh Village School District 85 sponsors a mentoring program for its students. This program is designed to pair a child who may have a specific academic, emotional, and/or social need with a nurturing adult who will meet with this child on a weekly basis.

Contact-Shiloh Village School District #85 Social Worker, Neeley Beliveau, 632-7434 ext. 106

School Dances

Time of Year-Ongoing

School dances are sponsored by a variety of clubs at Shiloh Middle School. Volunteers chaperone these dances.

Contact- Shiloh Middle School Principal, Darin Loepker, 632-7434 ext. 101

Silent Auction/Spring Carnival

Time of Year-April

The Silent Auction/Spring Carnival is sponsored by the Shiloh Parent/Teacher Organization. Themed baskets are donated to the organization by families, classes, community members, local businesses, etc. and auctioned off at the Silent Auction. The Spring Carnival portion of the event consists of games and a raffle. Food and drinks are available at the concession stand. Volunteers coordinate and work the event.

Contact- The PTO Chairperson, Gavin Matheny

Teacher Appreciation Week Activities

Time of Year-Early May

Teacher Appreciation Week activities are sponsored by the Shiloh Parent/Teacher Organization. Volunteers coordinate activities for the week.

Contact- The PTO Chairperson, Gavin Matheny

Thanksgiving Feast

Time of Year-November

The Thanksgiving Feast is sponsored by the Shiloh Parent/Teacher Organization. Volunteers coordinate and work the event.

Contact- The PTO Chairperson, Gavin Matheny

“V.O.C.” Volunteers On Call

Time of Year-Varies

Can't decide which of the above you would like to do? Consider being a volunteer that we can call when we are “in a bind” for any of the above.

Contact-SMS Building Principal, Darin Loepker; SES Building Principal, Tiana Montgomery

Shiloh Village School District #85 Volunteer Sign-Up Sheet

Please return this sheet to the school office.

Name: _____ Birth Date: _____

Phone #: (H) _____ (C) _____ E-mail: _____

Address: _____

Have you ever been convicted of a crime, **misdemeanor and/or felony**? _____ Yes _____ No

Explain: _____

Do you have any medical conditions that we should be aware of _____ Yes _____ No
while you are working as a volunteer in the school district?

Explain: _____

Student's Name	Grade	Teacher

Waiver of Liability

The School District does not provide liability insurance coverage to non-district personnel serving as volunteers for the School District. The purpose of this waiver is to provide notice to prospective volunteers that they do not have insurance coverage by the School District and to document the volunteer's acknowledgement that they are providing volunteer service at their own risk.

By your signature below:

- 1. You acknowledge that the School District does not provide insurance coverage for the volunteer for any loss, injuries, illness, or death resulting from the volunteer's unpaid service to the School District.*
- 2. You agree to assume all risk for death or any loss, injury, illness or damage of any nature or kind arising out of the volunteer's supervised or unsupervised service to the School District, agree to waive any and all claims against the School District, or its officers, Board Members, employees, agents, or assigns, for loss due to death, injury, illness or damage of any kind arising out of the volunteer's supervised or unsupervised service to the School District.*

I have read the volunteer guidelines, understand their purpose, and agree to abide by them as a volunteer at Shiloh Village School District #85. I understand that volunteer privileges may be revoked should I choose not to abide by any of these guidelines. I am aware that a background check and administrative approval must be granted prior to participating in volunteer services.

Signature: _____ **Date:** _____

For Office Use Only

Date Application Received: _____

Name: _____

Yes, I am interested in helping with the following volunteer activities.

- | | |
|--------------------------------------|---|
| _____ Book Fair | _____ Booster Club Activities |
| _____ Boxtops for Education Labels | _____ Classroom Helper |
| _____ Club Activities | _____ Concession Stand/Admissions Table |
| _____ Copier | _____ Eighth Grade Class Events |
| _____ Family Nights | _____ Field Trips |
| _____ Mentor Program | _____ School Dances |
| _____ Silent Auction/Spring Carnival | _____ Teacher Appreciation Week |
| _____ Thanksgiving Feast | _____ Volunteer on Call |

Thank you! Thank you! Thank you!

It is only because of the volunteer efforts by so many people that we are able to provide these opportunities and events.

If at any time you have any questions, please call:

Tiana Montgomery, Principal, Shiloh Elementary School; 632-7434 ext. 201
Darin Loepker, Principal, Shiloh Middle School; 632-7434 ext. 101

Please return the completed form to the school office. If you do not receive feedback regarding your volunteer status within six weeks of submitting your paperwork, please contact the building principal at 632.7434.