

Citizens' Assistance to School Personnel

Community Resource Persons

School Volunteers- Policy

The Brookfield Board of Education recognizes that volunteers can make many valuable contributions to the schools during and after school hours.

The Board endorses a volunteer program that will provide supplemental assistance to the paid professional and paraprofessional staff by:

- increasing the educational attainment of students;
- providing more effective utilization of the teacher's time and skills;
- providing enrichment experiences beyond those which the school can offer;
- providing more individual attention to students who need it by increasing the adult to student ratio;
- promoting greater school-community involvement; and
- integrating the community into the school curriculum in a complete, comprehensive and cooperative manner.

On an annual basis, each principal shall assemble and submit to the Superintendent a list of those persons who regularly volunteer their time in connection with activities sponsored by that principal's school. Examples of "regular volunteers": chaperones of school functions/trips, aides, library and classroom volunteers, assistants at athletic and other events, volunteer coaches, etc., all of whom participate in more than one activity with students. Such list shall be kept on file for a period of three years.

The Superintendent shall establish procedures for receiving and screening resource persons and volunteers. Persons with an adjudicated felony conviction shall only be allowed to volunteer at the discretion of the Superintendent or his/her designee. No person who is a "sex offender," as defined by Public Act 98-111, shall be allowed to volunteer.

Legal Reference:

Connecticut General Statutes
10-4g Parent and community involvement in schools; model programs; school based teams
10-235 Indemnification of teachers, board members, employees and certain volunteers and students in damage suits; expenses of litigation.
54-254 Registration of person who has committed a felony for a sexual purpose
P.A. 97-290 An Act Enhancing Educational Choices and Opportunities
P.A. 98-111 An Act Concerning The Registration of Sexual Offenders

Policy Adopted: 1/19/94
Revised: 12/18/01
Policy Approved: 1/2/2002
Revised and Approved: 2/23/11
Approved: February 1, 2012

BROOKFIELD PUBLIC SCHOOLS
Brookfield, Connecticut

Community RelationsSchool Volunteers – Administrative RegulationsSecuring and Screening Volunteers

The Building Principal or his/her designee directs the use of volunteers within the school. Specifically, the Principal or designee annually directs volunteer recruitment, screening, placement, and training within the following parameters:

1. **Qualifications.** Volunteers may come from all backgrounds and all age groups. The main qualification for a volunteer is that he or she has a desire to give his or her time and talent in order to enrich student learning opportunities and the school community generally.

2. **Persons Not Allowed to Serve as Volunteers.**

Sex offenders: No person who is a “registered sex offender,” may serve as a volunteer.

Every time a new list of registered sex offenders is available, the Building Principal or his/her designee shall review it for any person’s name who has submitted a volunteer information form during that school year. Whenever someone submits a new volunteer information form, the Building Principal or designee shall review the sex offender list.

Felons:

A person with an adjudicated felony conviction may serve as a volunteer only at the specific discretion of the Superintendent or his/her designee.

NOTE: Volunteer applicants are not required to disclose convictions that have been erased. An applicant whose arrest or conviction has been erased may swear under oath that he/she has never been arrested. An employer may not discriminate against any applicant on the basis of arrest/conviction records that have been erased. All persons applying as a volunteer will have an initial criminal background check which will be rechecked every other year after the initial screening.

3. **Recruitment.** School personnel may recruit volunteers through the following resources: parents(s)/guardians, parent organizations, retired teachers and other senior citizen groups, community businesses, local volunteer centers, and universities. If a staff member, other than the Principal, recruits a volunteer, the staff member must provide the volunteer’s name and address to the Principal.
4. **Role.** Volunteers serve only in an auxiliary capacity under the direction and supervision of staff members; they are not a substitute for a member of the school staff. Volunteers do not have access to confidential student school records.
5. **Selection, Placement, and Supervision.** Volunteer selection and placement shall be on the basis of the volunteer’s qualifications and availability and the school’s needs. A volunteer will be assigned to a staff member only with the staff member’s consent. The relationship between a volunteer and staff member should be one of mutual respect and confidence.

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Securing and Volunteers (continued)

6. Screenings. Screening volunteers is critical because of the vulnerability of the population the school district serves. Each volunteer must register in the school's main office at the beginning of each visit and wear a name tag while in the building. Unless he or she has already done so during the current academic year, the volunteer must complete an information form and waiver. Absent an indication on the form that the volunteer may not qualify, e.g. the volunteer is a convicted felon, the volunteer may be assigned to the activity. Convicted felons other than those who have "registered sex offender" status may only serve at the discretion of the Superintendent or his/her designee. The district requires a criminal background check for all volunteers.

A request to volunteer or to continue volunteering will be denied if the volunteer behaves in any manner that demonstrates he or she is not a good role model or is otherwise detrimental to the school environment. Examples of such behavior include: swearing, failing to be dependable, failing to follow the supervisor's instructions, committing any criminal act on school grounds or at a school activity, touching a student in an inappropriate manner, failing to dress in an appropriate manner or violating any school rule.

7. Tuberculosis Screening – Volunteers will be subject to "target testing" for tuberculosis. Target testing is the process of requiring a Mantoux test for any volunteers who have any of the following risk factors:
- were born in a high risk country as per the Connecticut State Department of Health of the world and do not have a record of a tuberculosis skin test performed in the United States;
 - have traveled to a high risk country as per the Connecticut State Department of Health since their last medical examination;
 - have extensive contact with persons who have recently come to the United States from a high risk country as per the Connecticut State Department of Health;
 - have contact with person(s) suspected of having tuberculosis;
 - have been living in a homeless shelter; and
 - have HIV infection.

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School Volunteers – Administrative Regulations
Securing and Volunteers (continued)

Any volunteer who is identified as having a positive reaction to the Mantoux test shall present a letter from a physician stating that a chest x-ray has been administered and that said volunteer is free from active tuberculosis.

8. Training. Each academic year, when a person first completes the volunteer registration form, the Principal or designee shall give the person a copy of this administrative procedure along with other pertinent information. The staff member to whom the volunteer is assigned is responsible for explaining his or her expectations of the volunteer. The Principal or designee may arrange appropriate training opportunities for those volunteer activities requiring a skill or knowledge base, e.g. working in the computer lab.
9. Confidentiality- Each school volunteer must commit to maintaining confidential, all information that relates to the teacher/student learning process. The discussion of an individual student should be with staff only and no child, except for the volunteers own child, should be discussed with anyone out of the school environment.

Regulation approved: February 1, 2012

BROOKFIELD PUBLIC SCHOOLS
Brookfield, Connecticut

TO BE COMPLETED UPON INITIAL SERVICE

INFORMATION FORM AND WAIVER LIABILITY FOR UNPAID POSITIONS

*Only one form needs to be completed by a volunteer/intern/student teacher
each school year. Please print clearly in ink:*

Information Form

Name: _____
 Last *First* *Middle* *Telephone*

Address: _____
 Street *City* *Zip Code*

Date of Birth: _____

Personal Physician: _____

Phone: _____

Emergency adult contact: _____ Phone: _____

Are you now or have you ever been a school volunteer? _____

At which school? _____ Year? _____

The name of any child or ward attending this school: _____

Criminal Conviction Information

Are you a registered sex offender? _____

Have you ever been convicted of a felony? _____

You will be subject to a criminal background investigation.

Waiver of Liability

The School District does not provide liability insurance coverage to non-district personnel serving as volunteers/interns/student teachers for the School District. The purpose of this waiver is to provide notice to prospective - personnel that they do not have insurance coverage by the School District and to document the - personnel's acknowledgment that they are providing service at their own risk. However, C.G.S. 10-235 provides that the district must indemnify and hold harmless - these people from civil liability in most situations as long as the person is approved by the board of education to carry out a duty prescribed by the board and performs services under the direction of a certified teacher. Therefore, the district must pay any damages awarded to a plaintiff in an action brought alleging negligence or other act resulting in injury, including infringement of that person's civil rights.

Information Form and Waiver of Liability for Unpaid Positions

Waiver of Liability (continued)

By your signature below:

1. You acknowledge that the School District does not provide insurance coverage for you for any loss, injuries, illness, or death resulting from the your unpaid service to the School District.
2. You agree to assume all risk for death or any loss, injury, illness or damage of any nature or kind, arising out of your supervised or unsupervised service to the School District, agree to waive any and all claims against the School District, or its officers, Board Members, employees, agents or assigns, for loss due to death, injury, illness or damage of any kind arising out of your supervised or unsupervised service to the School District.

Date: _____ Signature: _____
Printed Name: _____

For School Use Only

General description of assignment(s):

- supervising students as needed by a teacher
- supervising students during a regularly scheduled activity
- assisting with academic programs
- assisting at the resource center or main office
- other _____

Name of supervising staff member: _____

"Sex offender list" checked by _____ on _____ (mandatory).

Criminal Background Check

- the date on which the check was requested? _____
- the date on which it was received and reviewed. _____

Reviewed by: _____
Signature Date