

Rutland Windsor Supervisory Union Ludlow Elementary School District Mount Holly Elementary School District Plymouth School District Union #39 School District	VOLUNTEERS AND WORK STUDY STUDENTS	Policy: D7
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Policy

It is the policy of the Rutland Windsor Supervisory Union, Ludlow Elementary School District, Mount Holly Elementary School District, Plymouth School District and Union #39 School District (hereinafter “District”), for the Superintendent to develop and implement administrative rules and procedures to ensure that volunteers and work study students have been appropriately screened prior to entering into service in the school district and that only those who have been screened and approved by the Superintendent may have extended unsupervised contact with students. The screening process utilized by the school district shall minimally include a name and birth date check with the Vermont Sex Offender Registry for any person being considered for service as a work study student and/or volunteer. A person who is on the Vermont Sex Offender Registry shall not be eligible to be a work study student and/or volunteer.

The district recognizes the valuable contributions made to the schools by volunteers and work study students. It further recognizes that appropriate supervision of volunteers and work study students will enhance their contributions as well as fulfill the responsibility that the school district has for the education and safety of its students.

I. Definitions

For purposes of this policy and administrative rules and procedures developed pursuant to this policy:

- A. Volunteer:** A Volunteer means an individual not employed by the school district who works on an occasional or regular basis in the school setting to assist staff. A volunteer works without compensation or economic benefits.
- B. Work Study Student:** A work study student means a post secondary student who receives compensation for work performed at a school operated by the district as part of a work experience program sponsored or provided by the college or university at which he or she is enrolled. A student working toward a teaching credential who is placed as a student teacher at a district school is not a work study student.

II. Procedure

- A. Recruitment:** The Principal is authorized to recruit and approve volunteers and work study students to work in the school. The Principal will require volunteers and work study students to complete information forms providing background information including, but not limited to, whether the individual is currently a defendant in a criminal proceeding, the dates, locations and dispositions of any convictions, including findings of guilt, pleas of guilty, or nolo contendere, for criminal violations. A person, who fails to provide full and accurate background information in response to the Principal’s request, will not be permitted to work with students.
- B. Background Check:** Work Study Student positions and volunteer positions that have unsupervised contact with students must be checked with the Vermont Sex Offender Registry.
- C. Placement:** Placement and replacement of volunteers and work study students will be made by the Principal or the Principal’s designee.
- D. Conditions of Work:** Volunteers and work study students will be informed by the Principal of the extent to which district insurance policies protect them from personal liability resulting from claims against them based on negligence or other injurious conduct while acting in a volunteer or work study capacity.
- E. Supervision:** Generally, volunteers and work study students who work directly with students will be under the immediate supervision of a licensed professional employee and will not have unsupervised contact with students, except when that contact is of short duration and necessary in the context of activities planned by and under the direction of professional school staff or contractors employed by the school.

F. Policies and Procedures: The Principal will assure that all volunteers and work study students are familiar with the district’s policies and procedures.

III. Responsibilities of Volunteers and Work Study Students

A. Compliance: Volunteers and work study students are responsible for complying with school policies, rules and procedures.

B. Harassment: Volunteers and work study students will be considered staff members for purposes of compliance with State and Federal harassment statutes.

- Legal Reference(s):**
- 4 V.S.A. § 1102 (b)(8) (Unauthorized Disclosure)*
 - 16 V.S.A. §565 (Harassment & Hazing Prevention)*
 - 20 V.S.A. §§2062, 2063 (Fees)*
 - 20 V.S.A. §2056c (Disseminating of Criminal History)*
 - 21 V.S.A. §495 (Employment Discrimination)*
 - 20USC §§1681 et seq (Title IX of the Education Amendments of 1972)*
 - 34 CFR Part 106 (Non-Discrimination on the Basis of Sex in Education Programs or Activities Receiving Federal Financial Assistance)*
 - 42 USC §§ 2000e et seq (Title VII of the Civil Rights Act of 1964)*
 - 29 CFR 1604. 11 (Equal Employment Opportunities Commission)*
 - 42 USC §5119a (Child Protection Act)*
- Cross Reference(s):**
- F33 Harassment of Student*
 - F34 Hazing of Students*
 - F35 Bullying Prevention*
 - D1 Personnel Recruitment, Selection, Appointment & Criminal Record Check*

District:	Reviewed only	Date Warned	Date Adopted	Replaces Policy
Rutland Windsor Supervisory Union		June 5, 2009	September 23, 2009	D7
Ludlow Elementary School District		June 8, 2009	July 1, 2009	CG
Mount Holly School District		June 5, 2009	August 17, 2009	CG
Plymouth School District		July 3, 2009	July 27, 2009	CG
Union #39 School District		July 3, 2009	July 15, 2009	CG