



ADDISON NORTHWEST SCHOOL DISTRICT POLICY

SECTION	Personnel	CODE	B2 REQUIRED ¹
TITLE	Volunteers and Work Study Students		

Statement of Policy

The Addison Northwest School District 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

1. A **volunteer** is 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.
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 they are 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.

Administrative Responsibilities

The Superintendent or designee shall develop procedures to ensure the following:

1. Volunteers and work study students are appropriately screened prior to entering into service in the School District.
2. Only volunteers and work study students who have been screened and approved by the Superintendent or designee 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.

Date Warned: December 13, 2016; December 8, 2023
Date Adopted: December 28, 2016; December 11, 2023
Legal Reference(s): 16 V.S.A. § 260 (Supervision policy requirement)
Cross Reference:

¹ 16 V.S.A. § 260 requires each school board to adopt a policy on supervision of volunteers and work study students.