



# Volunteers and Work Study Students

**POLICY: D7**

**(REQUIRED)**

Rev: A

VSBA: B2

The Two Rivers Supervisory Union Districts recognize 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.

## Definitions

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

1. **Volunteer** means 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** 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 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.

## Policy

The Superintendent shall develop administrative rules and procedures to ensure that volunteers and work study students are appropriately screened prior to entering into service in the school district, and that only volunteers and work study students who have been screened and approved by the superintendent 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 Internet Sex Abuse Registry and the Vermont Crime Information Center (VCIC) for any person being considered for service as a volunteer or work study student. A person who is on the Vermont Internet Sex Offender Registry shall not be eligible to be a volunteer or work study student.

<b>District/Board:</b>	<b>Replaces Policy</b>	<b>Review Only</b>	<b>First Read</b>	<b>Date Warned</b>	<b>Date Adopted</b>
Two Rivers Supervisory Union			10/04/18	<b>10/22/18</b>	<b>11/01/18</b>
Green Mountain Unified School District			06/12/18	<b>09/07/18</b>	<b>11/15/18</b>
Ludlow-Mount Holly Unified Union School			06/13/18	<b>08/31/18</b>	<b>09/12/18</b>



### Policy

It is the policy of the Two Rivers Supervisory Union School Districts, hereinafter referenced as “the Districts” to ensure that volunteers/work study students will be appropriately screened prior to entering into service in the school district and that only volunteers/work study students who have been screened as outlined in the policy and approved by the Superintendent have extended unsupervised contact with students.

### General Information

The Board recognizes the valuable contributions made to the schools by volunteers/work study students. It further recognizes that appropriate supervision of volunteers/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.

### Definitions

For the purposes of this policy and procedures developed pursuant to this policy:

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.
  - a. **Unsupervised:** A volunteer in a position or assignment which involves unsupervised contact with students in the building or offsite as a part of a school program such as, but not limited to, mentors, overnight field trips, ski program volunteers/work study students or the transportation of students in personal vehicles for field trips. Parents/Guardians will be informed by the school principal of instances when an unsupervised volunteer is utilized as part of the school program/event.
  - b. **Supervised:** A volunteer who works directly with students who will be under the immediate supervision of a school district employee and will not have unsupervised contact with students.
2. **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 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.

### Guidelines:

1. **Screening:** The Superintendent or designee shall develop administrative rules and procedures to ensure compliance with this policy and state and federal law.
2. **Recruitment:** The principal(s) or designee is authorized to recruit and approve volunteers/work study students. It is the principal(s) responsibility to be reasonably sure that the volunteer is a person of good character with the ability to make significant



contributions to the school. The principal(s) will require volunteers/work study students to complete the screening requirements of this policy. 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/work study students is being recruited involves regular unsupervised contact with students, the superintendent or designee will carry out a criminal record check. District School Boards' will pay for the fee(s) associated with criminal records checks.

- 3. Placement:** Placement and replacement of volunteers/work study students will be made by the principal(s) or the principal(s) designee.
- 4. Conditions of Work:** Volunteers/work study students will be informed by the principal(s) or designee 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 capacity.
- 5. Policies and Procedures:** The principal(s) or designee will assure that all volunteers/work study students are familiar with the school districts policies and procedures.

**Responsibilities of Volunteers/work study students**

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

Personnel Recruitment, Selection, Appointment and Required Background Checks – Code (D1)

<b>District/Board:</b>	<b>Replaces Policy</b>	<b>Review Only</b>	<b>First Read</b>	<b>Date Warned</b>	<b>Date Adopted</b>
Two Rivers Supervisory Union					
Green Mountain Unified School District					
Ludlow-Mount Holly Unified Union School District					



REVISION

Policy

It is the policy of the Two Rivers Supervisory Union School Districts to encourage the involvement of the community in its schools.

Implementation

An effective community outreach program is a necessary component of a school system's organization and operation. Therefore, the board will provide the means necessary to develop and implement such a program.

The school system's community outreach program should:

- 1. create a planned, systematic, two-way communications process between the Board and the school community;
2. encourage a better understanding of the objectives, accomplishments and needs of the school system within the community;
3. create opportunities for school involvement through volunteerism, business/organizational partnerships, sponsorships, internships and other joint projects;
4. use a variety of media including but not limited to meetings, letters and e-mail, circulars, web sites, seminars, publications, communications media, and personal contacts;
5. provide the channels necessary for resolving grievances and eliminating misunderstandings;
6. inform concerned persons as to their rights, privileges and responsibilities.
7. provide that, when circumstances warrant, the board will designate an administrator or board member to be the spokesperson for the board or district on a given topic or specific incident. When such a designation has been made, the designated individual shall respond on behalf of the district or board to all inquiries related to the topic or specific incident

The board directs the Superintendent or designee to develop a community relations program subject to board approval.

Table with 6 columns: District/Board, Replaces Policy, Review Only, First Read, Date Warned, Date Adopted. Rows include Two Rivers Supervisory Union, Green Mountain Unified School District, and Ludlow-Mount Holly Unified Union School District.



**Policy**

It is the policy of the Two Rivers Supervisory Union School Districts to encourage and support board members’ efforts to remain knowledgeable about their roles and the issues with which they deal.

**Implementation**

Individual board members are encouraged to take advantage of opportunities to understand their roles, educational issues in general, school programs, State Department of Education functions and legislative activities. The superintendent and board chair will be responsible for assuring that information on leadership development opportunities is available to all members. New members will participate in a district orientation session and other opportunities designed to familiarize themselves with all aspects of board operation.

Members who take part in workshops and seminars offered by the Vermont School Boards Association and other organizations will be reimbursed for travel and other expenses related to participation in training activities provided prior approval is obtained from the board, and funds for these purposes are available.

<b>District/Board:</b>	<b>Replaces Policy</b>	<b>Review Only</b>	<b>First Read</b>	<b>Date Warned</b>	<b>Date Adopted</b>
Two Rivers Supervisory Union			03/27/19		
Green Mountain Unified School District			03/21/19	05/02/19	
Ludlow-Mount Holly Unified Union School District			03/13/19		



**REVISION**

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Two Rivers Supervisory Union			03/27/19		
Green Mountain Unified School District			03/21/19	05/02/19	<b>05/16/19</b>
Ludlow-Mount Holly Unified Union School District			03/13/19		



**Policy**

The board will engage in goal-setting and self-evaluation activities in consultation with the Superintendent at least annually.

**Implementation**

Particular attention will be given to board goals and performance in the following areas:

- Policy making
- Policy implementation
- Community relations
- Board interpersonal communication skills
- Board-Superintendent relations
- Fiscal/budget management
- The instructional program
- Labor relations
- Board in-service training
- Government relations

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Two Rivers Supervisory Union					
Green Mountain Unified School District					
Ludlow-Mount Holly Unified Union School District					



**REVISION**

**Policy**

At least annually, the board will engage in goal-setting and self-evaluation activities in consultation with the superintendent when the board decides.

**Implementation**

Particular attention will be given to board goals and performance in the following areas:

- Policy making
- Policy implementation
- Community relations
- Board interpersonal communication skills
- Board-Superintendent relations
- Fiscal/budget management
- The instructional program
- Labor relations
- Board in-service training
- Government relations

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Two Rivers Supervisory Union					
Green Mountain Unified School District			04/25/19	05/02/19	<b>5/16/19</b>
Ludlow-Mount Holly Unified Union School District					



**Policy**

The Two Rivers Supervisory Union School Districts shall have procedures in place to ensure compliance with laws and regulations governing the possession, administration and storage of prescription and non-prescription medications needed by students at school or during school sponsored activities.

**Implementation**

The Superintendent (or designee) will develop procedures governing the possession, administration and storage of medication needed by any student during the regular school day or during school sponsored activities. The procedures will comply with the following:

1. Medication may be given by the school nurse, or a person designated and trained by the school nurse, upon written orders from a physician, and upon written request of a student's parent or guardian that the School District comply with the physician's order. The physician's orders must detail the name of the drug, dosage, time interval the medication is to be taken, diagnosis and reason for giving.
2. Medication must be brought to school in a container labeled by the pharmacy or physician and stored by the school nurse or his or her designee in a secure storage place.
3. Students with life threatening allergies or with asthma, whose parents or guardians comply with all of the requirements of Act 175 of 2008, shall be permitted to possess and self-administer emergency medication at school, on school grounds, at school-sponsored activities, on school-provided transportation, and during school-related programs.

Non-prescription medication must be accompanied by a written request from the parent or guardian of a student bringing such medication to school. The request must contain assurances that the student has suffered no previous ill effects from the use of medication. Medication must be left in the custody of the school nurse.

The school shall provide an opportunity for communication with the pupil, parent or guardian, and physician regarding the efficacy of the medication administered during school hours. In the case of medication possessed by students with life threatening allergies or with asthma, the school shall provide forms for parents to submit authorizing possession of the medication and releasing the school from liability as a result of any injury arising from the student's self-administration of the emergency medication.





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The school system's community outreach program should:

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4. use a variety of media including but not limited to meetings, letters and e-mail, circulars, web sites, seminars, publications, communications media, and personal contacts;
5. provide the channels necessary for resolving grievances and eliminating misunderstandings;
6. inform concerned persons as to their rights, privileges and responsibilities.
7. provide that, when circumstances warrant, the board will designate an administrator or board member to be the spokesperson for the board or district on a given topic or specific incident. When such a designation has been made, the designated individual shall respond on behalf of the district or board to all inquiries related to the topic or incident, and board members and staff members will refer all inquiries to the designated individual.

The board directs the Superintendent or designee to develop a community relations program subject to board approval.

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Two Rivers Supervisory Union			03/27/19		
Green Mountain Unified School District			03/21/19	05/02/19	
Ludlow-Mount Holly Unified Union School District			03/13/19		