

# **ROCK ISLAND MILAN SCHOOL**

## **DISTRICT #41**



### **Volunteer Handbook/Policy**

**Adopted: 2024**

# **ABOUT VOLUNTEERING**

Thank you for your interest in volunteering in our schools. We appreciate your support in serving the scholars and families of the Rock Island Milan School District. This document will outline and explain the process and policies for volunteering in the Rock Island Milan School District #41.

A volunteer is any person (not an employee or vendor) authorized by the Rock Island Milan School District to assist in learning activities, competitions, or events. The volunteer program is NOT for fulfilling court-required community service or other obligations imposed by a court of law for unlawful infractions.

## **Purpose of Volunteering:**

- Support academic achievement, assist RIMSD educators in providing basic instruction, enrich the quality of instruction, and assist RIMSD staff with support services.
- Support supplementary instruction.
- Strengthen school-community relationships.
- Enhance district programs, not to displace district employees.

## **Benefits of Volunteering:**

- Studies show improved student achievement and attendance when their family members are actively involved in the school.
- Community building and connecting with teachers, staff, and families.
- A sense of fulfillment and satisfaction.
- Sharing your experiences, expertise, and skills in a fun and enjoyable way.



# **VOLUNTEER EXPECTATIONS**

Attitude: Volunteers are expected to maintain a positive attitude and always be supportive of scholar efforts.

Dependability: Both the teacher and scholars are depending on you to be there when you are needed. In the event that you are unable to be present, the expectation is 24-hour notice.

Confidentiality: Discussing scholar, staff, or teacher problems outside of the classroom is not allowed. All volunteers are required to read and sign the Confidentiality Statement ([Confidentiality Statement](#)). Furthermore, teachers or scholars should not be discussed negatively outside of the building.

Communication: Please be open to approaching appropriate staff members with questions, concerns, or interpretations of policies/procedures.

Appropriate Behavior: All volunteers are expected to adhere to all RIMSD policies and behave in an appropriate manner. Unacceptable behavior and/or conduct will not be tolerated and will result in the volunteer being removed from the program. Examples of inappropriate behavior include, but are not limited to:

- Willful neglect and/or abuse either physical, verbal, or written of a scholar.
- Unauthorized use, willful abuse, or destruction of district/school property.
- Misuse of confidential information.
- Disregard for school and district policies and/or procedures.
- Chronic absences or tardies.
- Working under the influence of or suffering the effects of alcohol, non-prescribed medication, or other intoxicants.
- Insubordination.
- Practicing or tolerating discrimination or harassment.

# **VOLUNTEER RESPONSIBILITIES**

These responsibilities were developed to ensure a safe and positive learning environment for our scholars.

- Sign and sign out every visit and display your school-issued volunteer badge at all times.
- Familiarize yourself with all building regulations and procedures (ie, fire drills, tornado drills, accident reporting, etc...).
- Maintain scholar safety at all times. Notify the proper staff member when scholars are not acting in a safe manner or are in a potentially dangerous situation. Never physically intervene, restrain, or touch a scholar.
- Report any suspected abuse or neglect of a scholar.
- Do not post or take photos of scholars.
- Do not engage in personal, political, commercial, or religious solicitation of scholars.
- When volunteering at the school, at school events, or during school-sponsored field trips, do not bring any other children, including your own.
- Do not share your contact information, including social media information, with scholars.
- Direct all questions or concerns to the teacher or your supervisor. The building principal will be responsible for addressing conflict or concerns.
- Should you get injured, report the injury to the teacher and school nurse immediately.
- No smoking or vaping on school grounds at any time. It is against Illinois law to have those products on the premises.
- Dress appropriately for the educational setting.
- Unless it's an emergency, volunteers should remain off of their cell phones.
- Do not use student restrooms.



## **TYPES OF VOLUNTEERS**

- I. **Supervised Volunteers:** may participate in activities and field trips with the teacher present.

***Examples of supervised volunteer activities: some field trips, class activities with a teacher present, unpaid classroom assistants working in the presence of district staff; playground, library, or cafeteria assistants; one-day event chaperones; and door greeters.***

- II. **Screened Volunteers:** Any individual serving in an unpaid position who may be periodically left alone with students.

***Examples of screened volunteer activities: some field trips or overnight event chaperones; club sponsors or assist with extracurricular activities.***

# **HOW TO APPLY**

## Supervised Volunteers:

1. Contact the building principal or assistant principal of the school which you wish to volunteer.
2. Complete the volunteer application found on the District website ([RIMSD Volunteer Application](#)). It may take several days for an application to be processed. If you are not contacted by someone from the District Office please contact the Human Resources Department.
3. Read and sign the required documents in the Volunteer Handbook. And returned to the HR Department.

## Screened Volunteers:

1. To apply, complete the volunteer coach application through Frontline, found on the District website ([RIMSD application](#)). It may take several days for an application to be processed. If you are not contacted by someone from the District Office please contact the Human Resources Department.
2. Read and sign the required documents in the Volunteer Handbook. And returned to the HR Department.
3. Complete all on boarding documents, including a background check and fingerprinting through the Rock Island County Regional Office of Education.

TYPE OF VOLUNTEER	Supervised Volunteer	Screened Volunteer
Volunteer Application (Bchex)	✓ <a href="#">Bchex Application</a>	✗
Volunteer Application (Frontline)	✗	✓ <a href="#">Frontline Application</a>
Volunteer Packet (Waiver form and Confidentiality Statement)	✓	✓
Background Check with Fingerprints	✗	✓

## **FREQUENTLY ASKED QUESTIONS (FAQ)**

- Where should I work with scholar(s)? *Locations will be determined by the availability of space and the preference of the supervising staff member. If you are asked to work in an empty room with a scholar ALWAYS leave the door open.*
- Can I hug a student? *Although some scholars, particularly younger scholars, may express affection towards you, volunteers should use signs of connection other than hugs (ie, high five, handshakes, or fist bumps).*
- What does the acronym stand for? *Here is a list of acronyms and educational jargon that may help volunteers understand what is happening in the buildings.*
  - MTSS – Multi-tiered Systems of Supports (aka RTI or Response to Intervention) is a decision making framework of evidence-based practices in instruction and assessment that addresses the needs of all students.
  - PBIS– Positive Behavioral Interventions and Supports is a multi-tiered continuum that creates safe and supportive learning environments.
  - FAPE – Free Appropriate Public Education is a legal right that guarantees students with disabilities the same access to the same free, high quality, public education as students without disabilities.
  - IEP – Individualized Education Plan is a document that outlines a child’s learning goals and the specialized services and support they’ll receive to succeed in school.
  - LD – Learning Disability: a disability that affects the acquisition of knowledge or skills.
  - IDEA – The Individuals with Disabilities Education Act is a federal law that guarantees children with disabilities a free and appropriate public education.

## **APPENDIX I**



# **ROCK ISLAND/MILAN SCHOOL DISTRICT**

## **Volunteer Confidentiality Statement**

As a valued volunteer in the Rock Island Milan School District, we appreciate your time and dedication to our scholars and staff members.

As a school volunteer, you may have access to or become aware of confidential information regarding scholars, staff members, and/or family members. Even unintentionally mentioning confidential information, inside or outside of school, may breach the confidentiality and privacy of a scholar, staff member, and/or their family members.

You may be relieved of your volunteer duties if it is determined, in the District's opinion, that you have violated this Confidentiality Statement, and/or engaged in behavior that is not conducive to providing a learning environment supportive of our scholars and/or staff.

By signing below, you acknowledge:

- That you have been made aware of the importance of confidentiality and agree to maintain confidentiality of all scholars, scholar family members, and staff.
- That you will not disclose confidential information except to school employees who have a need to know.
- That you have read, understand, and agree to comply with the Volunteer Code of Ethics and relevant policies, procedures, and rules of the District.
- That you are serving in a volunteer capacity and your participation as a volunteer can be terminated by the District at will.

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PRINTED NAME

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DATE

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SIGNATURE

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EMAIL





## **APPENDIX II**



# **ROCK ISLAND/MILAN SCHOOL DISTRICT**

## **Volunteer Release Form**

**PLEASE READ THIS FORM CAREFULLY AND BE AWARE THAT BY SIGNING THIS WAIVER AND RELEASE YOU WILL BE EXPRESSLY ASSUMING THE RISK AND LEGAL LIABILITY AND WAIVING AND RELEASING ALL CLAIMS FOR INJURIES, DAMAGES, OR LOSS THAT YOU MAY SUSTAIN AS A RESULT OF ANY AND ALL ACTIVITIES CONNECTED WITH AND ASSOCIATED WITH VOLUNTEERING WITH THE ROCK ISLAND MILAN SCHOOL DISTRICT.**

In return for being allowed to participate in District volunteer activities, including activities incidental to such participation ("Volunteer Activities"), I acknowledge and agree that:

- My participation in the Volunteer Activities is completely voluntary and at my own risk. No one with or on behalf of the Rock Island Milan School District has pressured or induced me to participate in the Volunteer Activities.
- I understand and agree that the District is not responsible for any injury or property damage arising out of the Volunteer Activities, even if caused by its ordinary negligence or otherwise, and the District is not an insurer of my personal safety or property.
- I personally assume all risks in connection with my participation in the Volunteer Activities and further agree, on behalf of myself, my family, estate, heirs, fiduciaries, and agents to release, indemnify and hold harmless, covenant not to sue, and defend (including costs and attorneys' fees) the Rock Island Milan School District and/or its employees, agents, and/or directors from any liability or claim of liability arising from or in connection with any loss, damage, illness, infectious disease, injury, or other claim to person or property arising out of and/or resulting from my Volunteer Activities, whether caused by my negligence or misconduct or otherwise, and whether foreseen or unforeseen.
- This agreement to release, indemnify, hold harmless, covenant not to sue, and defend extends to all loss and/or liability whether or not said loss and/or liability occurs while performing any tasks specifically included in my assigned volunteer responsibilities.
- I understand that this document is intended to be as broad and inclusive as permitted by the laws of Illinois and agree that if any portion of this agreement is invalid, the remainder will continue in full legal force and effect.

**I HAVE READ, UNDERSTAND, AND VOLUNTARILY SIGN THIS VOLUNTEER RELEASE FORM; ASSUME ANY RISK THAT MAY BE SUFFERED; AND FURTHER AGREE THAT NO ORAL REPRESENTATIONS, STATEMENT, OR INDUCEMENTS APART FROM THE FOREGOING WRITTEN AGREEMENT HAVE BEEN MADE.**

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PRINTED NAME

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DATE

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SIGNATURE

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EMAIL

