

## VOLUNTEERS AND WORK STUDY STUDENTS

### Policy

The Townshend School 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. Volunteers and work study students will be appropriately screened prior to entering into service in the school district, and only volunteers and work study students who have been screened and approved will have extended unsupervised contact with students.

### Definitions

1. **Volunteer:** A volunteer is an individual not employed by the School District who works on an occasional or regular basis in the school setting to assist the staff. A volunteer works without compensation or economic benefits.
2. **Work Study Student:** A work study student is 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 may be placed at a school as a student teacher is not a work study student.

### Administrative Responsibilities

1. **Recruitment:** The Principal is authorized to recruit and approve volunteers and work study students to work in the school. The Principal may 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. If the position for which a volunteer is being recruited or in which a work study student is being placed involves regular unsupervised contact with students, the Principal will carry out a criminal records check on the final candidate in accordance with the District's employment policy (D1). The District may pay the fees associated with criminal records checks.
2. **Placement:** Placement and replacement of volunteers and work-study students will be made by the Principal or the Principal's designee.
3. **Conditions of Work:** Volunteers and work-study students will be informed by the Principal of the extent to which School 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.

4. **Supervision:** Generally, volunteers and work-study students who work directly with students will not 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.
5. **Policies and Procedures:** The Principal will assure that all volunteers and work study students are familiar of the School District's Policies and procedures.
6. **Screening:** The screening process for volunteers and work study students utilized by the school district shall minimally include a name and birth date check with the Vermont Internet Sex Offender Registry. A person who is on the Vermont Internet Sex Offender Registry shall not be eligible to be a work study student or volunteer.

#### **Responsibilities of Volunteers and Work Study Students**

1. Volunteers and work-study students are responsible for complying with school policies, rules and procedures.
2. Volunteers and work study students will be considered staff members for purposes of compliance with the state and federal harassment statutes.

*Date Warned: 6/8/09*

*Date Adopted:  
6/22/09*

*Legal Reference(s): 16 V.S.A. §260*

*Cross Reference:*

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<sup>1</sup> A school board policy on the "supervision of volunteers and work study students" is required by 16 V.S.A. §260.