



## ADDISON NORTHWEST SCHOOL DISTRICT POLICY

SECTION	Personnel	CODE	B2
TITLE	Volunteers and Work Study Students		

The Addison Northwest School District recognizes the valuable contributions made to the schools 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.

### **Definition**

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

1. A **volunteer** is an individual not employed by the School District who works on an occasional or regular basis in an educational setting to assist the staff. A volunteer works without compensation or economic benefits. Community mentors who interact with students may be considered a volunteer.
2. 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/she is enrolled. A student working toward a teaching credential who is placed as a student teacher at a school operated in the District 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 a member school of the District, and that only volunteers and work study students who have been screened and approved by the Superintendent have extended unsupervised contact with students.

The screening process utilized in the Addison Northwest 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 volunteer or work study student. The Superintendent will develop the appropriate level of screening related to the level of contact with students as defined by law. A person who is listed on the Vermont Internet Sex Offender Registry shall not be eligible to be a volunteer or work study student at any school.

*Date Warned:* December 13, 2016  
*Date Adopted:* December 28, 2016  
*Legal Reference(s):* 4 V.S.A. §1102(b)(8) - (Unauthorized disclosure)  
16 V.S.A. §565 (Harassment & hazing prevention)  
16 V.S.A. § 260 (Supervision policy requirement)  
20 V.S.A. §§2062, 2063 (Fees)  
20 V.S.A. §2056c - (Disseminating of criminal history)  
21 V.S.A. §495 (Employment discrimination)  
20 U.S.C. §§1681 et seq. (Title IX of the Education Amendments of 1972)  
34 C.F.R. Part 106 (Nondiscrimination on the basis of sex in education programs or activities receiving federal financial assistance )  
42 U.S.C. §§2000e et seq. (Title VII of the Civil Rights Act of 1964)  
29 C.F.R. 1604.11 (Equal Employment Opportunities Commission)  
42 U.S.C. §5119a - (Child Protection Act)  
*Cross Reference:* Prevention of Harassment, Hazing and Bullying of Students (C10)  
Prevention of Employee Harassment (B5)  
Personnel: Recruitment, Selection, Appointment & Criminal Records (B20)