**PROCEDURE: VOLUNTEER AND WORK STUDY STUDENTS PROCEDURES  **  **CODE: B2P**

**Administrative Responsibilities**

1. **Recruitment:** The Principal/Tech Director/Desigee is authorized to recruit and approve of the volunteers or work-study students, and interns who work in the school. It is the Principal/Tech Director/Desigee’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. Volunteers who may have unsupervised contact with students will be required to be fingerprinted. Student teachers and interns will be required to be fingerprinted. The Principal/Tech Director/Desigee will require volunteers, work study students, and interns to complete information forms providing background information including, but not limited to, 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/Tech Director/Desigee’s request will not be permitted to work with students. If a volunteer, work study student, or intern has a criminal record, the Superintendent will decide if he/she will be permitted to work.

2. **Placement:** Placement and replacement of volunteers, work study students, and interns will be made by the Principal/Tech Director or the Principal/Tech Director’s designee.

3. **Conditions of Work:** Volunteers, work study students, and interns will be informed by the Principal/Tech Director/Desigee 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:** Volunteers, work study students, and interns who work directly with students will be under the immediate supervision of a licensed professional employee. Volunteers, work study students, and interns 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. No volunteer, work study student, or intern will have regularly scheduled unsupervised contact with students.

   No individual subject to a criminal record check shall be eligible to serve, or continue to serve, as a volunteer, work study student or intern within the district if they have
been convicted of one or more if the following crimes. The decision of the Superintendent in these matters shall be final.

- Sex offender crimes listed in 13 V.S.A. § 5401(10) (sex offender definition for registration purposes)
- Crimes involving a victim listed in 13 V.S.A. § 5301(7)
- Contributing to juvenile delinquency under 13 V.S.A. § 1301
- Cruelty to children under 13 V.S.A. § 1304
- Cruelty by person having custody of another under 13 V.S.A. § 1305
- Prohibited acts (lewdness, prostitution, trafficking) under 13 V.S.A. § 2632 & § 2635
- Displaying obscene materials to minors under 13 V.S.A. § 2804
- Sexual exploitation of children under 13 V.S.A. Chapter 64
- Drug sales, including selling or dispensing under 18 V.S.A. § 4230(b), 4231(b), 4232(b), 4233(b), 4234(a), 4234(b), 4235(a)(b), 4235(c), and 4237 (includes marijuana, cocaine, LSD, heroin, regulated drugs, hallucinogens, and dispensing on school grounds.
- Sexual activity by a caregiver, under 33 V.S.A. § 6902(D)
- Crimes that are cause for licensing actions listed in 16 V.S.A. § 1698(1)(B)-(D)

The list of disqualifying crimes is not meant to be exhaustive. For convictions not listed, eligibility to volunteer shall be considered on a case-by-case basis. The totality of the crimes and when the conviction occurred shall also be considered when determining eligibility to volunteer. Crimes committed within the past ten years may disqualify the individual from volunteering in any capacity.

Volunteers convicted of a DUI may not drive students for any school event under any circumstances.

In addition to the above disqualifications, it is the discretion of the Superintendent/Principal/ Director/Designee to accept or not accept specific individuals as volunteers, and all decisions related to the continuation of a volunteer’s service. The Superintendent/Principal/ Director/Designee on these matters is considered final.

Responsibilities of Volunteers and Work Study Students:

Volunteers, work study students, and interns are responsible for complying with school policies, rules, and regulations.

Legal Reference(s):

13 V.S.A. § 5401(10); 13 V.S.A. § 5301(7); 13 V.S.A. § 1301; 13 V.S.A. § 1304; 13 V.S.A. § 1305;
13 V.S.A. §§ 2632 and 2635; 13 V.S.A. § 2804b; 13 V.S.A. chapter 64; 18 V.S.A. §§ 4230(b), 4231(b), 4232(b), 4233(b), 4234(a), 4234(b), 4235(b), 4235(c), and 4237;
33 V.S.A. § 6902(D) 16 V.S.A. § 1698(1)(B)-(D)