



# DEERFIELD COMMUNITY SCHOOL DISTRICT VOLUNTEER PROGRAM HANDBOOK

The best way to find yourself is to lose yourself in the service of others.

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# TABLE OF CONTENTS

|  |     |
|--|-----|
| Thank you & Introduction .....                 | 2   |
| Code of Ethics for Volunteers .....            | 3   |
| Routine Procedures .....                       | 4   |
| General Information .....                      | 5   |
| Helpful Tips and Phone Numbers .....           | 6   |
| Day Trip Chaperone Responsibilities.....       | 7   |
| Overnight Trip Chaperone Responsibilities..... | 7   |
| Volunteer Application .....                    | 8-9 |

Dear Volunteer,

Thank you for your interest in serving as a volunteer with the Deerfield Community School District. While the formal education of our children is the primary responsibility of the Board of Education, teachers, staff and administration, we believe that it “takes a village to raise a child” and welcome the support and skills of parents and community volunteers to help make our schools great places to learn and grow for all students.

In this handbook you will find important information about our volunteer program along with volunteer guidelines and the volunteer application. To help ensure the safety of every student in our district, a criminal background check will be completed. When the background check is completed and satisfactory, your name will be added to the approved district volunteer database.

**Important Information in Volunteer Handbook:**

1. Code of Ethics for Volunteers (must be read prior to volunteering)
2. Routine Procedures and General Information
3. Day Trip Chaperone Responsibilities (must be read prior to attending field trips)
4. Overnight Trip Chaperone Responsibilities (must be read prior to attending overnight trips)
5. Volunteer Application:
  - o There is a section on the application form to disclose details if you have had a conviction. If you feel uncomfortable disclosing information on the form, please contact Angie Haag, Administrative Asst., at 764-5431. All information disclosed is strictly confidential and a determination will be made on an individual basis. Failure to disclose any convictions we find during the background check may result in denial of your volunteer status.

Please take time to read through the handbook information prior to filling out the application. The completed form should be returned to your child’s classroom teacher or the school office. If you have any questions or concerns, please feel free to contact the District Office at 764-5431.

Thank you once again for your interest in working with our students and staff. Your gift of time is sincerely appreciated. Working together, we create a culture of excellence and equity in educating all of our children.

# CODE OF ETHICS FOR VOLUNTEERS

## **Maintain Confidentiality**

In your role as volunteer, you may read and hear information about students that is *confidential*. It may be the result of classroom or achievement tests, attendance data, financial or personal family information, social or behavioral actions, or other interactions. There may be times that a staff person may need to share confidential information with you or a student may tell you something in confidence. You may hear conversations between students and teachers, students and students, or between district personnel. All these things are confidential and should never be discussed with others who do not have a legitimate need to know. If you suspect a child is being abused or neglected, this should be reported immediately to the building principal. Parents, friends or community members may, in good faith, ask you questions about the progress or problems of a student knowing that you are a volunteer. Discussion of individual students, teachers, or staff, or their actions and/or their abilities, is considered a breach of professional conduct and the student's right to privacy, and may be grounds for your dismissal from our volunteer program. The student's teacher is the most appropriate person with whom to discuss a child's progress and problems. You should direct any questions about a child to the child's teacher.

Both students and staff have the right to expect that nothing that happens to or about them will be repeated outside the school to anyone, including the student's parents. Only staff that is responsible for the design, preparation and delivery of education and related services may have access to written or oral information about students and their families.

**It is our expectation that volunteers will never share confidential information about a student or staff member with others, including the volunteer's, student's or staff member's family.**

## **Be Reliable**

Remember that students and staff members depend on, and appreciate, your presence. If you find you will be running late, please contact the school.

## **Be a Good Role Model**

All faculty, staff, administrators, board members, and school volunteers serve complementary roles in promoting positive character development. In schools, as in families, children care about our values because they know we care about them.

- Volunteers serve as **caregivers** – respecting students, helping them succeed at the work of school, treating each student as having worth and dignity, and enabling students to gain a first-hand appreciation of the meaning of ethics by being treated in an ethical way.
- Volunteers serve as **role models** – ethical persons who demonstrate a high level of respect and responsibility both inside and outside the classroom.
- Volunteers serve as **mentors** – providing guidance through explanation, storytelling, encouragement of positive behavior, and corrective feedback – especially one-on-one correction.

## **Practice Open and Positive Communication**

Address any concerns or issues promptly and productively. You may contact the classroom teacher or the building principal to express your concerns. Communication is the key to establishing good relationships that benefit everyone.

## ROUTINE PROCEDURES

1. Sign in at the main office upon your arrival and departure.
2. Wear your volunteer name tag so that staff members and students know who you are and can show appreciation for your presence.
3. If you must be absent, call the school and ask that the staff member with whom you work be informed so that the student(s) will not be disappointed.
4. Please be prompt! We plan our days with your help in mind.
5. Don't hesitate to ask questions or to set up a meeting to get further instructions, if needed.
  - If you have questions about your volunteer assignment in general, talk with the principal.
  - If you have questions about student instructional, curricular or behavior concerns, talk with the teacher.
  - If you have questions about school climate issues, harassment or discrimination concerns or conduct of students or staff that upsets you, talk with the principal.

**NOTE:** If school is cancelled or students are released early because of snow or another unanticipated situation, announcements will be aired on the following radio and TV stations:

Television:

WMTV – Channel 15

WKOW – Channel 27

WISC – Channel 3

Radio:

WIBA – 1310 AM/101.5 FM

WOLX – 94.9 FM

WJJO – 94.1 FM

WWQM - Q106.3 FM

# GENERAL INFORMATION

Here is additional information you will need:

## **ACCIDENTS – STUDENTS**

Please report all accidents and apparent illnesses to the classroom teacher or to the school office immediately. The school nurse will be notified immediately of all student accidents.

## **ACCIDENTS – VOLUNTEERS**

Please report any accident or injury you might sustain while volunteering to the school principal as soon as possible (see liability coverage). We all appreciate you staying home and taking care of yourself if you are not feeling well.

## **EMERGENCY DRILLS**

Volunteers are required to participate in emergency drills. If you are unsure of your role or have other questions, please see the building principal.

## **HOT LUNCH**

Volunteers may purchase school hot lunch at the adult price when they are working at the school. Check with the school office for menu and price information.

## **LIABILITY COVERAGE**

School volunteers are covered by the Deerfield Community School District's liability insurance policy for personal injury. Questions may be directed to the Business Manager at 764-5431.

## **HARASSMENT/DISCRIMINATION**

The Deerfield Community School District is committed to providing a safe, harassment- and discrimination-free environment for its students, employees and volunteers. Any volunteer who feels that he/she has been a witness to or the subject of, discrimination and/or sexual harassment should report the incident to the building principal immediately and without fear of reprisal. You may also speak to the District Administrator at 764-5431.

## **STAFF LOUNGES**

For confidentiality reasons, lounges are reserved for staff members only. Please check with your classroom teacher or principal regarding a location in which you may relax while at the school.

## **STUDENT RELEASE/DISCIPLINE**

Please remember that you do not have the authority to release a student from school; this must be done through the office, with the permission of the principal. Volunteers who work with students are expected to maintain firm but kind control of these lively young people and to refer any serious problems or concerns to a staff person. Volunteers may not provide transportation in their personal vehicles for any school-sponsored activities.

## **SUBSTANCE ABUSE**

Volunteers are prohibited from consuming, possessing, furnishing, selling or being under the influence of alcohol or drugs in school or at any school-sponsored, organized or associated function or on/in any property, facility or vehicle owned or operated by or for the school.

## TIPS FOR WORKING WITH CHILDREN

- Enjoy yourself – and they will too!
- Be warm and friendly.
- Learn the child's name and be sure the child knows your name.
- Be a good listener and show that you are paying attention to the child by talking about things in which he/she is interested.
- Use positive comments to encourage the child.
- Let the child know that making a mistake is part of learning.
- If you don't know an answer, admit it, and work the problem out together or ask the teacher.
- Build the child's confidence by praising their attention, achievement and effort. Be as specific as possible in your praise.
- Be reliable so the child will not be disappointed.
- Don't make promises that you cannot keep.
- Maintain a sense of humor.
- Encourage the child to do their own thinking and give him/her time to respond.
- Communicate often with the teacher.

### PHONE NUMBERS

Deerfield Elementary School – 608-764-5442  
Deerfield Middle/High School – 608-764-5431  
District Office – 608-764-5431

# CHAPERONE RESPONSIBILITIES FOR SCHOOL RELATED TRIPS

## **DAY TRIPS**

**A chaperone will:**

- Ride to and from the area of destination with the students in the same means of transportation provided for the students, unless prior approval has been given by the building principal.
- Carry a list which includes home phone numbers and special needs of all students they are responsible to supervise. This includes responsibility for prescription medications.
- Watch carefully for student valuables and check the buses thoroughly (whenever students disembark) so as to avoid leaving behind students' personal belongings.
- Abstain from the use of alcohol and illegal drugs during the entire trip.
- Abstain from the use of tobacco in the presence of students.
- Refrain from transferring their role to another person during the time they are responsible for the supervision of students.

**Violation of any of the above stipulations may result in the termination of chaperone services.**

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## **OVERNIGHT TRIPS**

**A chaperone shall follow the procedures listed above and will:**

- Adhere to established "lights out" quiet time to provide students with appropriate sleep time.
- Periodically check rooms/tents to assure that student behavior is within established guidelines.
- Not have inappropriate verbal or physical interactions with students or with each other.
- Sleep in assigned room/tent so that students and other chaperones can contact them in case of an emergency or change in trip itinerary.

**Violation of any of the above stipulations may result in the termination of chaperone services.**





# VOLUNTEER APPLICATION (page 2 of 2)

(ONE FORM PER PERSON REGARDLESS OF NUMBER OF CHILDREN IN FAMILY)

Name: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell: \_\_\_\_\_ Work: \_\_\_\_\_

For which volunteer roles would you like to be considered? (Check all that apply)

Classroom helper – Teacher(s): \_\_\_\_\_

Day field trip chaperone – Teacher(s): \_\_\_\_\_

Tutor – please specify subject(s): \_\_\_\_\_

Overnight field trip chaperone – Destination: \_\_\_\_\_

## EMERGENCY INFORMATION

Emergency Contact: \_\_\_\_\_ Relationship \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell: \_\_\_\_\_ Work: \_\_\_\_\_

Physician: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Hospital: \_\_\_\_\_ Allergies: \_\_\_\_\_

***Thank you for taking the time to complete the volunteer application.  
The district appreciates your commitment to helping make our schools  
great places to learn and grow for all students.***

**PLEASE RETURN APPLICATION TO YOUR CHILD'S CLASSROOM TEACHER OR SCHOOL OFFICE**

### OFFICE USE ONLY

(PLEASE INITIAL)

\_\_\_\_\_ DATE OF BACKGROUND CHECK

\_\_\_\_\_ PRINCIPAL \_\_\_\_\_ SUPT.

\_\_\_\_\_ APPROVED \_\_\_\_\_ DENIED