

**VALLEY VIEW PUBLIC SCHOOLS – COMMUNITY UNIT DISTRICT 365U**

**VOLUNTEER CERTIFICATION CONCERNING CERTAIN  
CRIMINAL CHARGES AND/OR CONVICTIONS**

**Volunteer Name:** \_\_\_\_\_ **School :** \_\_\_\_\_

I am a member of the Valley View School District community and I wish to volunteer in one or more of Valley View School District’s schools. I understand that Valley View School District will determine when it needs volunteers and my opportunities to volunteer will be on a first-come, first-serve, as needed basis. I also understand that I have no right to volunteer and that Valley View School District may place reasonable restrictions on the circumstances when I am allowed to volunteer within the schools.

By my signature below, I certify that I have not been convicted, in Illinois or any other jurisdiction, of any of the following offenses:

- Illegal drug offense;
- Sexual offense;
- Murder or attempted murder;
- Any conviction that would place me on the Violent Offender Against Youth Database; and
- Any other felony conviction within the past 7 years.

Further, by my signature below, I certify that I currently do not have any criminal charges pending against me, in Illinois or any other jurisdiction, for any of the following offenses:

- Illegal drug offense;
- Sexual offense;
- Murder or attempted murder;
- Any charge that if convicted would place me on the Violent Offender Against Youth Database; and
- Any felony.

If in the future I am charged with one of the crimes listed above I will promptly notify the District. Please note: responding affirmatively about pending charges will not necessarily disqualify a volunteer from volunteering with Valley View School District. However, Valley View School District may choose to conduct an independent investigation related to a potential volunteer’s pending charges.

Further, by my signature below, I certify that I have not been found by the Illinois Department of Children and Family Services, or any similar federal, state, or local agency in another jurisdiction, to have been responsible for the physical or sexual abuse of a minor, regardless of whether such findings resulted in criminal charges being filed against me.

Further, by my signature below, I acknowledge that if I choose to volunteer within the school setting, Valley View School District may conduct a search to determine if my name appears on any criminal offender database. I agree to fully cooperate with Valley View School District officials if a database search gives rise to any questions as to the appropriateness of my role as a volunteer to work with Valley View students, and as such, agree that I will honestly answer any questions, provide appropriate information, provide a copy of state-issued identification, and/or voluntarily remove myself as a potential volunteer. If Valley View School District officials indicate to me that a criminal background check is necessary in order to allow me to volunteer, I agree to either personally pay for such a background check or to remove my name as a potential volunteer. I understand that if I refuse to complete this form, I will not be permitted to volunteer within any of the Valley View schools.

UNDER PENALTY OF LAW, I certify to the above by my signature:

\_\_\_\_\_  
Volunteer Name (printed)

\_\_\_\_\_  
Date of Birth

\_\_\_\_\_  
Volunteer Signature

\_\_\_\_\_  
Date

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VOLUNTEER EXPECTATIONS AND RESPONSIBILITIES

Volunteer Name: \_\_\_\_\_ School: \_\_\_\_\_

While volunteering with the Valley View School District 365U, I agree to follow the expectations listed below and I understand that failure to abide by these expectations could make me ineligible to continue volunteering.

- Abide and follow all **school** rules including dressing appropriately and acting in a professional manner.
- Sign in and out at the front office each time when volunteering.
- Place cell phone on vibrate while volunteering.
- Stay in the area which you have been assigned to support students. Do not go into or disrupt other classes while volunteering.
- Communicate with students, staff and others in a positive and respectful manner. Avoid language that may be perceived as discriminatory or offensive. Remember that volunteers are role models for the students.
- Maintain confidentiality. Disclosure or discussion of any student’s personal or academic information is forbidden.
- Be prompt and dependable by respecting the pre-arranged schedule. If an unforeseen conflict occurs, contact the school to inform the staff of the absence.
- Use only the designated bathroom assigned by the building administrator(s). **Never** use the student bathrooms or accompany a student to the bathroom.
- Never take photographs of the students.
- Never administer discipline or use physical force on a student.
- Never engage in inappropriate physical touch of a student.
- Never contact students outside of the school setting.
- Inform the TEACHER or PRINCIPAL if a student shares any information with that causes concern for their safety or health.

By signing this form, I acknowledge that I have read, understand and am committed to follow the expectations listed above and the District’s document entitled “12 Tips for Working with Students”. I also assume any risk associated with volunteering in school activities, including, injury or death, releasing the district of any responsibility for omissions, negligence or any other unintentional fault. I agree to indemnify Valley View School District 365U and its employees or volunteers for any damages or personal injury resulting from my participation as a volunteer.

\_\_\_\_\_  
Volunteer Signature \_\_\_\_\_  
Date

<b>To be completed by School Personnel Only</b>	
PROOF OF IDENTIFICATION: Driver’s License _____	State ID _____ Other (specify) _____
Raptor Completed (Circle one) Y / N	Volunteer Approved by Principal (circle one) Y / N
Comments:	

## **VALLEY VIEW PUBLIC SCHOOLS – COMMUNITY UNIT DISTRICT 365U**

### **12 Tips for Working with Students**

- Call the students by name at each opportunity.
- Use a “matter of fact”, respectful and controlled tone when speaking with students.
- Accept the student as they are. Be ready to accept their differences in background, values, vocabulary and goals.
- Avoid put-downs.
- Closely observe the techniques used by the teacher and try to model those methods.
- Encourage and affirm the students, use positive comments.
- Be a good listener, but be careful not to give advice or to make promises that you may not be able to keep.
- Focus on expected behavior.
- Please do not give students any gifts or materials, including foods, without first discussing it with the teacher.
- Handshakes and high fives are considered appropriate friendly touches.
- Never discipline or touch a student in anger. If a student is unruly or disrespectful, refer him/her to the classroom teacher.
- Keep your sense of humor and SMILE.