

WINOOSKI SCHOOL DISTRICT

**POLICY ON VOLUNTEERS, WORK STUDY STUDENTS
AND STUDENT TEACHERS**

The Winooski School District recognizes the valuable contributions made to the schools by volunteers, work-study students and student teachers. It further recognizes that appropriate supervision of volunteers, work-study students and student teachers will enhance their contributions as well as fulfill the responsibility that the School District has for the education and safety of its students. All volunteers, work-study students and student teachers are bound by applicable federal and state laws and school board policies.

Definitions:

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. This includes but is not limited to volunteer coaches. A volunteer works without compensation or economic benefits. **Regular basis is defined as one hour per day or more for a period of four weeks or more.**

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.

Student Teacher: A college student working toward a teacher credential who is placed as a student teacher at a district school by a college or university at which he or she is enrolled. A student teacher is not compensated.

The Superintendent shall develop administrative rules and procedures to ensure that volunteers, work study students and student teachers are appropriately screened prior to entering into service in the school district, and that only those 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. A person who is on the Vermont Internet Sex Offender Registry shall not be eligible to serve in our district.

PROCEDURES: (also referred to as rules or regulations) are the specific directions that indicate exactly how school personnel and others will carry out the policies adopted by the School Board. Procedures will be developed by the Superintendent in consultation with staff and are attached. Procedures may change more frequently than the underlying policy and do not require adoption by the Board.

Reviewed and Updated:

1st Reading: October 10, 2018

2nd Reading: November 14, 2018

Approved by Board of School Trustees: November 14, 2018

Legal Reference(s): 16 V.S.A. §260 (School board policies)

PROCEDURES:

1. **Recruitment:** The administrators are authorized to recruit and approve volunteers, work-study students or student teachers to work in the school. It is the administrator's responsibility to be reasonably sure that the person is of good character with the ability to make significant contributions to the school. The administrator will require people 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 administrator's request will not be permitted to work with students. The Criminal Records Check will be done through the superintendent's office. The district will not pay the fees associated with criminal record checks.
2. **Placement:** Placement and replacement of volunteers, work-study students and student teachers will be made by the administrator in charge.
3. **Conditions of Work:** Volunteers, work-study students and student teachers will be informed by the administrator of the extent to which the 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, work-study or student teacher 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. Student teachers will have unsupervised contact with students during the course of their student teaching.
5. **Policies and Procedures:** The administration will assure that all volunteers, work-study students and student teachers are familiar with the School District's policies and procedures.

Responsibilities of Volunteers, Work-Study Students and Student Teachers:

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