



Dear Parents,

Parents have always been one of the greatest assets to Prairie Crossing Charter School and an integral part of the success of our school, since our inception over twenty years ago. 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.

Volunteer: One who voluntarily offers and provides a service to the school district without receiving compensation. Volunteers can fall into one of three categories, those being: single event, short-term, or long-term; and one of two student contact categories: limited contact or substantial contact.

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 understands 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. All volunteers must complete "Recognizing and Reporting Child Abuse: Training for Mandated Reporters" and submit certificate of completions with this agreement before being allowed access to students as a volunteer.
6. The Prairie Crossing Charter School buildings are tobacco, alcohol, and drug-free zones.
7. No one, other than school staff, may take a student off campus without written permission of the parents and the school principal.
8. Unless otherwise authorized, all volunteers must remain within sight of a school staff member.
9. 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.
10. Due to possible food allergies no food, candy, or beverages are to be given to any students.

11. Refer any injury/accident to the classroom teacher/teacher assistant who will follow the proper procedures.
12. Volunteer forms must be completed annually for all school volunteering.

STUDENT CONTACT CATEGORIES

Limited Contact Volunteer: A contact where the volunteer is in proximity of a district professional employee, and there is no time where the volunteer is alone with a student or students in a secluded, isolated, or in a remote area.

Substantial Contact Volunteer: A contact where the volunteer could be in contact with a student or students alone and pre authorized unsupervised for periods of time. This volunteer contact could include, but is not limited to; coaching, overnight field trips or competitions, and/or providing supplemental assistance to help address student needs as directed by applicable school staff but in a manner that is not in direct or close proximity of a professional employee and/or head coach, director or advisor. Volunteers meeting this criteria must complete "[Recognizing and Reporting Child Abuse: Training for Mandated Reporters](#)" and are subject to background checks for Chaperones, Drivers, & Coaches.

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: _____

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)

7. I have completed ["Recognizing and Reporting Child Abuse: Training for Mandated Reporters"](#) _____Yes _____No

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 _____

Substantial Contact Volunteer: _____ Date: _____
(I have completed the Mandated Reporter Training and attached my Certificate of completion here.)