

## Maine Township High School District 207

1177 South Dee Road, Park Ridge, IL 60018-4398

847.696.3600 | [www.maine207.org](http://www.maine207.org)

DR. TATIANA BONUMA SUPERINTENDENT



## District 207 | Volunteer Policy, Procedures, and Application

### *District 207 Volunteer Policy*

**Purpose |** The Board of Education recognizes that volunteers enrich the educational program, enhance supervision of students, and strengthen the relationship between schools and the community. The District encourages qualified individuals to volunteer in its schools and programs, subject to established procedures that ensure the safety of students and compliance with State law, including Faith's Law.

**Definition |** For purposes of this policy, a volunteer is an individual who performs school duties without compensation and under the direct supervision of a certified or administrative employee. Volunteers are not employees of the District.

### **Individuals interested in volunteering should email the contact:**

**Maine East High School** - Rebecca Stewart at [rstewart@maine207.org](mailto:rstewart@maine207.org)

**Maine South High School** - Iris Smith at [ismith@maine207.org](mailto:ismith@maine207.org)

**Maine West High School** - Matthew Parrilli at [mparrilli@maine207.org](mailto:mparrilli@maine207.org)

### **Screening & Approval**

- All volunteers must complete the District Volunteer Packet
- Volunteers must undergo background checks, including but not limited to: name-based or fingerprint criminal history record checks consistent with 105 ILCS 5/10-21.9; checks of the Illinois Sex Offender Registry and the Murderer and Violent Offender Against Youth Registry.
- Faith's Law: Self Disclosure, Employment History Review (EHR); Certified Experience
- Volunteers may not begin service until cleared and approved by the Building Principal or designee.
- The Superintendent or designee may deny, limit, or discontinue any volunteer assignment at any time.

### **Training & Conduct**

- Volunteers must comply with the District's Code of Professional Conduct (Faith's Law), Board Policy 5:120 (Ethics and Conduct), and policies governing student safety, confidentiality (e.g., FERPA expectations), and staff-student boundaries.
- Volunteers must immediately report any suspected misconduct to an administrator or Title IX Coordinator and cooperate fully with any ensuing investigations.

### **Supervision & Scope**

- Volunteers work under the direction of a certified staff member or administrator.
- Volunteers may assist with instructional, supervisory, clerical, or extracurricular activities but may not have access to confidential records, or substitute for certified staff.

**Liability |** Volunteers serve at the discretion of the District. They are not covered by collective bargaining agreements and are not eligible for employee benefits. The District provides liability protection under its insurance program while the volunteer acts within the scope of approved duties.

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**Faith's Law Compliance Note** | While Faith's Law employment history review requirements do not apply to volunteers, all volunteers must adhere to the professional boundaries and conduct standards defined in the District's Code of Professional Conduct. The District may apply equivalent vetting as a matter of policy.

### Volunteer Procedures

**Note:** Volunteers may not begin service until written approval is issued.

**Step 1 – Volunteer Packet** | Volunteer completes assigned paperwork and submits it to the Human Resources Department.

**Step 2 – Screening** | Human Resources verifies identity and conducts background checks; references will be reviewed.

**Step 3 – Approval** | Building Principal/designee reviews clearances and issues approval before service begins. Records retained for three years.

#### **Step 4 – Service & Supervision**

Volunteer performs duties under direct staff supervision; concerns are reported to HR immediately.

#### **Termination**

Annual renewal is required at the start of each school year.