



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)

District/Board:	Replaces Policy	Review Only	First Read	Date Warned	Date Adopted
Two Rivers Supervisory Union				09/30/19	10/03/19
Green Mountain Unified School District				10/07/09	10/17/19
Ludlow-Mount Holly Unified Union School District			10/09/19	11/01/19	