



Dear Parents,

Parents have always been one of the greatest assets to Prairie Crossing Charter School. You are an integral part of the success of our school. We actively encourage all parents to volunteer their time and energy to the school in accordance with their respective availability, abilities, and interests. Some ways in which you may choose to assist in the school will bring you into contact with children other than your own. In order for these volunteer activities to run smoothly, it is important that parents are aware of and agree to abide by the following guidelines.

1. Please remember the teacher is the leader of the classroom. All volunteer activities must be conducted under his/her direction and with his/her approval. This includes discipline. Due to school code, volunteers are not allowed to discipline any student. If there is a reason to discipline a student please bring him/her to a teacher or teacher assistant and explain the situation. The teacher or teacher assistant will then decide on an appropriate consequence.
2. It is possible that volunteers will have questions about general activities, rules or behaviors they observe in the classroom. Please do not discuss these issues or have other conversations with the teacher or assistant during class, as they need to stay focused on the students. Save these questions, then write a note or call the teacher after school.
3. Please remember that volunteering in the classroom is not the time to mini-conference about your child. It is important that your child understand that you are assisting all students in the classroom.
4. Volunteers must be aware of the need to maintain confidentiality with respect to the academic performance, behavior, or other aspects of a child's presence in the classroom. Please do not discuss classroom matters with anyone other than the teacher, principal or director.
5. The Prairie Crossing Charter School buildings are tobacco, alcohol, and drug-free zones.
6. No one, other than school staff, may take a student off campus without written permission of the parents and the school principal.
7. Unless otherwise authorized, all volunteers must remain within sight of a school staff member.
8. No one, other than approved school staff, may administer medicines (this includes all over the counter medication such as: Tylenol, cough drops, antihistamines) to students.
9. Due to possible food allergies no food, candy, or beverages are to be given to any students.
10. Refer any injury/accident to the classroom teacher/teacher assistant who will follow the proper procedures.
11. Volunteer forms must be completed annually for all school volunteering.

Volunteer's Signature: \_\_\_\_\_

Date \_\_\_\_\_

Volunteer Information - to be completed annually

Please Print Clearly

Today's Date:    /    /

Full Name:

\_\_\_\_\_

Home Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Home Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Do you have any allergies of which we should be aware?

Do you have any medical concerns of which we should be aware? (diabetes, seizures, etc.)

Who should we contact in case of emergency?

\_\_\_\_\_ Phone: \_\_\_\_\_

\_\_\_\_\_ Phone: \_\_\_\_\_

Volunteer's Confidential Statements / Assurances - to be completed annually

In order to provide a safe learning environment for students and staff who work at Prairie Crossing Charter School, the following information is required from all persons who seek approved volunteer status.

1. Have you ever been convicted of, or plead guilty to a serious misdemeanor, aggravated misdemeanor or a felony under Illinois law or the laws of any other state or country?

\_\_\_\_\_ Yes \_\_\_\_\_ No

2. Have you ever been convicted, or had an administrative finding, or violating any law involving child abuse, sexual abuse, physical abuse, sexual harassment or exploitation, or any other crime related to children?

\_\_\_\_\_ Yes \_\_\_\_\_ No

3. Have you ever been the subject of, or been listed as, the perpetrator in a founded child abuse report?

\_\_\_\_\_ Yes \_\_\_\_\_ No

4. Are you required to register as a sex offender with the Sex Offender Registry or with any other such registry?

\_\_\_\_\_ Yes \_\_\_\_\_ No

5. Do you currently have charges pending, or are there any ongoing investigations relating to any of the situations listed above?

\_\_\_\_\_ Yes \_\_\_\_\_ No

6. (For those who will be volunteer drivers) Has your driver's license ever been revoked or suspended?

\_\_\_\_\_ Yes \_\_\_\_\_ No

(A yes response to any of the above questions will lead to an interview with an administrator)

By my signature, I agree that should any of the information above change in the future I shall immediately contact the office and inform the school of any changes.

I further certify that the information provided herein is complete and correct. I understand that this form will be filed in the office.

Volunteer Signature \_\_\_\_\_ Date \_\_\_\_\_