School Volunteers, Student Interns, and Other Non-Employees

Screening Procedure

The following procedure has been established for screening volunteers, interns, and other non-employees (Volunteers) within the Bethany Public School District (District). For the purpose of this procedure, Volunteers are defined as those individuals who volunteer their time to assist in the school for the benefit of the student body with the express knowledge, consent, and direction of a District employee. Student interns are defined as individuals currently enrolled in a post-secondary program for which an authorized internship is required or for which the student intern may be granted credit as part of an approved course of study. As with other volunteers, all student interns must be approved in advance by the Superintendent or designee and must be under the direction of a District employee at all times.

This procedure identifies those situations in which an individual 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 (Registry) within ten (10) days of application and/or request to volunteer within the District. All results must be received by the Superintendent or designee **before** the volunteer may commence services. Volunteers required to submit to such checks shall be subject to such checks at least every five (5) years, or more frequently at the discretion of the District. The results of such checks shall be maintained by the Human Resources Office for a period of five (5) years. 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.

Screening Procedure Definitions

The District has identified two classifications of volunteers: Group I and Group II.

Group I

Volunteers will be classified in Group I when they assist school staff members with school activities in the presence of a District employee at all times. Background checks will **not** be required of Group I volunteers. Group I volunteers are those who assist school staff members with school activities such as but not limited to:

a. assisting in a classroom, cafeteria, or library during school hours when a staff member is present; or

b. accompanying a class on a field trip during the school day with a staff member; or

c. helping in the school office during school hours; or

d. assisting during extracurricular school-sponsored events outside of school hours, i.e., clubs, fairs, open houses, events, etc.

Group II

Volunteers will be classified in Group II when they provide services to students when not in the direct presence of a District employee. Group II volunteers **will be required** to submit to state and federal criminal record checks, and a record check of the DCF Registry. Group II volunteers are those who engage in activities such as but not limited to:

a. 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; or

b. working in direct contact with students without the direct presence of a District employee;

c. working as a student intern; or

d. coaching.

Upon receipt of the DCF 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 or designee will notify the Volunteer of the results of the Registry check and will provide an opportunity for the Volunteer to respond to the results of the Registry check. 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 be approved to volunteer within the District.

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.

Prior Approval Required

All Volunteers must be approved in advance by the Superintendent or designee. The Superintendent, acting through the appropriate building administrator or designee, reserves the right to discontinue or disallow the services of any Volunteer at any time.

Sign-in Procedure

All Volunteers must report to the school office upon arrival and provide their driver's license to sign in. Volunteers must indicate the purpose of their visit and include any other information (i.e. destination; etc.) that is requested. Additionally, volunteers will be provided with identification badges, which must be displayed at all times during each visit. All Volunteers must comply with all school health and safety protocols in place at the time, including any health screening protocols.

Legal Reference: Connecticut General Statutes § 10-4g
Connecticut General Statutes § 10-220
Connecticut General Statutes § 10-235
Connecticut General Statutes § 54-254 et seq.

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