

Parent/Volunteer Involvement: John Greer

Preface:

“The Mission of Hoopeston Area CUSD #11, *in cooperation with our families and communities*, is to engage all our students in a rigorous curriculum that expects academic and behavioral excellence.” At John Greer, we value our relationships with students and families and know the importance of joining together to help students achieve high academic and behavioral standards. This document is designed to assist parents in understanding how to become involved at John Greer.

Access to John Greer:

Hoopeston Area schools encourage open communication between parents/guardians and school personnel. The challenge is to promote school safety and school access at the same time. Illinois schools are considered semi-public buildings with controlled access. At Hoopeston Area, our schools use standardized procedures to allow parents/guardians to access our buildings in a safe manner.

- 1 An electronic door system at the Penn Street entrance allows office personnel to identify parents/guardians prior to admittance.
- 2 Parents/guardians are directed by signs to the office.
- 3 Parents/guardians who are attending meetings or visiting with a teacher are asked to sign in at the office and wait for direction from office personnel.
- 4 Parents/guardians who are attending meetings or visiting with a teacher are given a label or badge that allows staff members throughout a building to identify them.
- 5 Parents/guardians who are attending meetings or visiting a teacher are asked to sign out at the office.

These procedures help us ensure a safe learning environment for our students and in the case of an emergency, would help us account for everyone in the building at a given time.

Meetings with Teachers:

John Greer personnel appreciate open communication and parents/guardians who are involved in their child's education. As a matter of courtesy, we ask that appointments with school personnel be made in advance. It is difficult for teachers to make time for walk-in meetings at the same time as they are preparing for the day, teaching, or planning their lessons. These appointments can be made by calling the John Greer Office at 217-283-6667 or emailing the teacher directly.

Visiting John Greer:

Parents/guardians are welcome to visit John Greer for the purposes of observing the education of their students. These visits may occur in the classroom, in the cafeteria, or at recess. The following procedures should be followed:

- 1 Make sure your name is listed on the Elementary School Registration Form of your student.
- 2 Obtain permission to visit John Greer from Mr. Walder by calling the John Greer Office at 217-283-6667.
 - If you are visiting a classroom, please obtain permission the day before you want to observe. As a courtesy, this provides time for the teacher to make sure you have a comfortable place in the classroom.
 - If you are visiting the cafeteria or observing recess, please call by 9:00 on the day of the visit so a lunch can be ordered.
- 3 As an observer, access John Greer according to the procedures listed in the section entitled *Access to John Greer*.

Parents/guardians who are observing the education of their students are expected to observe quietly and follow any directions given by the John Greer staff. Since observers have not been approved by the Hoopeston Area Board of Education as volunteers, you may not work with students.

Volunteering at John Greer:

Parents/guardians are welcome to volunteer at John Greer. Some activities or events where volunteer helpers are encouraged may include:

- Working with small groups of students in a classroom.
- Accompanying students on field trips.
- Assisting with student supervision in capacities where there is limited oversight by school staff.
- Other activities or events identified by the principal or teacher.

Volunteers in public schools are required to complete a Background Check and be approved by the Board of Education. This process ensures the safety of our students. The following steps will be used:

- 1 The building principal will coordinate the identification and assignment of potential volunteers .
- 2 Each potential volunteer should read the Hoopeston Area Board of Education Policy on School Volunteers (see Attachment 1).
- 3 Each potential volunteer must sign a Letter of Understanding (see Attachment 2) obtained from the building Principal and return this form to the building principal.
- 4 The Superintendent of School Secretary will then be notified of the volunteer applicant.
- 5 The volunteer applicant will complete a one page form for a background check at the District Office. Once the results of the background check have been received and reviewed, the Superintendent of Schools will notify the Building Principal of the results.
- 6 The volunteer's name will then be submitted to the Hoopeston Area Board of Education for approval.
- 7 Once this process is completed, the individual is an approved volunteer in the Hoopeston Area District.

As a volunteer, access John Greer according to the procedures listed in the section entitled *Access to John Greer*.

Hoopeston Area School Board Policy - SCHOOL VOLUNTEERS

The Board acknowledges the important functions citizens volunteering their services perform in the Hoopeston Area School District and encourages citizens to share their various talents in the schools.

All citizens who are providing supplemental, non-professional services in the operation of the school program shall be under the authority and supervision of the building principal. Volunteers are not employees of the Hoopeston Area School District and are not eligible for salary or benefits. Volunteers will adhere to the policies and procedures established by the Board of Education. The building principal can require a citizen volunteer to terminate his/her services to the school without cause.

Citizens who volunteer on an ongoing basis, working with students overnight or working alone, will apply for volunteering using the appropriate application form for the type of volunteer position (school volunteer or volunteer coach). All applicants must also complete a background check form and sign a "Volunteer Letter of Understanding". Those chosen to volunteer will be under the direct supervision of a designated professional staff member.

Volunteer Letter of Understanding

Please Print Clearly

I, _____, understand and agree that my involvement as a volunteer with the programs in the Hoopeston Area School District is performed with and under the following provisions:

- 1 I will follow the code of conduct defined in Board policy required of Hoopeston Area School District staff including but not limited to:
 - serve as a role model
 - respect the dignity of students and adults with whom I work
 - maintain a high level of integrity
 - maintain confidentiality regarding student matters
 - avoid any conflict of interest
 - maintain appropriate adult/student relationships
- 2 I will not be paid any salary or stipend for my services.
- 3 I will not be eligible for or request any benefits for my services.
- 4 I will be covered by the Hoopeston Area School District liability insurance.
- 5 I will assume responsibility for my own personal injuries.
- 6 I will familiarize myself and adhere to all policies and procedures established by the Board of Education, administration, and/or athletic department.
- 7 I will attend all in-service meetings designed to enhance student relationship skills as deemed necessary by the administration and/or Athletic/Activities Director.
- 8 I will accept direct and indirect supervision of the supervisor, head coach, athletic/activities director, and/or principal, as applicable.
- 9 I will work under the direction of school staff, recognizing that instructing, supervising, grading, and disciplining students are school staff responsibilities.
- 10 I will read and abide by the attached *Volunteer Guidelines & Policy*.
- 11 My services as a volunteer may be terminated by building principal or designee at any time without cause.

Signature _____ Date: _____

Volunteer Guidelines & Policy

Mission Statement:

School volunteer programs succeed when teachers and volunteers form an effective, cooperative education team and function as co-workers.

Goals of Volunteer Program:

- To increase the quality of education that our students receive.
- To increase the base of volunteers, to include community and business members, retired teachers, and those with special skills to enrich and broaden the experiences of students.
- To provide needed extra help to assist staff members and teachers in providing a superior education, and to stimulate community support for our students.
- To regularly recognize volunteers in a fashion that never leaves any doubt that volunteers do make a difference.

Confidentiality:

- One of the most important considerations of a school-based volunteer program is the preservation of confidentiality.
- As a matter of professional ethics, volunteers are expected not to discuss information concerning individual students with any other people. When dealing with our youthful student population, you will undoubtedly overhear, witness, or participate in seemingly unusual, amusing, or confusing incidents. You may be tempted to discuss these experiences with others—please don't.
- As volunteers, you will not have access to information, which may help clarify a particular incident. School and/or student-based activities can be easily taken out of context, be misinterpreted or misunderstood. By sharing your experiences with others you may inadvertently compromise the privacy of our students. Accordingly, please do not discuss student information acquired during your service to the District with others.

Punctuality:

- Volunteers should arrive on time for any activity. The school day and class periods are set for specific times to allow the schedule to run smoothly.

Dependability:

- Teachers and staff members rely on the services performed by volunteers. If you are unable to volunteer on your scheduled day or time, it is extremely important that you contact John Greer School at (217)283-6667 so that other arrangements can be made.