

CODE B2  
(Required)

## **VOLUNTEERS AND WORK STUDY STUDENTS**

The LNSU Board recognizes the valuable contributions made to the schools by volunteers and work study students. Appropriate supervision of volunteers and work study students will enhance their contributions as well as fulfill the responsibility that the school district has for the education and safety of its students.

### **Definitions**

For purposes of this policy and administrative rules and procedures developed pursuant to this policy:

1. **Volunteer** means an individual not employed by the school district who works on an occasional or regular basis in the school setting to assist the staff. A volunteer works without compensation or economic benefits. Volunteers commonly work under supervision of LNSU staff, but may, on occasion, work and supervise students without LNSU staff present.
2. **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.

### **Policy**

The superintendent shall develop administrative rules and procedures to ensure that volunteers and work study students are appropriately screened prior to entering into service in the school district, and that only volunteers and work study students who have been screened and approved by the superintendent have unsupervised contact with students. The screening process utilized by the school district shall minimally include a name and birth date check with the Vermont Internet Sex Offender Registry for any person being considered for service as a work study student. A person who is on the Vermont Internet Sex Offender Registry shall not be eligible to be a work study student.

Volunteers or work-study students who may supervise or work with students without an LNSU staff member present (example: sports program group leaders), will have passed a criminal record background check.

Criminal Background Checks Supported by Fingerprints, Department of Children and Families (DCF), Department of Aging and Independent Living (DAIL) Checks. This type of check is required for full-, part-time and temporary employees, individuals under contract with a school who might have unsupervised contact with students, any employee of a contractor who is in a position that may result in unsupervised contact with students, and any student working toward a teaching degree who is a student teacher within the District. This type of check is also required for mentors. Background

checks of this type must be processed through the Superintendent's Office and can be shared with another supervisory union or independent school approved by the Vermont Department of Education within three years of the check if so requested in writing by the individual for whom the background check was conducted. All fees associated with processing the background check will be paid by the individual or their agency of employment. This includes fees charged by the Vermont Criminal Information Center (VCIC) and the entity executing the fingerprinting.

*Date Warned: 7/13/17*

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*Legal Reference(s):* 16 V.S.A. § 260

*Cross Reference:*

VSBA Reviewed 10/11/19