



UNITY

STARTS

WITH

“U”

**CRETE-MONEE  
SCHOOL DISTRICT 201-U**

**Administration Center**  
1500 Sangamon St.  
Crete, Illinois 60417  
708-367-8320 PH  
708-672-2698 FX

[www.cm201u.org](http://www.cm201u.org)



## Fingerprinting and Background Checks

**(required of all volunteers)**

The Illinois School Code (105 ILCS 5/10-21.9 and 105 ILCS 5/34-18.5) requires that the Crete-Monee School District 201-U (CM 201-U) perform a fingerprint-based criminal history records check prior to employment. The records check is searched through the Illinois State Police and the Federal Bureau of Investigation (FBI).

CM 201-U utilizes **Accurate Biometrics** to complete this process and pays for the fingerprint-based criminal history records check.

**It is the volunteer's responsibility to have this process completed and volunteering may not begin until you have completed the process.**

Most locations (listed below) do not require appointments and you will need to present the following at one of the locations prior to having your fingerprints taken:

- A government-issued Photo ID (i.e., unexpired driver's license, state ID or passport)
- An Accurate Biometrics Crete-Monee SD 201-U-Employees Form (see other side)

Results are sent directly to Crete-Monee School District 201-U and are confidential.

Any Accurate Biometrics location may assist you and the closest to the school district are listed below. For additional locations, you may visit [www.accuratebiometrics.com](http://www.accuratebiometrics.com).

### Locations

(additional locations may be found at [www.accuratebiometrics.com](http://www.accuratebiometrics.com))

#### **Hazel Crest**

17504 East Carriageway Drive  
Suite C

Park in adjacent lot to 75th street  
Hazel Crest, Illinois 60429

**No appointments required for this location**

#### **Oak Lawn**

8833 Ridgeland Ave  
State Road Plaza Shopping Center  
Next to Beverly's Dog Grooming Salon  
Oak Lawn, Illinois 60453

**No appointments required for this location**

#### **Chicago - South**

Enter from Garfield/55th Street. Grand Boulevard  
Shopping Plaza in the Harold Washington Professional  
Building next door to Metro PCS  
5401 S Wentworth Avenue  
Chicago, Illinois 60609

**No appointments required for this location**

#### **Kankakee**

Kankakee Public Library 3rd Floor  
Please call our Customer Service team for any concerns or  
questions at 866-361-9944. Only open Wednesdays.  
201 E. Merchant St.  
Kankakee, Illinois 60901

**No appointments required for this location**

#### **Joliet**

Enter through covered balcony directly next to the parking lot.  
2000 Glenwood Avenue  
Suite 106  
Joliet, Illinois 60435

**No appointments required for this location**



Phone: 773-685-5699  
Fax: 773-685-5433  
www.accuratebiometrics.com

Please Provide The Following Information (Please Print Clearly).

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ MI \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_

State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_ Sex: \_\_\_\_\_ Race: \_\_\_\_\_

Height: \_\_\_\_\_ Weight: \_\_\_\_\_

Hair Color: \_\_\_\_\_ Eye Color: \_\_\_\_\_

Place of Birth: (State or Country if outside USA): \_\_\_\_\_

Applicant Phone Number: \_\_\_\_\_

ORI- \_\_\_\_\_

\_\_\_\_\_  
(DO NOT WRITE BELOW THIS LINE – FOR OFFICE USE ONLY)

Client ID

TCN# \_\_\_\_\_ Date Printed \_\_\_\_\_



# Crete-Monee District 201U Volunteer Application

DATE:

NAME OF VOLUNTEER:

STUDENT NAME(S):

ADDRESS:

TELEPHONE NUMBER:

EMAIL ADDRESS: (Please print)

## School in which you are planning to volunteer (CHECK ALL THAT APPLY)

- BALMORAL ELEMENTARY
- CRETE ELEMENTARY
- MONEE ELEMENTARY
- TALALA ELEMENTARY
- CORETTA SCOTT KING MAGNET SCHOOL

- EARLY LEARNING CENTER
- MONEE EDUCATION CENTER
- CRETE-MONEE SIXTH GRADE CENTER
- CRETE-MONEE MIDDLE SCHOOL
- CRETE-MONEE HIGH SCHOOL

## Purpose for volunteering (CHECK ALL THAT APPLY)

- Tutoring
- Mentoring
- After-School Programming
- Supervision
- Chaperone a field trip
- Chaperone a student event
- Other/ Vendor Relationship

Please attach description of activity to this application if you selected "Other/ Vendor Relationship";

***\*The policy and procedures for volunteering in our district are located on the back of this application. Your signature and the signature of the principal are required.***

### For Office Use Only

- Passed Background Check—Application Approved
- Did not pass Background Check—Application Not Approved

Principal and applicant notified by e-mail of approval or disapproval on \_\_\_\_\_

Date

HR should scan the approved application with signature page and e-mail the approved application to the principal for his/her records. Copy of e-mail correspondence notifying principal and applicant of approval or disapproval should be filed with the original application and kept in the HR department

## Community Relations

### Administrative Procedure - Adult Volunteers

The Board encourages the use of volunteers in the school district to promote community involvement and enhance student's educational experiences; however, the district will exercise due diligence to protect the safety and wellbeing of students at all times.

#### Procedures for Volunteers who work under the general supervision of staff

Volunteers who work under the general supervision of staff may be used for non-teaching duties not requiring instructional judgment or evaluation of students, such as: (1) supervising students at school-sponsored extracurricular activities such as school dances, or school parties; (2) assisting in the instruction of students under the immediate supervision of a teacher, holding a valid certificate, directly engaged in teaching subject matter or conducting activities; (3) assisting students in doing homework under the direct supervision of teaching staff or administration.

Volunteers who are involved in the preceding described activities must show identification in the form of a driver's license or State ID and must allow the ID to be scanned using an electronic visitor's check-in system. This device will produce a badge to be worn by all volunteers while in the building.

#### Procedures for Volunteers who DO NOT work under the general supervision of staff

There are some volunteers that do NOT work under the supervision of staff and they are sometimes adults who are: (1) coaches, (2) Club Sponsors, (3) Mentors, (4) Tutors, or (5) Chaperones on daytime or overnight field trips. Adults who work with students who are not under the direct supervision of a staff member will be required to complete a volunteer application form and submit to a criminal background check. Volunteers who have to complete a volunteer application and submit to a criminal background check will do so at the Human Resources department of the District. Volunteers who represent an organization or program may be required to follow additional guidelines or procedures in order to work with students of Crete-Monee School District.

#### Restrictions

An adult volunteer must be 18 years of age or older. A person who is a "sex offender," as defined in the Sex Offender Registration Act (730 ILCS 150/1 et. seq.) and in the Child Sex Offender Community Notification Law (730 ILCS 152/101 et. seq.), or a "violent offender against youth," as defined in the Child Murderer and Violent Offender Against Youth Registration Act (730 ILCS 154/1 et. seq.), or has been convicted of a felony may not serve as a volunteer. The district maintains the right to exclude anyone from volunteering in our schools if a background check reveals any information that could be determined as a possible threat against the safety or security of our students or staff. Examples of items that would exclude an adult from volunteering in our schools is a background check that would indicate incidents of theft or burglary, incidents of violence such as assault or battery; or incidents of selling drugs. Volunteer Conduct and Training

- Volunteers must act in a professional and courteous manner at all times.
- Volunteers must respect and be considerate of fellow volunteers, school personnel and students.
- Volunteers may be asked to leave if he/she is found to be behaving in an inappropriate or disrespectful manner or violates any school rule.
- Volunteers must check-in at the main office when entering and leaving the school building.
- Volunteers will be asked to wear an ID badge when volunteering.
- Volunteers are expected to arrive at the appointed time and stay throughout the duration of the activity.
- Volunteers should notify the Building Principal of any changes in his/her availability.
- Volunteers may not be accompanied by children or other dependents when serving as a volunteer on school time.
- The Building Principal or designee is responsible for training and supervising volunteers.

DATED: November 12, 2012

The Board of Education encourages the use of volunteers in the school district to promote community involvement and enhance our students' educational experiences.

**Restrictions**

An adult volunteer must be 18 years of age or older. A person who is a "sex offender," as defined in the Sex Offender Registration Act and in the Child Sex Offender Community Notification Law, or a "Violent Offender against Youth," as identified in the Child Murderer and Violent Offender against Youth Registration Act, or has been convicted of a felony may not serve as a volunteer. After reviewing background check reports, the district reserves the right to deny volunteer applications for any reason that may be deemed as a threat to the safety of our students or the organization.

**Procedures**

- Those who wish to volunteer in Crete-Monee District Schools must notify the building principal and fill out a district volunteer application along with a background check authorization form. The volunteer candidate will also receive a fingerprint authorization release form to be taken to the Crete-Monee School District Human Resources Department.
- The candidate volunteer must contact the CM201U Human Resources Department at 708-367-8335 for an appointment to be fingerprinted. The Human Resources Department will ask candidate volunteers for a copy of their driver's license and they will be asked to provide their social security number.
- The final background check report will take several days to be returned to the district. When the district receives the results from the background check, the candidate and the principal will be informed of the results by e-mail.
- If the applicant passes the background check, the candidate volunteer may start volunteering in the school at the direction of the principal.
- Training of volunteers will be the responsibility of each principal.
- Volunteers who represent an organization or program may be required to follow additional guidelines or procedures in order to work with students of Crete-Monee School District.

**Volunteer Conduct**

- When entering the school, volunteers must show identification in the form of a driver's license and allow that ID to be scanned so an identification badge can be produced.
- An ID Badge must be worn at all times by school volunteers while in the building.
- Volunteers are expected to arrive at the appointed time and stay throughout the duration of the activity. Volunteers should notify the building principal of any changes in his/her availability.
- Volunteers may not be accompanied by children or other dependents when serving as a volunteer.
- Volunteers must act in a professional and courteous manner at all times. Volunteers must respect and be considerate of fellow volunteers, school personnel and students.
- Volunteers may be asked to leave and cease to be a volunteer if she/he behaves in an inappropriate or disrespectful manner or violates any school rule or district policy. Volunteers should keep all information concerning students or staff in the strictest of confidence.

I have read and understand the Crete-Monee School District's policy and procedures for school volunteers.

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Signature of Volunteer	Date	Signature of Principal	Date
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**BOARD OF EDUCATION CRETE-MONEE SCHOOL DISTRICT 201-U**

**AUTHORIZATION FOR CRIMINAL BACKGROUND**

Section 10-21.9 of the *Illinois School Code* requires all certified and non-certified applicants for employment, as a condition of employment, to authorize an investigation to determine if they have been convicted of any of the criminal or drug offenses enumerated therein. It also imposes upon the Board of Education the duty to submit the applicant's name, sex, race, date of birth, and social security number to the Department of State Police, which conducts the investigation.

Section 10-21.9 further dictates that no Board of Education shall knowingly employ a person who has been convicted for committing or attempting to commit any of the enumerated offenses or any offense committed or attempted in any other State or against the laws of the United States, which if committed or attempted in this State, would have been punishable as one or more of the enumerated offenses.

The Department of State Police is required to furnish, pursuant to positive identification, records of convictions to the President of the Board of Education of the School District which requests the investigation. Any information provided is required to be kept confidential by the Board and may only be transmitted to the School District's Superintendent, or his designee, the Regional Superintendent, the State Superintendent, the State Teacher Certification Board, or any other person necessary to the decision of hiring the applicant for employment. A copy of the record of convictions is also required to be provided to the applicant for employment.

Below you will find an Authorization to be signed by you and authorizing the School District to conduct this required criminal background investigation. We request that, as part of your application for employment/volunteer, you execute this Authorization and return it with your application. Your application for employment/volunteer cannot be processed until this Authorization is received.

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I, the undersigned, hereby acknowledge receipt of this document and authorize the Board of Education at Crete-Monee School District 201-U to conduct a criminal background investigation. I agree to provide all information necessary to complete the investigation, including fingerprints, if requested by the Department of State Police. I further understand and acknowledge the Board of Education of Crete-Monee School District 201-U cannot lawfully employ a person who has been convicted of committing or attempting to commit any of the enumerated offenses in Section 10-21.9 of the *Illinois School Code*.

Furthermore, the undersigned hereby indemnifies saves and holds harmless Crete-Monee School District 201-U, Will County, Illinois, and any of its officers, agents, and employees from any possible claim of liability or damage arising from this authorization and the criminal background investigation.

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

\_\_\_\_\_  
Applicant's Name Printed

\_\_\_\_\_  
Social Security Number

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Race

\_\_\_\_\_  
Sex