

INSTRUCTION

Administrative Procedure - Securing and Screening Resource Persons and Volunteers

The Building Principal or designee directs the use of resource persons and volunteers within his or her building. The use of any individual as a resource person or volunteer is subject to Board policy 4:170, Safety; administrative procedure 4:170-AP2, Criminal Sex Offender Notification Laws; and Board policy 8:30, Visitors to and Conduct on School Property. Specifically, the Principal or designee directs recruitment, screening, placement, and training within the following parameters:

1. Qualifications. Resource persons and volunteers may come from all backgrounds and all age groups. The main qualification is for the individual to have a desire to give his or her time and talent to enrich student learning opportunities and the school community generally.
2. Individuals Not Allowed to Serve as School Volunteer or Resource Person. No individual who is a "sex offender," as defined by the Sex Offender Registration Act, or a "violent offender against youth", as defined in the Child Murderer and Violent Offender Against Youth Registration Act, may serve as a resource person or volunteer. Whenever an individual submits a new volunteer information form, the Building Principal or designee shall review the Illinois Sex Offender Registry, www.isp.state.il.us/sor, and the violent offenders against youth database maintained by the State Police (when available). The Building Principal may request an individual to submit to a criminal history records check if the individual will be working over a long period of time in direct contact with students where no staff member is continuously present or in other situations where a check would be prudent. In addition, the Building Principal or designee shall review each new list received from law enforcement containing the names of sex offenders (authorized by the Sex Offender Community Notification Law) and violent offenders against youth (authorized by the Child Murderer and Violent Offender Against Youth Community Notification Law) to determine if any resource person or volunteer appears on it.
3. Recruitment. School personnel may recruit resource persons and volunteers through the following resources: parent(s)/guardian(s), parent organizations, retired teachers and other senior citizen groups, community businesses, local volunteer centers, and universities. If a staff member, other than the Building Principal, recruits someone, the staff member must provide the individual's name and address to the Building Principal.
4. Role. Resource persons and volunteers serve only in an auxiliary capacity under the direction and supervision of a staff member; they are not a substitute for a member of the school staff. Resource persons and volunteers do not have access to confidential student school records.
5. Selection, Placement, and Supervision. Selection and placement shall be on the basis of an individual's qualification and availability and the school's needs. The individual will be assigned to a staff member only with the staff member's consent. The relationship between the individual and staff member should be one of mutual respect and confidence.
6. Requirements. Each resource person and volunteer must register in the school's main office at the beginning of each visit and wear a name tag while in the building. Unless he or she has already done so during the current academic year, the individual must complete an information form and waiver. Absent an indication on the form that the individual may not qualify, the individual may proceed to the assigned activity.

An individual is prohibited from being a resource person or volunteer if he or she behaves in any manner that demonstrates he or she is not a good role model or is otherwise detrimental to the school environment. Examples of such behavior include: swearing, failing to be dependable, failing to follow the supervisor's instructions, committing any criminal act on school grounds or at a school activity, touching a student in a rude or overly forceful manner, failing to dress in an appropriate manner, or violating any school rule.

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7. Training. Each academic year, when an individual first completes the registration form, the Principal or designee should give the individual a copy of this administrative procedure along with other pertinent information. The staff member to whom the individual is assigned is responsible for explaining what is expected of the individual. The Principal or designee should arrange appropriate training opportunities for those volunteer activities requiring a skill or knowledge base, e.g., working in the computer lab.

Adopted 7-17-00
Revised 01-16-07

INSTRUCTION

Exhibit - Criminal Background Information Form for Resource Persons and Volunteers Working in the Macomb Schools

You will be working with school children of various ages in the Macomb Schools and to ensure the safety of our students, the Macomb C.U.S.D. #185 requires that you respond to the following questions:

Have you, in Illinois or any other state:

- 1. Been convicted of any sex offense?
_____ Yes _____ No
- 2. Been convicted of any narcotics or drug offense?
_____ Yes _____ No
- 3. Been convicted of a felony?
_____ Yes _____ No

Individuals answering "yes" to one or more of the above questions shall provide the Superintendent of Schools or his or her designee with details concerning said offense(s).

Individuals misrepresenting or providing false information to the above questions are subject to immediate dismissal from any resource or volunteer duties associated with Macomb C.U.S.D. #185.

If you answered "yes" to any of the above questions, please explain:

Waiver of Liability

By signing below you acknowledge that the School District does not provide liability insurance coverage for the resource person or volunteer for any loss, injuries, illness, or death resulting from the individual's unpaid service. In addition, you agree to assume all risk of death or any loss, injury, illness or damage of any nature or kind arising from the resource person's or volunteer's service to the district and agree to waive any and all claims against the district, its officers, board, and employees for loss due to death, injury, illness, or damage-

Date

Signature of Volunteer

Printed Name of Volunteer

For School Use Only

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General description of assignment(s):

- ___ supervising students as needed by a teacher
- ___ supervising students during a regularly scheduled activity
- ___ assisting with academic programs
- ___ assisting at the resource center or main office
- ___ other _____

Name of supervising staff member: _____

"Sex offender list" checked by _____ on _____ (mandatory).

Is a criminal background check a necessity (the individual will be working over a long period of time in direct contact with students where no staff member is continuously present or in other situations where a check would be prudent)?
___ (to be answered by Principal)

If "yes," and provided the individual authorized the check,

- The date on which the check was requested _____
- The date on which it was received and reviewed _____

Reviewed by: _____
Signature *Date*