

Community Relations

School Volunteers and Student Interns

The Woodbridge Board of Education (the "Board") recognizes the importance of school volunteers at all levels of schooling. Volunteers can enhance collaboration between the school and community, broaden the school's educational environment and ultimately enrich students' school experience. The Board further acknowledges that it may, from time to time, be asked to provide learning experiences for student interns within the school environments, which experiences are not part of the teacher preparation program, as defined in section 10-10a of the Connecticut General Statutes. In recognition of the benefit of having volunteers, interns and other such non-employees providing services within the schools, the Board supports the involvement of these individuals in accordance with suitable regulations and safeguards to be developed by the Administration.

Volunteers, interns and other such non-employees working within the schools ("volunteers") must work under the supervision of Woodbridge School District ("District") staff. Volunteers are held to the same standards of conduct as school staff and must observe all Board policies, including applicable policies on the confidentiality of student information.

Volunteers may be required to submit to state and federal criminal record checks and a record check of the Department of Children and Families ("DCF") Child Abuse and Neglect Registry. No person who is required to register as a sex offender under state or federal law, or whose name is currently listed on the DCF registry, may volunteer in the District.

All volunteers must comply with all school health and safety protocols in place at the time, including but not limited to any health screening protocols.

No employee of the District shall serve as a volunteer in any capacity, except as may be approved by the Superintendent or his/her designee based on the specific situation.

Persons interested in volunteering their services should contact the school Principal.

Legal Reference: Connecticut General Statutes

[10-4g](#) Parental and community involvement in schools; model program; school-based teams.

[10-220](#) Duties of boards of education.

[10-235](#) Indemnification of teachers, board members, employees and certain volunteers and students in damages suits; expenses of litigation.

[54-250 et seq.](#) Registration of sexual offenders.

Policy adopted:

WOODBIDGE PUBLIC SCHOOLS
Woodbridge, Connecticut

Community Relations

School Volunteers, Student Interns

The Board of Education recognizes the importance of school volunteers at all levels of schooling. Volunteers can enhance collaboration between the school and community, broaden the school's educational environment, and ultimately enrich learners' experiences. In recognition of these important aspects of learning, the Board supports the involvement of these individuals in accordance with suitable regulations and safeguards developed by the Administration.

It is important to delineate between a visitor to the school and a volunteer. Visitors and volunteers both contribute in valuable ways to the community feel of a school building. A visitor is defined as an individual who will be spending a short period of time within the building and is under the direct supervision of a Woodbridge employee at all times, often for the purpose of attending a meeting, conference, or special event.

Volunteers for the Woodbridge District will be classified into two groups.

Group I

Volunteers will be classified in Group I when they assist staff members with school activities in the direct presence of a Woodbridge School District employee. Volunteers in Group 1 may assist with activities including, but is not limited to: reading to a classroom, participating and assisting in a special class event, assisting in a school-wide event, or serving as a room parent. Group I volunteers remain under the direct supervision of a Woodbridge employee at all times. At this time, Group I volunteers do not need to complete the volunteer background checks outlined below.

Group II

The following procedure has been established for screening Group II volunteers and interns ("volunteers") within the Woodbridge School District (the "District"). For the purpose of this regulation, a Group II volunteer is an individual who will remain working directly with students at Beecher Road School for a longer period of time or over a duration of more than a day, and may not always be under the direct supervision of a Woodbridge District employee. Examples might include, but are not limited to, volunteers in the Library Media Center, volunteers in the cafeteria to support ongoing initiatives, volunteers in specific classrooms or departments that volunteer throughout the year for many shorter periods of time, volunteers who are chaperoning a field trip when students will be divided into small groups supervised solely by the volunteer chaperone, chaperoning an overnight field trip, or working directly with students on-site without the direct presence of a Woodbridge Public School employee.

Student interns are classified as volunteers and are individuals currently enrolled in post-secondary programs for which an authorized internship is required or for which the student maybe granted credit as part of an approved course of study, including student volunteers for specific program credit from Amity High School. As with all volunteers, all student interns must be approved in advance by the building administrator and must be under the direction and direct supervision of a Board employee.

Prior Approval Required

All school volunteers, Group I and Group II, including student interns working in the schools, must be approved in advance by the building Principal or other administrative designee. The school district, acting through the appropriate building administrator or his/her designee, reserves the right to discontinue or disallow the services of any volunteer at any time at the discretion of the administration.

Sign-in Procedure. All individuals seeking to volunteer in the Woodbridge School District must regularly sign-in with the Main Office and will be provided with identification badges which shall be displayed during each visit.

Group II volunteers must fill out and sign the Volunteer Registration form prior to beginning volunteering and complete fingerprinting and federal and state criminal record checks and a record check of the Department of Children and Families (DCF) Child Abuse and Neglect Registry background check. All results of background checks must be completed prior to any volunteer service occurring. The form and process must be completed annually.

Persons Not Allowed to Serve as Volunteers. No person who is a "registered sex offender," or is on the Department of Children and Families (DCF) Child Abuse and Neglect Registry may serve as a volunteer. No person whose name is listed on the Department of Children and Families (DCF) Child Abuse and Neglect Registry or who is registered as a sex offender under state or federal law may volunteer in any District school. Failure to provide complete or accurate information on this "School Volunteer Security Check" form will disqualify an individual from volunteering in any District school.

No employee of the Woodbridge School District shall serve as a volunteer in any capacity, except as may be approved by the Superintendent or his/her designee based on the specific situation.

Role. Volunteers serve only in an auxiliary capacity under the direction and supervision of a staff member; they are not a substitute for a member of the school staff. Volunteers do not have access to confidential student school records and volunteers may not make any curricular or disciplinary actions.

Volunteers are held to the same standards of conduct as school staff and must adhere to all Board of Education policies. The following protocols are in place for all volunteers: (For specific guidelines for visitors to the school, refer to the BOE Policy #1250 and the Beecher Road School handbook available on the District website.) Volunteers shall:

- Be interviewed and approved by a member of the administration.
- Complete fingerprints and background check prior to volunteering in the building. (Group II)
- Adhere to all safety protocols including signing in and out at the Main Office.
- Adhere to all established guidelines as set forth by the Woodbridge Public School District.
- Uphold the rights of all students and staff and adhere to confidentiality while in the building and in public.
- Report to the building administration.

All volunteers must adhere to the above guidelines or there will be cause for immediate removal from the school property as well as a limitation to future visits to the school.

Any questions of the above protocols must be directed to the building administration.

Selection, Placement, and Supervision. Volunteer selection and placement shall be decided on by administration and made on the basis of the volunteer's qualifications and availability and the school's needs.

When a criminal record check of a volunteer reveals a criminal conviction, whether disclosed or undisclosed on the volunteer's consent form, the Superintendent will make a case-by-case determination as to whether to allow the individual to volunteer in the District. Prior to any such decision by the Superintendent or designee, the Superintendent or designee shall inform the volunteer 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 convictions or pending criminal charges, may be grounds for the Superintendent or designee to prohibit the individual from becoming a volunteer.

Dismissal. 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 a rude or overly forceful manner, failing to dress in an appropriate manner, or violating any school rule.

c.f. 1250 Visitors to Schools

Legal Reference: Connecticut General Statutes

[10-4g](#) Parental and community involvement in schools; model program; school-based teams.

[10-220](#) Duties of boards of education.

[10-235](#) Indemnification of teachers, board members, employees and certain volunteers and students in damages suits; expenses of litigation.

[54-250 et seq.](#) Registration of sexual offenders.

Regulation approved:

WOODBIDGE SCHOOL DISTRICT
Woodbridge, Connecticut



WOODBIDGE SCHOOL DISTRICT

Group II Volunteer

Background Check Authorization

Thank you for your interest in volunteering in our schools. Student safety is our top priority. Only one form needs to be completed by a volunteer each school year. Please print clearly in ink:

Date of Request: _____

Name: _____ Telephone: _____
Last First Middle

Address: _____
Street City State Zip Code

Personal physician: _____ Phone _____

Emergency adult contact: _____ Phone _____

Are you now or have you ever been a school volunteer? Yes No

At which school(s)? _____ Year (s)? _____

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

Information Regarding Criminal Conviction, Placement on DCF Child Abuse and Neglect Registry or Sex Offender Registry

- (a) Are you a sex offender listed on a state or federal sex offender registry? Yes No
- (b) Are you listed on any DCF Child Abuse and Neglect registry? Yes No
- (c) Have you ever been convicted of a felony involving a minor? Yes No
- (d) Have you been convicted of any felony within the past five years? Yes No
- (e) Have you ever been convicted of a felony? Yes No

If you answered YES to (a), (b), (c), or (d) above, you are not eligible to volunteer in our District schools in accordance with our school volunteer policy and regulations.

If requested, are you willing to consent to a criminal background investigation? Yes No

(The Superintendent or designee may request that a volunteer who works directly with a student(s) for extended periods of time without constant supervision of staff submit to a criminal background check or may similarly make such a request in other situations where a check would be prudent).

Waiver of Liability

The Woodbridge School District does not provide liability insurance coverage to non-district personnel serving as volunteers for the School District. The purpose of this waiver is to provide notice to prospective volunteers that they do not have insurance coverage by the School District and to document the volunteer's acknowledgment that they are providing volunteer service at their own risk. However, C.G.S. 10-235 provides that the district must indemnify and hold harmless volunteers from civil liability in most situations as long as the volunteer 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.

By your signature below:

1. You acknowledge that the Woodbridge School District does not provide insurance coverage for the volunteer for any loss, injuries, illness, or death resulting from the volunteer's unpaid service to the Woodbridge 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 the volunteer's supervised or unsupervised service to the School District, agree to waive any and all claims against the Woodbridge 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 the volunteer's supervised or unsupervised service to the Woodbridge School District.
3. You agree to abide by all applicable Board policies, regulations and school rules including, but not limited to, those governing student confidentiality.

The information contained in this authorization is correct to the best of my knowledge.

Volunteer Signature: _____ **Date:** _____

***** *For School Use Only* *****

Name of Supervising Staff Member: _____

General description of assignment(s):

- | | |
|--|---|
| <input type="checkbox"/> Supervising students as needed by a teacher | <input type="checkbox"/> supervising students during a regularly scheduled activity |
| <input type="checkbox"/> Assisting with academic programs | <input type="checkbox"/> assisting at the Library Media Center or Cafeteria |
| <input type="checkbox"/> Other: _____ | |

“Sex offender list” checked by _____ on _____ (mandatory).

Is a criminal background check necessary (the individual will be working over a long period of time in direct contact with students where no staff member is continuously present or in other situations where a check would be prudent)? *(to be answered by Principal / Assistant Principal)* Yes No

If “yes,” and provided the individual authorized the check,

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

Date Reviewed: _____

School Administrator Signature: _____

District Office Approved to Volunteer: Yes No

WELCOME SCHOOL BUILDING VOLUNTEER

Welcome and thank you for your willingness to be a volunteer in the Woodbridge School District. It is of the utmost concern to our district that we provide and maintain a safe environment for our students. Therefore, we require the following steps to approve you as a volunteer in our schools:

VOLUNTEER INFORMATION FORM - FORM 1212

This form must be completed each school year and returned to the school office in which you want to volunteer. Upon completion of this form a member of the office staff will perform an initial check of the sex offender list. Should the search result in a clean check, you will be placed on the school volunteer list for the district. The volunteer's name will be checked against the sex offender list every time the person enters the building as a volunteer.

CRIMINAL BACKGROUND CHECK - FINGERPRINTING

This additional step is required for any volunteer who will be alone with students for any length of time without a school staff member present. Examples include but are not limited to supervising lunch in the classroom and field trips.

Even if you have had background checks for any other reason, you must be fingerprinted with a service code specific to volunteering at the Woodbridge Police Department.

Fingerprinting will not be required again unless there is a break in the volunteer's service. A break in service is described as a school year in which [Form 1212](#) has not been completed.

We appreciate your willingness to be involved in the educational endeavors of our students and thank you in advance for your adherence to our procedures to ensure that all remain safe and secure.

Revised