

West Chicago Elementary School District 33

**2017 – 2018**



**Together for Excellence!**

**DISTRICT VOLUNTEER  
INFORMATION**

**Dr. Charles Johns**  
Superintendent

8/15/2017

# District Directory

## West Chicago Elementary School District 33

### **PRESCHOOL**

<b><u>School</u></b>	<b><u>Phone</u></b>	<b><u>Address*</u></b>	<b><u>Principal</u></b>	<b><u>Secretary</u></b>
<b><u>Early Learning Center (ELC)</u></b> ELC	630-293-6000 x313	300 E. Forest Ave.	Sandra Warner	Blanca Guerrero
Trinity	630-293-7324	331 W. George St.	Sandra Warner	Maria Lopez
Winfield	630-909-4954	0S150 Winfield Rd	Sandra Warner	Nuvia Munoz

### **ELEMENTARY SCHOOLS**

Currier	630-293-6600	800 Gary's Mill Rd.	Mark Truckenbrod	Alma Garcia
Gary	630-293-6010	130 E. Forest Ave.	Stephanie Drake	Maria Gonzalez
Indian Knoll	630-293-6020	0N645 Indian Knoll	Jennifer Tapia	Annabelle Gonzalez
Pioneer	630-293-6040	615 Kenwood Ave.	Gloria Trejo	Rachel Kimball
Turner	630-293-6050	750 Ingaltan Ave.	John Rodriguez	Connie Michiels
Wegner	630-293-6400	1180 Marcella Lane	Karen Apostoli	Evelyn Aguilar

### **MIDDLE SCHOOL**

<b><u>Leman Middle School (LMS)</u></b> LMS	630-293-6060	238 E. Hazel	Emily Crement	Roxanne Hamlin
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### **DISTRICT OFFICE**

<b><u>Educational Service Center (ESC)</u></b> ESC	630-293-6000	312 E. Forest Ave.	Dr. Charles Johns	Michelle Fortman
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\* All addresses: West Chicago, IL 60185/\*

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## What Volunteers Can Expect from the School Staff

- Consideration and patience
- Appreciation
- Courtesy and respect
- Pleasant manner
- Sincerity
- Readiness for the volunteer
- Cooperative attitude
- Orientation to the classroom
- Instructions and directions
- Explanation of *specific* expectations for volunteer
- Assignment of realistic tasks
- Explanation of goals and the purpose of activities
- Professional attitude
- Designation and appropriate preparation of students
- Friendly and welcoming attitude
- Communication of schedule changes and student absences
- Materials needed for assigned tasks
- Constructive criticism, or correction, but NOT in front of students or other staff
- Acceptance of volunteer's creative ideas and suggestions whenever possible
- Relevant information about a student that would assist the volunteer in working with that student

\*Please note: If the volunteer service you are providing has you working with student(s) without a District 33 staff present, a Fingerprint Based Criminal History Check will be required **at your own expense.**

## What Volunteers Cannot Do

*Volunteers are a very important part of the school "team". However, there are certain areas of responsibility that are reserved specifically for school staff. A volunteer is **never** considered a substitute for a member of the school staff and **never** expected to perform professional duties.*

A school volunteer **does not:**

- Discipline students
- Take the place of a teacher in the classroom
- Evaluate student's progress
- Discuss any confidential information about students, except with the supervisor when necessary
- Give any medication to students
- Provide the curriculum or teaching plan
- Take charge of the classroom for **any** length of time
- Have access to materials in student's permanent record files (report cards, psychological records, health histories, etc.)
- Diagnose student needs
- Counsel students
- Discuss student progress with parents
- Bring children with them when they volunteer

The teacher or principal is the professional who plans instruction and is responsible for what happens in the building. The volunteer works under the direction and supervision of the professional, providing *supplemental, supportive* service.



**For School Use Only – To be completed ANNUALLY!**

The volunteer is approved to work with students **WITH** D33 staff supervision: Yes No  
(circle one)

Photo ID has been viewed:  (office staff must check box confirming an ID has been seen)

General description of assignment(s):

- \_\_\_ supervising students as needed by a teacher
- \_\_\_ supervising students during a regularly scheduled activity
- \_\_\_ supervising students on a field trip
- \_\_\_ assisting with academic programs
- \_\_\_ assisting at the library learning center or main office
- \_\_\_ other \_\_\_\_\_

Name of supervising staff member: \_\_\_\_\_

IL Sex Offender Registry checked on \_\_\_\_\_ (date)

IL Murderer and Violent Offender Against Youth Registry checked on \_\_\_\_\_ (date)

Confirmed by: \_\_\_\_\_

*Printed Name of Building Secretary*

\_\_\_\_\_  
*Signature of Building Secretary named above*

The volunteer is approved to work with students **WITHOUT** D33 staff supervision: Yes No  
(circle one)

If yes, please verify that Fingerprint Based Criminal History Check report is on file if approved to work with students **WITHOUT** D33 staff supervision.

Date of report: \_\_\_\_\_

Confirmed by: \_\_\_\_\_

*Printed Name of Building Secretary*

*Date*

\_\_\_\_\_  
*Signature of Building Secretary named above*

## **Fingerprint Based Criminal History Record INFORMATION AND INSTRUCTIONS**

Effective September 1, 2012, West Chicago Elementary School District 33 joined other school districts across the country in requiring a **fingerprint based criminal history record for all volunteers who will be alone with and responsible for a student or a group of students during the school day, on field trips or outdoor education trips**. District 33 has chosen to initiate this more extensive background check to further ensure the safety of our students when they are not within eyesight of District 33 employees.

Volunteers only need to complete this process **one-time** during their relationship with District 33. (**This process should be completed at least 2 weeks prior to the date of the volunteer assignment to allow time for processing.**) The volunteer must visit the District 33 Educational Service Center (ESC) between the hours of 8:00am and 4:00pm Monday through Friday to fill out the appropriate paperwork and pay a one-time fee of **\$29.75**, new rate as of **February 1, 2015**. (This fee is used to pay the Illinois State Police Bureau of Identification for completing the background check) The fee can be paid in the form of cash or check made payable to West Chicago Elementary School District 33.

**NOTE:** If paying with cash, please bring the **exact** amount. Change cannot be made.

After completing paperwork and paying fee, volunteers will need to go to the West Chicago Police Department to get electronic/Live scan of fingerprints. The volunteer may want to call ahead to confirm a fingerprint technician is available.

The district office will notify the school secretary of results, but will keep the original report at the district office in a locked file cabinet to ensure volunteer confidentiality.

**NOTE:** The volunteer will receive a phone call regarding the status of the results **ONLY IF** there is a problem. Otherwise, it is the responsibility of the volunteer to check with the school to ensure receipt of result.

Any questions can be directed to the building principal.

**A. Educational Service Center (ESC)**

312 E. Forest Avenue  
West Chicago, IL 60185  
Phone: 630-293-6000

**B. West Chicago Police Department**

325 Spencer Street  
West Chicago IL 60185  
Phone: 630-293-2222



## **Fingerprint Based Criminal History Record FAQ's**

### **Frequently Asked Questions:**

#### **When is this procedure needed?**

Answer: This procedure needs to be completed ONLY IF the volunteer will be alone with a student(s). **[Parents do NOT need to be fingerprinted to volunteer in the classroom with teacher District staff present.]**

Volunteers can go on field trips *without* being fingerprinted as long as they will be NEVER ALONE OR IN CHARGE of a group of students without a District 33 staff member.

#### **Does a volunteer need a fingerprint based criminal history record check if they have had this procedure done with their employer?**

Answer: Yes. District 33 requires the volunteer to have the fingerprint based criminal history record check done through the district so that the district will receive reports of any transgressions that may occur during the volunteers time in the district.

#### **Does a District 33 employee that is also a parent volunteer need to go through the fingerprint based criminal history record check?**

Answer: All District 33 employees go through this procedure when hired, therefore it is NOT necessary to repeat this process.

#### **Does a volunteer who will be working with students in the classroom need to go through the fingerprint based criminal history record check?**

Answer: As long as the volunteer is NEVER ALONE with a student(s), they do NOT need to complete this process.

#### **If a volunteer is a substitute teacher, do they have to go through the fingerprint based criminal history record check?**

Answer: If the volunteer holds a substitute certificate through the DuPage Regional Office of Education, the fingerprint check is waived. However, the volunteer must provide appropriate paperwork.