



ST. ELIZABETH

of the Trinity Parish

Parent Service Hours- for the 2022-2023 SCHOOL YEAR

The goal of the Parent Service Challenge is to encourage a spirit of shared commitment among all families for the benefit of the school, students and community of St. Elizabeth of the Trinity

Each family is required to complete 20 hours of service between July 1st of the current school year and May 31st of the following year.

There is a volunteer hour submission website, Track-It-Forward. Families who wish to opt-out of the service challenge will be assessed \$1000 annually in June. If hours that were committed but not completed, the fee or a portion thereof will be assessed in June, at \$50 per hour.

Volunteering at the School

Volunteers

A private school cannot operate without volunteers. Room parents, teacher aides and clerical help are some of the possible areas where assistance is needed.

It is necessary for adults who volunteer with children to complete the Archdiocese of Chicago Form #7703 – Application of Employment/Volunteer Service and they will be asked to complete an online Criminal Background Check, to fill out DCFS and Code of Conduct forms, and to attend Virtus training. The CANTS form must be completed annually.

All volunteers need to sign in at the appropriate office where they will be working, either the north or south campus, likewise, volunteers need to sign out at the office at the end of their service.

Volunteers are required to wear a visitor pass while inside the school building(s). While at St. Elizabeth of the Trinity, volunteers are expected to adhere to school policies.

Archdiocese of Chicago Office of Catholic Schools Requirements for School Volunteers Over 18 Years of Age

1. Complete the Archdiocese of Chicago application for Employment or Volunteer Service. ([Office for the Protection of Youth and Children](#))
2. Complete an online Criminal Background Check. All volunteers who work with children must complete an online background check. No one may volunteer unless the criminal background check has been completed and approved. Volunteers are required



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to complete the eAppsDB form online.

3. Attend Virtus/Protecting God's Children for Adults™. All volunteers over 18 must pre-register online to attend this one time, 3 hours training before the first chaperone event or activity is scheduled.

5. All volunteers must be Mandatory Reporters through DCFS.

4. Standard of Behavior: All volunteers who work with children must read, sign and date the Standard of Behavior form online.

5. Child Abuse and Neglect Tracking System (CANTS): All volunteers who work with children must complete the Illinois Child Abuse and Neglect Tracking System (CANTS) paper form annually.

Applicants for a chaperone volunteer position should use the Checklist for School Volunteers Over 18, complete the requirements, attach the required documentation and return the complete checklist to the Head of the school.

Room Parents

The Parents' Club organizes the room parents to assist the teachers in class activities such as field trips, parties, telephone relays, etc. Room parents are required to fill out Archdiocese of Chicago Form #7703 – Application of Employment/Volunteer Service and will be asked to complete an online Criminal Background Check, to fill out DCFS and Standard of Behavior forms, and to attend Virtus training.

Parent Volunteers/Lunch/Recess Supervisors

Parent Volunteers are welcome to assist students in the lunchroom and at recess. All Volunteers are required to fill out Archdiocese of Chicago Form #7703 – Application of Employment/Volunteer Service and will be asked to complete an online Criminal Background Check, to fill out DCFS and Standard of Behavior forms, and to attend Virtus training and the completion of a CANTS form.

Field Trip Chaperones

Field trips provide a valuable educational experience for students. Without the help of volunteer chaperones, many field trips would not be possible. Our school community is grateful for you giving of your time and support to these important activities and learning experiences for our students.



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To assure that school-sponsored field trips are safe and rewarding experiences for all participants, these guidelines have been prepared to provide information about volunteering as a field trip chaperone.

Becoming a Volunteer Field Trip Chaperone

Chaperones must be at least 21 years of age and must complete the Archdiocese of Chicago Office of Catholic School Requirements for School Volunteers before the first event/activity is scheduled. Chaperones must be approved by the Principal of the school for each school field trip.

Guidelines for Volunteer Chaperones

Prior to the field trip, the lead teacher will provide you with information regarding the trip, expectations for supervising students, and emergency procedures.

The following general guidelines will help you perform your duties as a chaperone.

1. School rules apply to all school-sponsored events. Chaperones are expected to comply with school policies, follow the directions given by the school's lead teacher, work cooperatively with other staff and volunteers, and model appropriate behaviors for students.

Chaperones are responsible for student behavior, but it is the responsibility of the teacher to discipline a student.

2. Chaperones will be assigned to a specific position and group of students on a school trip or activity. Due to the need for close supervision of participating students, no other children (infants, non-school siblings, visitors, relatives or friends) will be permitted on the field trips.

The focus of the chaperone must be on active supervision of her/his group of students at all times. As a chaperone, you will focus on and be responsible for a small group of students, helping them learn and making sure they behave appropriately at all times. "If you can't see the student, you are not supervising!"

3. Students must stay with you at all times. Go over the buddy system with students in your care. Account for your group regularly and before moving to new activities. Take attendance throughout the day!



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4. Be sure you know when and where to meet the rest of the school group at the end of the day. Be readily available, be mindful of safety concerns and respond to student needs. Follow the directions of the lead teacher. Do not use your cell phone for non-emergency or non-trip related purposes.

It is not acceptable for outside work or reading to be completed while you are supervising students.

5. Student behavior is your responsibility. School rules related to student behavior apply. Go over rules and standards of behavior, safety rules, and any site specific rules with students. Do not permit students to get involved in any extra activities not pre-approved by administrators and parents, such as purchasing anything for students without the teacher's permission.

6. Eating and drinking are not permitted outside of designated areas and predetermined times.

7. For the protection of both, the student and the chaperone should not place themselves in situations in which they are alone with a student.

8. In order to comply with school policy, chaperones may not use, sell, provide, possess or be under the influence of drugs or alcohol; use tobacco or tobacco products in the presence of, or within the sight of, students; possess any weapon or firearm, or administer any medication, prescription or nonprescription, to students.

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