

Background Checks/Fingerprinting The completion of the background/fingerprint process is required prior to working or volunteering in any of our school buildings. The names of all volunteers and contractors are checked against the Vermont Internet Sex Offender Registry, the Vermont Child Abuse and Neglect Registry and the Vermont Vulnerable Adult Abuse and Neglect Registry. For some volunteer positions there is also a required criminal record check with the Vermont Criminal Information Center under the National Child Protection Act (NCPA).

Definitions: For the purposes of this procedure, the following definitions shall apply:

- A. **BUUSD**: The Barre Unified Union School District and its member schools.
- B. **Volunteer**: A person who is not employed by the district who performs or gives services directly to the district of his/her own free will on an occasional or regular basis without compensation for said services. A volunteer may receive a nominal fee in recognition of those services without losing volunteer status. Services performed “directly to the district” are those that assist with the operation of the district or delivery of program and are directed/requested/controlled/overseen by district personnel.
1. **Student Volunteer**: A volunteer under the age of 18 who is enrolled as a student within our district.
 2. **Guest or Contractor**: A visitor whose work in the school is occasional and is done under the direct supervision of a licensed professional, or a designee of the Superintendent. The the guest/visitor will be under the direction and be escorted throughout the school building by the licensed individual that is assigned to him/her.
 3. **Level I**: Those whose work does not involve direct contact with school children (e.g. creating student directory, collecting order forms for a fundraising event, or performing other clerical or administrative tasks from home; preparing food items for school events/fundraisers; serving on an interview committee; etc.).
 4. **Level II**: A volunteer who provides services within the school, on school district premises, or during school events, to assist within the classroom, library, main office, or other departments. Work involves direct contact with school children, under the supervision of the classroom teacher or other approved school professional (e.g. classroom parent, school dance chaperone, etc.)
 5. **Level III Volunteer**: A volunteer who provides direct services to students that involves extensive unsupervised contact with school children (e.g. chaperone, volunteer coach/advisor and student mentors, etc.)
 6. **Work Based Learning Volunteers (WBL)**: A volunteer who provides direct services to students that involves extensive unsupervised contact with school children either on campus or off, will be considered a Level III volunteer. Any exceptions to this will be made by the Superintendent or his/her designee.
 7. **Co-op Mentors (Co-op)**: A volunteer who provides direct services to students that involves extensive unsupervised contact with school children either on campus or off, will be

considered a Level III volunteer. Any exceptions to this will be made by the Superintendent or his/her designee.

Screening Requirements: The following requirements shall pertain to the screening of volunteers. It is the responsibility of the Superintendent or his/her designee to accept/not accept specific individuals as volunteers, and all decisions related to the continuation of a volunteer's service. The decision of the Superintendent on these matters is considered final. The Superintendent or his/her designee will perform a careful review of all the information obtained above in order to make a final decision as to the appropriateness of the selection of volunteers. Said decision shall be subject to the rules outlined herein:

- A. Student Volunteer – A student under the age of 18 shall be permitted to serve as a volunteer only in grades K-12 upon recommendation from a classroom teacher, advisor, coach, administrator, or other educational professional who has worked with said student. The teacher/individual responsible for coordinating the volunteer's assignment shall be responsible for obtaining the appropriate approvals prior to assigning the student volunteer.
- B. Level I Volunteer – Since the work of a level I volunteer does not result in direct contact with school children, individuals may perform level I volunteer services without the need for a formal screening.
- C. Guests: - Since the work of a Guest is performed with the strict, direct and constant, supervision and escort of a licensed professional individuals may perform level I volunteer services without the need for a formal screening. The Guest will be a one time, or infrequent visitor to the school.
- D. Work Based Learning and Co-op Mentors, and Level II or III Volunteers – Due to the level of direct contact with school children, the following screening processes shall be completed prior to the commencement of WBL Mentors, Level II and/or Level III volunteer services within the BSU:
 1. All WBL, Level II and level III volunteers shall be required to undergo a criminal records check through the Vermont Criminal Information Center (VCIC).
 - a. The BSU Human Resources Department shall be responsible for performing the criminal background check on-line through VCIC at <https://secure.vermont.gov/DPS/criminalrecords/subscriber/> using the information provided on the *Volunteer Registration Form* (referenced above).
 - b. The results of the check will be provided to the individual submitting the check information. Said results shall be attached to a copy of the Volunteer Registration Form and maintained by the BSU separate from any file not accessible to the public or unauthorized personnel.
 - c. Upon receipt of the criminal background check result, the BSU will notify the Principal/Director and the HR Department will update the volunteer database with the results of the check and whether or not the results are acceptable.
 - d. The VT criminal record check (CRC) process must be performed within the BSU at least once each school year in which the individual serves as a level II or level III volunteer.
 - e. No individual subject to the criminal record checks shall be eligible to serve (or continue to serve) as a WBL Mentor, Level II or Level III Volunteer if they have been convicted of one or more of the following crimes (taken from 16 V.S.A. §§ 252 and 1698). The list of disqualifying crimes is not meant to be all inclusive. For convictions not listed,

eligibility to volunteer shall be considered on a case by case basis. The totality of the crimes shall also be considered when determining eligibility to volunteer. 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 under [13 V.S.A. § 1305](#)
- Prohibited acts under [13 V.S.A. §§ 2632](#) and [2635](#)
- Displaying obscene materials to minors under [13 V.S.A. § 2804b](#)
- 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\(b\)](#), [4234a](#), [4234b](#), [4235\(c\)](#), [4235a\(b\)](#), and [4237](#)
- 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\(1\)\(B\)-\(D\)](#)

f. In the event a notice of a criminal record is received, the individual shall be provided a copy of the record along with a notice of their appeal rights with VCIC: Within 30 days of receiving the results of the record check, the individual shall have the right to appeal the findings to the Vermont Criminal Information Center, Department of Public Safety, 103 South Main Street, Waterbury, Vermont, 05671-2101.

E. WBL or Co-op Mentors and Level II or Level III Volunteers – In addition to the above requirements, the following screening process shall apply to all WBL, Level II and Level III volunteers:

1. Volunteer Agreement & Authorization – The Principal/Director shall issue all level III volunteers a *Volunteer Agreement* outlining the specific duty(ies) to be performed.
 - a. The *Volunteer Agreement & Authorization*
 - b. Completed *Volunteer Agreement & Authorization* should be submitted directly to the school's main office for processing.
 - c. A new *Volunteer Agreement* must be completed for each assignment and for each school year in which the assignment is made. Volunteer Agreements will be kept at the BSU office.
 - d. In order to complete the check, the volunteer shall complete the required *Agency of Human Services Consent for Release of Registry Information*. Said release form can be obtained online through the BSU's central office.
 - a. The completed release form should be submitted with the *Volunteer Registration Form* (above) and *Volunteer Agreement & Authorization* directly to the school's main office for processing.
 - b. The Principal/Director or his/her approved designee shall forward to the BSU so that the BSU can submit the registry check with the Vermont Department for Children and Families (AHS) and the Department of Disabilities, Aging and Independent Living to expedite the background check process, and will update the volunteer database with the submission data.
 - c. The results of the check shall be submitted to BSU Human Resources by AHS. BSU Human Resources will update the volunteer database based on the results of the check

- and notify the school principal if the volunteer's name appears on the AHS listing of substantiated abuse cases.
- d. No individual whose name appears on any registry of listings of substantiated abuse cases shall be eligible to serve (or continue to serve) as any level volunteer within the BSU.
 - e. A new registry check must be performed within the BSU at least once each school year in which the individual serves as a level III volunteer.
 - f. In the event a notice of that the individual's name appears on the child and/or adult abuse registry, BSU Human Resources shall notify the individual of the existence of the record and their review rights with the Agency of Human Services (AHS).
2. **FBI Criminal Records Check**: All WBL, Co-op, Level II and Level III volunteers shall be required to undergo a fingerprint supported criminal records check under the National Child Protection Act which is processed through the Vermont Criminal Information Center (VCIC).
- a. The school/department in which the level III volunteer services are being provided or the volunteer will be responsible for covering the cost of the fingerprints and processing fee associated with this check.
 - b. The level III volunteer will not have to repeat the FBI fingerprint supported check for subsequent level III volunteer assignments unless he/she stops serving as a volunteer in the BSU for one school year or longer. This one year break in service shall be managed at the district level.
 - c. In the event an FBI record exists, BSU Human Resources shall notify the individual of the existence of the record and their review rights with VCIC.
 - d. The FBI fingerprint supported criminal background check completed under National Child Protection Act shall not be subject to secondary dissemination per state and federal law. This means we cannot obtain these records from other school districts nor can we disseminate copies of the results to other school districts.

Prekindergarten Programs comply with the Vermont Child Care Licensing Regulations:

- volunteers are not counted in staff/child ratios and are never left alone with any child or children, with the exception of a parent may be left alone with his/her own child(ren);
- volunteers shall follow the exclusion policies as set forth in the Signs and Symptoms Illness Chart related to contagious illness;
- volunteers, who are not a parent of a child enrolled in the CBCCPP, and is present more than five (5) times in 365 days the following conditions apply (and must be kept on file for 365 days):
 - CDD background checks;
 - Compliance with legal mandates regarding child abuse and neglect;
 - Completed orientation with Early Education Coordinator;
 - Complete a file shall containing, the following information:
 - Name, date of birth, home address and telephone number; signed statement verifying understanding of legal requirement to report suspected child abuse or neglect, current CDD Records Check Authorization form, and written description

of his/her role that outlines the job title, the job duties, and identifies the staff member responsible for supervising the volunteer.

- The PreK group in which they were present, and exact days and hours present.

Rules for Assignment and Supervision: The following rules apply to the assignment and supervision of volunteers on district premises:

- A. **Student Volunteers*** shall not be assigned to provide direct services to students in an unsupervised setting. Contact with students should be public (never behind closed doors) and in authorized areas only.
- B. **Guests/Volunteers/Contractors** must work under the constant supervision and escort of a licensed professional or designee of the superintendent.
- C. **Level I Guests/Volunteers** shall not be assigned to work directly with school children nor to work within the school building/grounds nor at any school sponsored event in which school children will be present. While on school premises (e.g. to drop off baked goods, etc.) level I volunteers shall follow the same rules that apply to visitors.
- D. **Level II Guests/Volunteers** must work under the direct supervision of a licensed professional employee or other designated district employee. Level II volunteers will not have unsupervised contact with students in the performance of their volunteer duties, except when it is of short duration or necessary in the context of activities planned by and under the direction of professional school staff or other designated district employee. No level II volunteer will have unsupervised contact with school children or coordinate student to student contacts.
- E. Teachers and other school personnel shall only utilize **WBL, Level II and Level III volunteers** that have been approved by the BSU HR Department AND the Principal/Director of their school/department. A list of approved level II volunteers shall be maintained through a central database for this purpose. Teachers shall review this list/database prior to the selection and assignment of volunteers in their classroom, or for class field trips and other special events.
- F. Only the Principal/Director is authorized to assign **WBL, Level II and Level III volunteers**. Teachers and other school personnel are not allowed to assign WBL, Level II and Level III volunteer duties to individuals. The teacher or other school personnel must work through the Principal/Director if WBL, Level II or Level III volunteer services are needed.
- G. **All volunteers** shall abide by federal and state law and regulations, BSU policy and procedure and other school rules while on district property. The teacher or other school personnel shall be responsible for making sure the volunteer abides by applicable federal and state law and regulations, BSU policy and procedure and other school rules while performing services for their classroom or department.
- H. In order to keep track of individuals' whereabouts in the school building in the event of an emergency, **all volunteers** are required to sign-in upon entering the school building, and sign-out upon leaving. Visitor sign-in sheets are located and maintained at the school's main office. Upon sign-in, volunteers will be issued a visitor ID badge, which must be worn at all times while in the

building. All school personnel are responsible for reporting individuals who are not wearing an authorized visitor or school badge to the school principal.

- l. **Adult volunteers** must use adult designated bathroom facilities while on school property (where available). All school personnel are responsible for reporting individuals who do not comply with this requirement.

***Work Study Student** means 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. A student working toward a teaching credential who is placed as a student teacher at a district school is not a work study student.