

Volunteers & Work Study Students Procedure

9/3/19

Background Checks for Volunteers

Volunteer applications are required for any volunteers who will be working with children. Volunteer background checks are performed under the National Child Protection Act (NCPA) and Vermont State Statute 16 VSA § 255. This will include the information required by policy and reference checks.

There are two levels of volunteer positions within our schools. Level 1 volunteer positions do not require fingerprint-supported background checks and Level 2 volunteer positions require fingerprint-supported background checks. Principals will decide whether a volunteer is considered a Level 1 or Level 2 volunteer. Level 1 volunteers are those that will not have unsupervised contact with students, such as parents who might be visiting in a classroom for the day while a teacher is present at all times. Level 2 volunteers are those that will have unsupervised contact with students, such as going with students on an overnight field trip, coaching or mentoring a student alone. All volunteers will be submitted to the WCUUSD Central Office for screening.

Level 1: The screening process will include a check of the name of the volunteer through online database resources: Vermont Agency of Human Services for checks against the Vermont Child Abuse & Neglect Registry and the Vulnerable Adult Abuse and Neglect Registry to determine if there is a substantiated claim against the person, National Sex Offender Public Website and Vermont Sex Offender Registry to determine if there are convictions against the person, Agency of Education Disciplinary Actions for violations in a school setting and Vermont Criminal Information Center for any convictions. A person who is on the Vermont Sex Offender Registry shall not be eligible to be a volunteer. A person found to have a substantiated claim on either of the other registries will be able to appeal their listing on either of these registries to the Agency of Human Services. The volunteer will not be allowed to volunteer as long as their name remains on the registry.

Level 2: The screening process will include the same information as noted for Level 1 volunteers, with the additional requirement to have fingerprinting done through the Vermont Criminal Information Center (VCIC) under the NCPA. The superintendent shall maintain such records in accordance with the state law.

Volunteer packet to include:

- Welcome letter
 - Application
 - Consent for Release of Child/Adult Registry Information
 - B2: Volunteers & Work Study Students Policy & Procedures
 - Family & Student Handbook (*Your school will provide this.*)
- For Level 2 volunteers: All of above, plus Criminal Background Check Instructions for volunteers, NCPA FBI National Record Release Form, and VCIC Fingerprint Authorization Certificate, Consent for Release of Child /Adult Registry Information, check for \$11.25

Required

**WASHINGTON CENTRAL UNIFIED
UNION SCHOOL DISTRICT**

Board of Directors' Policy

POLICY:	<u>B2</u>
WARNED:	<u>6/1/19</u>
ADOPTED:	<u>6/12/19</u>
EFFECTIVE:	<u>7/1/19</u>

**VOLUNTEERS AND WORK
STUDY STUDENTS POLICY**

Policy

Washington Central Unified Union School District recognizes the valuable contributions made by volunteers and work study students. It further recognizes that appropriate supervision of volunteers and work study students will enhance their contributions, as well as fulfill the responsibility that the district has for the education and safety of its students.

Definitions

For the purposes of this policy and procedures developed pursuant to this policy:

1. **Volunteer:** A volunteer is any individual including parents not employed by the School District who works on an occasional or regular basis assisting with educational activities including coaches, chaperones, in or out of the school setting. A volunteer works without compensation or economic benefits.
2. **Work Study Student:** A 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 may be placed at a school as a student teacher is not a work study student.

Implementation

The Superintendent shall develop procedures to ensure that volunteers and work study students are appropriately screened prior to entering into service in the school district. The screening process utilized by the school district shall include different levels of background checks depending upon the type of contact the volunteer or work study student will have with children. All background checks shall at a minimum include use of the tools currently recommended by the State of Vermont for checking for substantiated findings of child or vulnerable adult abuse/neglect and sex offender convictions. A person who is a convicted sex offender shall not be eligible to be a work study student or volunteer. In the case of a person with a substantiated finding of child or vulnerable adult abuse/neglect, the Superintendent shall determine the person's eligibility to serve as a work study student or volunteer.

<i>Legal Reference(s):</i>	<i>4 V.S.A. §1102(b)(8)(Unauthorized disclosure)</i>
	<i>16 V.S.A. §564 (Harassment & hazing prevention)</i>
	<i>16 V.S.A. §260 (Supervision policy requirement)</i>
	<i>20 V.S.A. §§2062, 2063 (Fees)</i>
	<i>20 V.S.A. §2056c (Dissemination of criminal history)</i>
	<i>21 V.S.A.</i>

VOLUNTEER

FORMS

LEVEL 2

(Requires fingerprinting)

Volunteer Welcome Letter

Here at WCUUSD we take the safety of our children very seriously. Pursuant to the passage of S. 13, an act related to improving Vermont's sexual abuse response system, the Washington Central Unified Union School District Board of Directors developed a "Volunteers and Work Study Students Policy", and a "Volunteers & Work Study Students Procedures".

As a result of these policies and procedures, our supervisory union will be conducting certain background checks and registry searches on volunteers.

Volunteers will serve in two capacities. Level 1 volunteers serve in capacities that will be under supervised conditions (parent visiting classrooms while a teacher is present). Level 2 volunteers serve in capacities where they will be in unsupervised conditions (chaperoning overnight field trip, coaching or mentoring students without a teacher present). The school principal will determine the classification of each volunteer as a Level 1 or Level 2 volunteer.

Level 1: The screening process will include a check of the name of the volunteer through the following database resources to include the Vermont Agency of Human Services for the Vermont Child Abuse & Neglect Registry and the Vulnerable Adult Abuse and Neglect Registry, Vermont Sex Offender Registry, National Sex Offender Public website to determine if there is a substantiated claim against the person, Agency of Education Disciplinary Actions and Vermont Criminal Information Center.

A person who is on the Vermont Sex Offender Registry shall not be eligible to be a volunteer. A person found to have a substantiated claim on either of the other registries will be able to appeal their listing on either of these registries to the Agency of Human Services. The volunteer will not be allowed to volunteer as long as their name remains on the registry.

Level 2: The screening process will include all of the checks described in Level 1 AND they will need be fingerprinted and have a National Child Protection Act (NCPA) check through the Vermont Criminal Information Center (VCIC).

The superintendent shall maintain such records in accordance with the state law.

The school will reimburse any fees associated with the criminal record checks requested for Level 2 volunteers.



Agency of Human Services

Adult Protective Services, HC 2 South, 280 State Drive, Waterbury, VT 05671-2060

AND

Child Abuse Registry Unit, 280 State Drive, HC 1 North Bldg. B, VT 05671-2401

CONSENT FOR RELEASE OF REGISTRY INFORMATION

This form is for use with the ON-LINE registry checking system ONLY

**** This consent form must be filled out completely and signed by the current employee, prospective employee, contractor or volunteer and kept on file at the requesting organization. The Agency of Human Services reserves the right to audit these consent forms at any time.

Current or Prospective Employee, Contractor, or Volunteer Information

Full Name: LAST FIRST Middle Initial Gender:

Address:

Last four digits of social security number: XXX-XX

Phone number: Birth Date: Place of Birth: City, State, Country

Other FIRST names I have used, if any (i.e. Nicknames, Aliases): (Type or Print)

Other LAST names I have used, if any (i.e. Maiden Names, Aliases): (Type or Print)

I hereby authorize release of any information of reports of abuse, neglect or exploitation substantiated against me and contained in the Vermont Adult Abuse Registry and/or the Vermont Child Protection Registry to:

Washington Central Unified Union School District

(Print Organization Name)

(Prospective) Staff, Contractor, or Volunteer Signature

Date

WCUUSD Office Use Only:

AHS ___ AOE ___ NSO ___ VSO ___ VCIC ___ L2 & T16 Print rcv'd ___

FORM D

(Effective September 3, 2019)

FOR VOLUNTEERS/CHAPERONES ONLY

CRIMINAL RECORD BACKGROUND CHECK INSTRUCTIONS FOR VOLUNTEERS

Some volunteers and chaperones must complete a criminal record background check process under the National Child Protection Act Program.

1. **Complete 2 forms:** National Child Protection Act Program FBI National Record Check Release Form and Fingerprint Authorization Certificate. The forms require that you bring at least two (2) valid forms of identification, one of which must be a photo identification, to have your identity verified and notarized by a school representative.
Do not sign the forms until you show your identification.
2. Bring the forms, your identification and a **check or money order** (no cash) for **\$11.25** made payable to Washington Central Unified Union School District (WCUUSD) to your school.
3. **Call the Washington County Sheriff's Department** for an appointment to be fingerprinted. They are located at 10 Elm Street in Montpelier, **223-3001**. (If this location is not convenient, please ask us about other approved sites.)

You must bring the Sheriff your Fingerprint Authorization Certificate signed by a school or WCUUSD representative in order to be fingerprinted.

There is a \$25.00 fee required at the time of fingerprinting.

4. It is the volunteer's responsibility to be re-fingerprinted as soon as possible if the FBI rejects their fingerprints. We will notify you if your prints are returned. Failure to cooperate could result in going off payroll until you comply.

If you have any questions, please contact WCUUSD 229-0553, ext 1302.

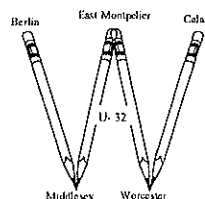
FORM #10.3
Revised 9-3-19

Washington Central Unified Union School District

WCUUSD exists to nurture and inspire in all students the passion, creativity and power to contribute to their local and global communities.

1130 Gallison Hill Road
Montpelier, VT 05602
Phone (802) 229-0553
Fax (802) 229-2761

Debra Taylor, Ph.D.
Interim Superintendent



VERMONT CRIME INFORMATION CENTER **FINGERPRINT AUTHORIZATION CERTIFICATE** **45 State Drive, Waterbury, VT 05671**

*****APPLICANT:** You must bring this certificate with you to your fingerprinting appointment. Identification Center staff **WILL NOT** submit your fingerprints to VCIC for processing without this form.***

*Agency Code: 02070

REASON FINGERPRINTED:

Adoption Education NCPA-Employment NCPA-Volunteer Secretary of State

NAME: _____
Last First Middle

MAIDEN/OTHER NAMES:

DOB: _____ SSN: _____ GENDER: FEMALE MALE

PLACE OF BIRTH:

_____ Town State Country

TELEPHONE NUMBER: _____

In addition to Vermont I have resided or been employed in the following states: (If applicable, circle appropriate states)

AL CO DE GA HI ID IL IN IA KY LA MD MA MN MS MO MT NB(NE)
NV NH NM OH OR PA RI SC TN UT WV WY

Applicant Signature: _____

I certify that the above applicant has appeared before me and paid his or her criminal record check fee. I understand that the Department of Public Safety will bill my agency for this record check.

Our agency is responsible for paying the record check fee. I understand that the Department of Public Safety will bill my agency for this record check.

Agency Staff Signature: _____ Date: _____

IDENTIFICATION CENTER USE ONLY:

TVT: _____ Date Printed: _____

ATTN: ID Center's the following fields are required *before prints can be taken

**VERMONT CRIMINAL INFORMATION CENTER
NATIONAL CHILD PROTECTION ACT PROGRAM
FBI NATIONAL RECORD CHECK RELEASE FORM**

Qualified Entity	<i>Washington Central Unified Union School District</i>		
Applicant	Last	First	Middle
Maiden or Alias Names			
Social Security #	- - -		
Place of Birth	City/Town	State	Country
Date of Birth	Month	Day	Year
Applicant's Telephone #	Include Area Code and Number - - -		
RELEASE			
<p>I, _____, hereby acknowledge and agree to a check of any criminal record of convictions which may be maintained by the FBI. I understand that the results of that check will be made available to <u>Washington Central Unified Union School District</u> for use in reviewing my suitability for employment (as a volunteer/chaperone). I further understand that I have the right to appeal the results of the criminal record check to the Vermont Criminal Information Center, Department of Public Safety, 103 South Main Street, Waterbury, Vermont, 05671-2101.</p>			
Signature of Applicant		Date	
Identity verified by:		Date	
NOTARY			
<p>_____ personally appeared before me and satisfied me that s/he is the person named in and who signed this Release Form. Thereupon s/he acknowledged the signing of this Release Form as his/her act and deed for the uses and purposes expressed in this document.</p>			
Printed Name of Notary		Notary Signature	
Commission Number		Commission Expires	

VOLUNTEER APPLICATION FORM

WASHINGTON CENTRAL UNIFIED UNION SCHOOL DISTRICT

Level 1 Level 2 NCPA

School _____

Date of Application: _____

Activity _____

Relationship to _____

Coaching _____

Mentor Other: _____

THANK YOU for your interest in and willingness to volunteer at our school. We VERY much appreciate all the support the volunteers lend to our school community; you truly make our school what it is. We also appreciate our role as guardians of the children. Thus, we ask that all volunteers complete the following application to help us ensure the safety of our children. The completion of this form is required prior to having volunteers work with any of our children. The names of all volunteers are checked against the Vermont Sex Offender Registry, the Vermont Child Abuse and Neglect Registry, the Vermont Vulnerable Adult Abuse and Neglect Registry, Agency of Education, and National Sex Offender website per 16 VSA § 255. 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).

All information is reviewed by the principal and will be kept strictly confidential. **PLEASE PRINT**

NAME: _____

OTHER NAMES (ALIAS) YOU HAVE USED: _____

ADDRESS: _____

TELEPHONE: _____

CELL PHONE: _____

E-MAIL: _____

BACKGROUND

Have you ever been convicted of a crime or misdemeanor? _____

Have you ever entered a plea of guilty or nolo contendere to a felony or misdemeanor charge? _____

Are there any charges pending against you in any jurisdiction at this time? _____

If the answer to any of the above questions is "Yes," please explain the circumstances of the conviction fully, including the specific charge, date, location of the offense and the court, and disposition of court proceedings. Attach a separate piece of paper if necessary.

REFERENCES

Please list name, address and phone number of at least three references (or attach letters of references):

1. _____

2. _____

3. _____

I hereby state the information contained on this form is complete and accurate.

I hereby give my permission for the WCUUSD to perform all background checks required by law or board policy.

Applicant's signature

Date