



District families,

Our District students, staff, and overall community are better served because of the volunteer spirit of Batavia. In a school setting, the support of volunteers and visitors creates a unique educational experience for our students.

As a reminder to those that visit or plan to visit a school in our District, we have policies and procedures that need to be followed to ensure a safe and positive experience for all. Below is some information about the District's policies and procedures that specifically relate to volunteers.

Background Screening

All volunteers will be screened against the Illinois Sex Offender Registry as well as the Illinois Murderer and Violent Offender Against Youth Registry as required by Batavia Board of Education policy (6:250 Community Resource Persons and Volunteers)

Expectations

Volunteers and Visitors are expected to...

- Always check in and out at the office even if you have a badge. Your badge or visitor sticker needs to be worn and visible at all times.
- Use staff and adult restrooms. Do not use student bathrooms or changing rooms.
- If you are working with a child or a small group, you should be in direct supervision of the teacher or in a public space.
- No food or toys should be distributed to children.
- As a volunteer, you are not to have access to confidential student information. If in the course of your work you encounter something you believe to be confidential, please report it to the Building Principal or designee.

The School District expects mutual respect, civility, and orderly conduct among all people on school property or at a school event.

- Batavia Schools are drug, alcohol, and tobacco-free environments. These substances should not be on school property including outdoor spaces and parking lots.
- Be safe, be respectful, and be responsible. These expectations are often posted around BPS schools and are for student and adult behaviors.
- See Board of Education policy 8:030 for more specifics.

Waiver of Liability

The School District does not provide insurance coverage to non-District personnel serving as volunteers for the School District. Prospective volunteers should be aware that they do not have insurance coverage by the School District and acknowledgment that they are providing volunteer service at their own risk.

Advertising

With the exception of school-sponsored fund-raising events that are approved by the principal, promotion of a business, distribution of advertising, or collection of students' names, addresses, or phone numbers is prohibited.

Social Media Posts

BPS101 loves sharing the great things our students and staff are doing in our schools; however, we need to be sure we are following guidelines and parent requests. Volunteers who wish to post something on social media about their visit should contact Holly Deitchman at holly.deitchman@bps101.net for permission.

Teaching Controversial Issues

All school-sponsored presentations and discussions of controversial or sensitive topics in the instructional program, including those made by guest speakers must be:

- Age-appropriate. Proper decorum, considering the students' ages, should be followed.
- Consistent with the curriculum and serve an educational purpose.
- Informative and present a balanced view when appropriate.
- Respectful of the rights and opinions of everyone. Emotional criticisms and hurtful sarcasm should be avoided.
- Free from profanity or slander.

The District specifically reserves its right to stop any school-sponsored activity that it determines violates this policy, is harmful to the District or the students, or violates state or federal law.

Reporting Concerns of Abuse or Neglect

All BPS staff are *required* to report the suspected abuse or neglect of a child. If you encounter any information about the abuse or neglect of a student, report it immediately to the child's teacher or principal.

Emergency Situations

In the event of an emergency drill or situation, you are expected to follow the directions of school staff and emergency personnel.

Suggestions on how we can make the experience of our volunteers better can be submitted to Dr. Brad Newkirk, Chief Academic Officer, at brad.newkirk@bps101.net

