

VOLUNTEERS AND WORK STUDY STUDENTS

I. POLICY STATEMENT:

The St. Johnsbury 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.

II. DEFINITIONS:

1. **Volunteer:** A volunteer is an individual not employed by the School District who assists the staff in the school setting. A volunteer works without compensation or economic benefits.
2. **Work Study Student:** A work-study student receives compensation for work performed at the school as part of a college work experience program. For purposes of this policy, an intern, working without pay, will be considered as a work study student. A student working toward a teaching credential who may be placed at a school for student teaching/field experience, or a high school/college student who may be an intern at a school, is not a work study student.

III. ADMINISTRATIVE RESPONSIBILITIES:

1. **Recruitment:** The Principal is authorized to recruit and approve volunteers and work study students to work in the school. It is the Principal's responsibility to be reasonably sure that the volunteer or work-study student is a person of good character with the ability to make significant contributions to 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 involves regular unsupervised contact with students, the Principal may carry out a criminal records check on the final candidate in accordance with the District's employment policy. The District will 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 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 with the School District's policies and procedures.

IV. 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 comply with the District's criminal records check requirements, if applicable.
3. Volunteers and work study students will be considered staff members for purposes of compliance with the 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)
 16 V.S.A. § 260 (Supervision policy requirement)
 20 V.S.A. §§2062, 2063 (Fees)
 20 V.S.A. §2056c - (Disseminating of criminal history)
 21 V.S.A. §495 (Employment discrimination)
 20 U.S.C. §§1681 et seq. (Title IX of the Education Amendments of 1972)
 34 C.F.R. Part 106 (Nondiscrimination on the basis of sex in education programs
 or activities receiving federal financial assistance)
 42 U.S.C. §§2000e et seq. (Title VII of the Civil Rights Act of 1964)
 29 C.F.R. 1604.11 (Equal Employment Opportunities Commission)
 42 U.S.C. §5119a - (Child Protection Act)

Cross Reference: Harassment of Students (F20)
 Harassment of Employees (D12)
 Personnel: Recruitment, Selection, Appointment & Criminal Records (D1)

DATE WARNED: AUGUST 18, 2006
DATE APPROVED: NOVEMBER 20, 2006