

**TITLE: Volunteers and Work Study Students**

**CODE D7**  
**(Mandatory)**

**Policy**

The Brattleboro Union High School District #6 Board 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.

**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 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.

**Implementation**

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 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.

**Date Warned:** August 18, 2011  
**Date Adopted:** September 6, 2011  
**Legal Reference(s):** 16 V.S.A. §260  
**Cross Reference:**

BRATTLEBORO UNION HIGH SCHOOL  
DISTRICT #6  
Brattleboro, Vermont

## ADMINISTRATIVE PROCEDURES

CODE: D7-P

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 will carry out a criminal records check on the final candidate in accordance with the District's employment policy (D1). 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.