

**INSTRUCTION****Community Resource Persons and Volunteers**

The School Board encourages the use of resource persons and volunteers to: (1) increase students' educational attainment, (2) provide enrichment experiences for students, (3) increase the effective utilization of staff time and skills, (4) give more individual attention to students, and (5) promote greater community involvement.

Resource persons and volunteers may be used:

1. For non-teaching duties not requiring instructional judgment or evaluation of students;
2. For supervising study halls, long distance teaching reception areas used incident to instructional programs transmitted by electronic media (such as computers, video, and audio), detention and discipline areas, and school-sponsored extracurricular activities;
3. To assist with academic programs under a certificated teacher's immediate supervision;
4. As a guest lecturer or resource person under a certificated teacher's direction and with the administration's approval; or
5. As supervisors, chaperones, or sponsors for non-academic school activities.

The Superintendent shall establish procedures for securing and screening resource persons and volunteers. A person who is a "sex offender," as defined by the Sex Offender Registration Act, or "violent offender against youth", as defined in the Child Murderer and Violent Offender Against Youth Registration Act, is prohibited from being a resource person or volunteer.

LEGAL REF.: 105 ILCS 5/10-22.34 and 5/10-22.34b  
730 ILCS 152/101 et. seq. and 154/75-105/

CROSS REF.: 4:170 (Safety), 5:280 (Program Assistants, Coaches, and Bus Drivers), 8:30 (Visitors to and Conduct on School Property), 8:95 (Parental Involvement)

Adopted 9-16-97  
Revised 6-15-98  
Revised 12-20-99  
Revised 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*

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**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*

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