

COMMUNITY RELATIONS

School Volunteers

1. All parents are notified at the beginning of each school year about the Board's volunteer policy.
2. Form 1240 A must be completed annually by all volunteers and be housed in each school's main office.
3. Each volunteer shall be responsible to the building Principal and will work under the supervision of a certified teacher or staff member who is familiar with the assignment. It is the duty of the building Principals to see that the type of information that the volunteer is permitted to work with is not of a *confidential* nature.
4. In our continued effort to maintain a safe learning environment, all volunteers must report to the school office upon arrival and before departing. A sign-in/sign-out log will be maintained in each school office. The log will include the time the volunteer arrived and departed and their assignment. Each volunteer will be provided with an identification badge which must be displayed while in the school.
5. All volunteers are expected to exhibit standards of conduct equal to those of the school staff and to observe all Board of Education policies. These include, but are not limited to: Use of appropriate language, maintaining *confidentiality*, wearing appropriate attire, and exercising good and reasonable judgment.
6. Should a concern about a volunteer present itself, the school staff member supervising the volunteer should immediately share the concern(s) with the building Principal. Likewise, should a concern present itself about a staff member, the volunteer should share the concern(s) with the building Principal. Efforts will be made in both instances to resolve the concerns.
7. No offer of voluntary services by any person shall be rejected on the basis of the race, color, gender, age, religion, marital status, citizenship status, national origin, handicapping condition or any other basis of unlawful discrimination under the laws of the State of Connecticut.
8. The District has identified two classifications of volunteers: Tier I and Tier II.
9. 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.

COMMUNITY RELATIONS

School Volunteers

10. 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/or
- have HIV infection.

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

11. 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. Form 1240 B must be completed annually by all volunteers and be housed in each school’s main office.

Tier I

Volunteers will be classified in Tier I when they engage in activities in the presence of a District employee. (Background checks will not be required of Tier I volunteers.) Tier I volunteers are those who engage in the activities listed below:

- ☐ assisting in a classroom, cafeteria, or library when a staff member is present
- ☐ accompanying a class on a field trip during the school day with a teacher
- ☐ helping in the school office during regular school hours
- ☐ assisting in the cafeteria or library during regular school hours
- ☐ extra-curricular events, i.e., dances, fairs, open house, etc.

COMMUNITY RELATIONS

School Volunteers

Tier II

Volunteers will be classified in Tier II when they provide services to students when not in the direct presence of a District employee. Tier II volunteers will be required to complete a consent form regarding the release of information concerning any prior or pending criminal offenses, and such volunteers will be required to submit to a record check of the Department of Children and Families (DCF) Abuse and Neglect Registry. Tier II volunteers are those who engage in the activities listed below:

- ☐ accompanying a class on a field trip in which the plans include that students be divided into small groups supervised solely by the volunteer chaperone for any length of time
- ☐ chaperoning an overnight field trip
- ☐ working in direct contact with students without the direct presence of a District employee
- ☐ coaches (other than CIAC certified)
- ☐ advisors

A list of all approved Tier II volunteers will be maintained by the Superintendent of Schools or designee. Only volunteers on the approved list may be utilized by the District.

Upon receipt of DCF Abuse and Neglect Registry results indicating that the volunteer is involved in an abuse or neglect investigation or that the volunteer is listed as a perpetrator of abuse or neglect on the Registry, the Superintendent of Schools or designee will notify the volunteer in writing of the results of the Registry check and will provide an opportunity for the volunteer to respond to the results of the Registry check. If warranted by the results of the Registry check and any additional information provided by the volunteer, the Superintendent of Schools or designee shall not allow the individual in the schools.

When a criminal record check of a volunteer reveals a criminal conviction, whether disclosed or undisclosed on the volunteer's consent form, the Superintendent of Schools will make a case-by-case determination as to whether to allow the individual to volunteer in the schools. Prior to any such decision by the Superintendent of Schools or designee, the Superintendent of Schools or designee shall inform the volunteer in writing and shall provide an opportunity for the volunteer to respond.

Notwithstanding the foregoing, the falsification or omission of any information on a volunteer consent form, including but not limited to information concerning criminal conviction or pending criminal charges, may be grounds for the Superintendent of Schools or designee to prohibit the individual from becoming a volunteer.

Legal Reference: Connecticut General Statutes
10-4g Programs to encourage participation in the educational process

Regulation

1240 (d)

COMMUNITY RELATIONS

School Volunteers

10-235 Indemnification of teachers, board members, employees and certain volunteers and students in damage suits; expenses of litigation.

P.A. 97-290 An Act Enhancing Educational Choices and Opportunities

P.A. 98-111 An Act Concerning The Registration of Sexual Offenders

Regulation Adopted: 9/7/16

BROOKFIELD PUBLIC SCHOOLS
Brookfield, Connecticut