



Barre Unified Union School District

**Spaulding High School
Spaulding Educational Alternatives
Barre City Elementary and Middle School
Barre Town Middle and Elementary School**

Volunteer Handbook

Dear BUUSD Parents and Community Members,

We'd like to formally THANK YOU for your interest in volunteering with our district. We appreciate all the support volunteers lend to our school community.

The following information about our volunteer policy and procedures will detail the district's definition of various volunteer categories, and their requirements. We understand the considerable time involved in becoming a volunteer and we thank you for adhering to the district policy and procedures. We strictly enforce the volunteer procedures to ensure the safety of our students.

Here are a few highlights from the Volunteer Procedures:

Parents If you would like to spend time with your child's teacher, appointments should be made in advance so as not to interrupt classroom instruction. Parents are encouraged to volunteer in classrooms and throughout school. Please contact the Central Office if you are interested in applying. Standard volunteer guidelines apply for community members and parents spending time in our schools outside of the normal course of your relationship with your child's teacher and class.

Volunteer Application Form Volunteer levels will be required to complete a Volunteer Application Form. Program specific applications will be required for our Work Based Learning and Co-op programs. Levels are outlined on page five. This form can also be filled out electronically on the BUUSD website busd/volunteer.

Driver Checklist and Authorization Forms will be required for volunteer assignments that require the use of a personal vehicle to transport students.

Background Checks/Fingerprinting The completion of this process 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 and the Vermont Child & Vulnerable Adult Abuse and Neglect Registries. 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).

Fingerprint Supported Background Checks may be required for some volunteers. Official results may take up to six weeks for the VCIC to complete and return. The BUUSD requires \$13.25 to run background checks for Volunteers on behalf of the District, and the \$25.00 fingerprinting fee made payable to the police station will be waived by the District and you will be given a Fingerprint Voucher prior to getting your fingerprints taken. You may begin volunteering once you have returned your fingerprint receipt to the BUUSD Central Office.

Visit Verification - Signing In/Out In order to keep track of individuals' whereabouts in the school building in the event of an emergency, during school hours all volunteers are required to sign-in upon entering the school building, and sign-out upon leaving. Visitor sign-in sheets are located and maintained at the school's main office. Upon sign-in, individuals will be issued a visitor ID badge, which must be worn at all times while in the building. Visitors will be escorted to their destination by a staff member. Visitors shall be escorted to the office after their visit and sign out. Each visitor will sign out when they are ready to leave the school.

Sincerely,

Carol Marold, Director of Human Resources

Volunteer Policy and Procedures

Table of Contents

BUUSD Volunteer Policy..... Page 3

Application Procedure - Definitions..... Page 4

Application Procedure - Screening Requirements..... Pages 5, 6 & 7

Prekindergarten Programs..... Pages 8 & 9

Expectation for Volunteers..... Pages 10, 11 & 12

Voluntary Application Form - Page One.....Page 13 & 14

Driver Checklist and Authorization.....Pages 15 & 16

BUUSD Background Check Directions.....Page 17

**1ST READING: 5/9/2019
2ND READING: 6/13/2019
ADOPTED: 6/13/2019**

VOLUNTEERS AND WORK STUDY STUDENTS

The Barre Unified Union School District (BUUSD) 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.

1. Definitions

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

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.

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.

2. 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 extended 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 Abuse 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.

APPLICATION PROCEDURE

All names of volunteers will be submitted to the BUUSD Central Office for screening prior to any volunteer work taking place.

Definitions: For the purposes of this procedure, the following definitions shall apply:

- A. **BUUSD**: The Barre Unified Union School District.
- B. **Volunteer**: A person who is not employed by the district who performs or gives services directly to the district of his/her own free will on an occasional or regular basis without compensation for said services. A volunteer may receive a nominal fee in recognition of those services without losing volunteer status. Services performed “directly to the district” are those that assist with the operation of the district or delivery of programs and are directed/requested/controlled/overseen by district personnel.
 - 1. **Student Volunteer**: A volunteer under the age of 18 who is enrolled as a student within our district.
 - 2. **Guest**: A volunteer whose work in the school is occasional and is done under the direct supervision of a licensed professional, or a designee of the Superintendent. The volunteer will be under the direction and be escorted throughout the school building by the licensed individual that is assigned to him/her.
 - 3. **Level I Volunteer**: A volunteer whose work does not involve direct contact with school children (e.g. creating student directory, collecting order forms for a fundraising event, or performing other clerical or administrative tasks from home; preparing food items for school events/fundraisers; serving on an interview committee; etc.).
 - 4. **Level II Volunteer**: A volunteer who provides services within the school, on school district premises, or during school events, to assist within the classroom, library, main office, or other departments. Work involves direct contact with school children, under the supervision of the classroom teacher or other approved school professional (e.g. classroom parent, school dance chaperone, etc.)
 - 5. **Level III Volunteer**: A volunteer who provides direct services to students that involves extensive unsupervised contact with school children (e.g. chaperone, volunteer coach/advisor and student mentors, etc.)
 - 6. **Work Based Learning Volunteers (WBL)**: A volunteer who provides direct services to students that involves extensive unsupervised contact with school children either on campus or off, will be considered a Level III volunteer. Any exceptions to this will be made by the Superintendent or his/her designee.
 - 7. **Co-op Mentors (Co-op)**: A volunteer who provides direct services to students that involves extensive unsupervised contact with school children either on campus or off, will be considered a Level III volunteer. Any exceptions to this will be made by the Superintendent or his/her designee.

Screening Requirements: The following requirements shall pertain to the screening of volunteers. It is the responsibility of the Superintendent or his/her designee to accept/not accept specific individuals as volunteers, and all decisions related to the continuation of a volunteer's service. The decision of the Superintendent on these matters is considered final. The Superintendent or his/her designee will perform a careful review of all the information obtained above in order to make a final decision as to the appropriateness of the selection of volunteers. Said decision shall be subject to the rules outlined herein:

- A. Student Volunteer – A student under the age of 18 shall be permitted to serve as a volunteer only in grades K-12 upon recommendation from a classroom teacher, advisor, coach, administrator, or other educational professional who has worked with said student. The teacher/individual responsible for coordinating the volunteer's assignment shall be responsible for obtaining the appropriate approvals prior to assigning the student volunteer.
- B. Level I Volunteer – Since the work of a level I volunteer does not result in direct contact with school children, individuals may perform level I volunteer services without the need for a formal screening.
- C. Guests: - Since the work of a Guest is performed with the strict, direct and constant, supervision and escort of a licensed professional individuals may perform level I volunteer services without the need for a formal screening. The Guest will be a one time, or infrequent visitor to the school.
- D. Work Based Learning and Co-op Mentors, and Level II or III Volunteers – Due to the level of direct contact with school children, the following screening processes shall be completed prior to the commencement of WBL Mentors, Level II and/or Level III volunteer services within the BUUSD:
 1. Volunteer Registration Form - All level II and level III volunteers must complete a *Volunteer Registration Form*. A new registration form must be completed for each school year in which volunteer services will be performed. Individuals may sign up for multiple schools within the BUUSD when registering.
 2. Volunteer Guidelines – The Principal/Director and/or their designee shall provide all level II and level III volunteers a summary of the key policies and other expectations applicable to volunteers for his/her reference. Said guidelines shall be issued annually along with the Volunteer Registration form. These guidelines shall be made available to individuals when completing the registration form.
 3. Vermont Criminal Records Check –Applicants, after being approved by the building Principal or Administrator, must report to BUUSD Central Office, 120 Ayers Street, Barre, VT 05641. Please call Human Resources at the Barre Supervisory Office to set up an appointment. (802) 476-5011
 4. All WBL, Level II and level III volunteers shall be required to undergo a criminal record check through the Vermont Criminal Information Center (VCIC).
 - a. The BUUSD Human Resources Department shall be responsible for performing the criminal background check on-line through VCIC at <https://secure.vermont.gov/DPS/criminalrecords/subscriber/> using the information provided on the *Volunteer Registration Form* (referenced above).
 - b. The results of the check will be provided to the individual submitting the check information. Said results shall be attached to a copy of the Volunteer Registration Form and maintained by the BUUSD separate from any file not accessible to the public or unauthorized personnel.

- c. Upon receipt of the criminal background check result, the BUUSD will notify the Principal/Director and the HR Department will update the volunteer database with the results of the check and whether or not the results are acceptable.
- d. The VT criminal record check (CRC) process must be performed within the BUUSD at least once each school year in which the individual serves as a level II or level III volunteer.
- e. No individual subject to the criminal record checks shall be eligible to serve (or continue to serve) as a WBL Mentor, Level II or Level III Volunteer if they have been convicted of one or more of the following crimes (taken from 16 V.S.A. §§ 252 and 1698). The list of disqualifying crimes is not meant to be all inclusive. For convictions not listed, eligibility to volunteer shall be considered on a case by case basis. The totality of the crimes shall also be considered when determining eligibility to volunteer. The decision of the Superintendent in these matters shall be final:
 - Sex offender crimes listed in [13 V.S.A. § 5401\(10\)](#) (sex offender definition for registration purposes):
 - Crimes involving a victim listed in [13 V.S.A. § 5301\(7\)](#)
 - Contributing to juvenile delinquency under [13 V.S.A. § 1301](#)
 - Cruelty to children under [13 V.S.A. § 1304](#)
 - Cruelty by person having custody under [13 V.S.A. § 1305](#)
 - Prohibited acts under [13 V.S.A. §§ 2632](#) and [2635](#)
 - Displaying obscene materials to minors under [13 V.S.A. § 2804b](#)
 - Sexual exploitation of children under [13 V.S.A. chapter 64](#)
 - Drug sales, including selling or dispensing under 18 V.S.A. §§ [4230\(b\)](#), [4231\(b\)](#), [4232\(b\)](#), [4233\(b\)](#), [4234\(b\)](#), [4234a](#), [4234b](#), [4235\(c\)](#), [4235a\(b\)](#), and [4237](#)
 - Sexual activity by a caregiver, under [33 V.S.A. § 6902\(D\)](#)
 - Crimes that are cause for licensing actions listed in [16 V.S.A. § 1698\(1\)\(B\)-\(D\)](#)
- f. In the event a notice of a criminal record is received, the individual shall be provided a copy of the record along with a notice of their appeal rights with VCIC: Within 30 days of receiving the results of the record check, the individual shall have the right to appeal the findings to the Vermont Criminal Information Center, Department of Public Safety, 103 South Main Street, Waterbury, Vermont, 05671-2101.

E. WBL or Co-op Mentors and Level II or Level III Volunteers – In addition to the above requirements, the following screening process shall apply to all WBL, Level II and Level III volunteers:

1. Volunteer Agreement & Authorization – The Principal/Director shall issue all level III volunteers a *Volunteer Agreement* outlining the specific duty(ies) to be performed.
 - a. The *Volunteer Agreement & Authorization*
 - b. Completed *Volunteer Agreement & Authorization* should be submitted directly to the school’s main office for processing.
 - c. A new *Volunteer Agreement* may be required for each assignment and for each school year in which the assignment is made. Volunteer Agreements will be kept at the BUUSD office.
 - d. In order to complete the check, the volunteer shall complete the required *Agency of Human Services Consent for Release of Registry Information*. Said release form can be obtained online through the BUUSD’s central office.
 - a. The completed release form should be submitted with the *Volunteer Registration Form* (above) and *Volunteer Agreement & Authorization* directly to the school’s main office for processing.

- b. The Principal/Director or their approved designee shall forward to the BUUSD so that the BUUSD can submit the registry check with the Vermont Department for Children and Families (AHS) and the Department of Disabilities, Aging and Independent Living to expedite the background check process, and will update the volunteer database with the submission data.
 - c. The results of the check shall be submitted to BUUSD Human Resources by AHS. BUUSD Human Resources will update the volunteer database based on the results of the check and notify the school principal if the volunteer's name appears on the AHS listing of substantiated abuse cases.
 - d. No individual whose name appears on any registry of listings of substantiated abuse cases shall be eligible to serve (or continue to serve) as any level volunteer within the BUUSD.
 - e. A new registry check must be performed within the BUUSD at least once each school year in which the individual serves as a level III volunteer.
 - f. In the event a notice that the individual's name appears on the child and/or adult abuse registry, BUUSD Human Resources shall notify the individual of the existence of the record and their review rights with the Agency of Human Services (AHS).
2. FBI Criminal Records Check: All WBL, Co-op, Level II and Level III volunteers shall be required to undergo a fingerprint supported criminal records check under the National Child Protection Act which is processed through the Vermont Criminal Information Center (VCIC).
- a. The school/department in which the level III volunteer services are being provided or the volunteer will be responsible for covering the cost of the fingerprints and processing fee associated with this check.
 - b. The level III volunteer will not have to repeat the FBI fingerprint supported check for subsequent level III volunteer assignments unless they stop serving as a volunteer in the BUUSD for one school year or longer. This one year break in service shall be managed at the district level.
 - c. In the event an FBI record exists, BUUSD Human Resources shall notify the individual of the existence of the record and their review rights with VCIC.
 - d. The FBI fingerprint supported criminal background check completed under National Child Protection Act shall not be subject to secondary dissemination per state and federal law. This means we cannot obtain these records from other school districts nor can we disseminate copies of the results to other school districts.

Prekindergarten Programs comply with the Vermont Child Care Licensing Regulations:

- volunteers are not counted in staff/child ratios and are never left alone with any child or children, with the exception of a parent may be left alone with his/her own child(ren);
- volunteers shall follow the exclusion policies as set forth in the Signs and Symptoms Illness Chart related to contagious illness;
- volunteers, who are not a parent of a child enrolled in the CBCCPP, and is present more than five (5) times in 365 days the following conditions apply (and must be kept on file for 365 days):
 - CDD background checks;
 - Compliance with legal mandates regarding child abuse and neglect;
 - Completed orientation with Early Education Coordinator;
 - Complete a file shall containing, the following information:
 - Name, date of birth, home address and telephone number; signed statement verifying understanding of legal requirement to report suspected child abuse or neglect, current CDD Records Check Authorization form, and written description of his/her role that outlines the job title, the job duties, and identifies the staff member responsible for supervising the volunteer.
 - The PreK group in which they were present, and exact days and hours present.

Rules for Assignment and Supervision: The following rules apply to the assignment and supervision of volunteers on district premises:

- A. **Student Volunteers** shall not be assigned to provide direct services to students in an unsupervised setting. Contact with students should be public (never behind closed doors) and in authorized areas only.
- B. **Guest Volunteers** must work under the constant supervision and escort of a licensed professional or designee of the superintendent.
- C. **Level I Volunteers** shall not be assigned to work directly with school children nor to work within the school building/grounds nor at any school sponsored event in which school children will be present. While on school premises (e.g. to drop off baked goods, etc.) level I volunteers shall follow the same rules that apply to visitors.
- D. **Level II Volunteers** must work under the direct supervision of a licensed professional employee or other designated district employee. Level II volunteers will not have unsupervised contact with students in the performance of their volunteer duties, except when it is of short duration or necessary in the context of activities planned by and under the direction of professional school staff or other designated district employee. No level II volunteer will have unsupervised contact with school children or coordinate student to student contacts.
- E. Teachers and other school personnel shall only utilize **WBL, Level II and Level III volunteers** that have been approved by the BUUSD HR Department AND the Principal/Director of their school/department. A list of approved level II volunteers shall be maintained through a central

database for this purpose. Teachers shall review this list/database prior to the selection and assignment of volunteers in their classroom, or for class field trips and other special events.

- F. Only the Principal/Director is authorized to assign **WBL, Level II and Level III volunteers**. Teachers and other school personnel are not allowed to assign WBL, Level II and Level III volunteer duties to individuals. The teacher or other school personnel must work through the Principal/Director if WBL, Level II or Level III volunteer services are needed.
- G. **All volunteers** shall abide by federal and state law and regulations, BUUSD policy and procedure and other school rules while on district property. The teacher or other school personnel shall be responsible for making sure the volunteer abides by applicable federal and state law and regulations, BUUSD policy and procedure and other school rules while performing services for their classroom or department.
- H. In order to keep track of individuals' whereabouts in the school building in the event of an emergency, **all volunteers** are required to sign-in upon entering the school building, and sign-out upon leaving. Visitor sign-in sheets are located and maintained at the school's main office. Upon sign-in, volunteers will be issued a visitor ID badge, which must be worn at all times while in the building. All school personnel are responsible for reporting individuals who are not wearing an authorized visitor or school badge to the school principal.
- I. **Adult volunteers** must use adult designated bathroom facilities while on school property (where available). All school personnel are responsible for reporting individuals who do not comply with this requirement.

Expectations for Volunteers

All volunteers shall abide by federal and state law and regulations, BUUSD policy and procedure and other school rules while on district property. Below is a summary of some of the key policies and practices for your reference. All policies that apply to school district employees also apply to volunteers. For a complete list of policies please visit our website at BUUSDvt.org

1. **Sign In:** In order to keep track of individuals' whereabouts in the school building in the event of an emergency, during school hours all volunteers are required to sign-in upon entering the school building, and sign out upon leaving. Visitor sign-in sheets are located and maintained at the school's main office. Upon sign-in, individuals will be issued a visitor ID badge, which must be worn at all times while in the building.

2. **Child Abuse/Neglect:** Under Vermont law, any school employee having reason to suspect that a child has been abused or neglected shall report the same to the appropriate authorities. As a volunteer, you should speak directly to the classroom teacher, principal, or designee in his/her absence. You should not speak with anyone else. The child and the family have a right to confidentiality and privacy as well as protection. Under no circumstance should you attempt to counsel the student or investigate further.

3. **Smoking:** No smoking is permitted in any school building or on school grounds at any time. The using, dispensing or transferring possession of tobacco products while on school property or at any school-sponsored activity is strictly prohibited. Any observed student violation should be reported to the principal or classroom teacher at once.

4. **Alcohol and Other Drugs:** The BUUSD is committed to a zero tolerance of alcohol, illegal drugs and other controlled substances on school property or at any school-sponsored activity (e.g. field trips, sporting events, work internships, dances, etc.). Being under the influence of, using, or possessing drugs not prescribed for the individual's use while performing duties for the district or while on school property or at any school-sponsored activity is strictly prohibited. Dispensing or transferring possession of controlled substances while on school property or at any school-sponsored activity is also prohibited.

Any observed student violation should be reported to the principal or classroom teacher at once. If you observe any student who appears to be under the influence of a substance, or if a concerned informant or friend alerts you, you should refer the situation to the building principal or classroom teacher. While it is human nature to try to help and express your concern, just as in child abuse/neglect situations, trained professionals must be the ones to deal with the situation.

5. **Weapons and/or Fireworks:** In conformance with federal and state law, possession and/or use of firearms, fireworks, or other weapon on school property or at school sponsored events are strictly prohibited. Any observed violation should be reported to the principal immediately. It is also a violation of BUUSD policy for any person to make, issue, or communicate by any means, a threat that a weapon has been, or will be placed or used on school property. Encouraging or aiding any employee or student to possess, handle, or transmit any weapon is also prohibited.

6. **Unlawful Harassment and Discrimination:** It is the policy of BUUSD to maintain a learning and working environment that is free from unlawful harassment and discrimination. BUUSD districts prohibit any form of unlawful harassment and discrimination on the basis of disability, marital status, national origin, color, race, religion, age, sex, gender identity or sexual orientation. Unlawful harassment includes verbal or physical or electronic communication which has the purpose or effect of substantially interfering with a person's performance or creating an intimidating, hostile, or offensive environment. Sexual harassment is a form of unlawful harassment, which consists of unwelcome sexual advances, requests for sexual favors, and other verbal

or physical contact or electronic communication of a sexual nature. You should report any instance of harassment or violence to the principal who will see that it is investigated according to BUUSD policy.

7. **Political Freedom:** The district shall in no way infringe upon individuals' rights and freedoms of political involvement. However, contractors and employees of contractors of the district must not misuse their position in the school to influence the academic process in the interest of their own political ambitions or those of a political group. Volunteers, contractors, employees of contractors and other citizens of the district will not engage in political activity on school premises during school hours.

8. **Corporal Punishment:** Physical force is not an acceptable means of correction and is against BUUSD policy and state law. Physical restraint is authorized only when needed to protect the safety of the individual students and/or other students and employees. Any use of physical intervention must immediately be reported to the principal.

9. **Confidentiality:** Information about students is confidential. You should limit discussing any student by name to others in the school with a "need to know" such as classroom teacher, principal, nurse, special educator or guidance counselor.

Confidentiality includes all students, regular and special education. If you know many students and their families, you risk slipping from "contractor"/"volunteer" to "neighbor" role without realizing it. Your rule of thumb should be "Never discuss specifics of your school district work outside of school." If you have a concern about any aspect of the school program, you should take it up directly with the school principal.

10. **Communicable Disease:** BUUSD is committed to providing a safe environment for all employees and students. BUUSD also recognizes and respects an individual's right to confidentiality. If you are diagnosed with a contagious illness or disease that may jeopardize the safety of our students and staff (or put them at risk of exposure), please notify the principal in a timely manner so that the district can implement the necessary safety precautions if deemed appropriate. Your identity shall be kept strictly confidential except as required by Department of Public Health regulations or as necessary to implement district procedures.

11. **Handling Bodily Fluids:** When possible, direct skin contact with body fluids should be avoided. Disposable gloves are available and should be used when direct hand contact is anticipated. Dispose of used gloves in a plastic bag or lined trash can. Wash hands thoroughly after any contact with bodily fluids and before contact with others. If blood or other potentially infectious materials have contact with broken skin, mucous membrane or by a bite or needle stick, wash or irrigate the area immediately and report to the school nurse. You will be asked to fill out an Exposure Incident Form and will be advised to seek immediate medical attention.

12. **Cooperation with Staff:** When providing direct services to students, volunteers are responsible for working cooperatively with the teacher/coach/other staff member in carrying out the teacher's classroom plan/coaching strategies/district curriculum/etc. Volunteers are expected to discuss with teachers/coaches/other staff members at an appropriate time, away from students, questions about the teachers/coaches/other staff member's instructional approach. The volunteer is responsible for ensuring prior coordination with the principal, classroom teacher, or other appropriate school staff member regarding their volunteer schedule and assignment.

13. **Professional Relationships and Communication:** Volunteers are expected to maintain courteous and professional relationships with students, parents, staff members, board members and other internal and external constituents of the district.

14. **Safe and Respectful Environment:** Volunteers are expected to place the safety and wellbeing of students as the first concern of the school system, demonstrate and encourage the highest standard of conduct among students, and strive to create an environment where hazing, harassment, and bullying are deemed unacceptable behavior.

15. **Emergency Preparedness:** Be familiar with the School's emergency procedures which will be provided by the school. Emergency information is also posted near each classroom door. During evacuations, stay with your classroom teacher's group (or the group for whom you signed in to work with) for attendance purposes. Volunteers are expected to cooperate as directed in emergency-based situations.

16. **Contact with Students:** No volunteer shall have unsupervised contact with school children unless specifically authorized to do so by the Principal/Director or his/her designee. When specifically authorized to do so, contact with students should be public (never behind closed doors) and in authorized areas only.

17. **Fundraising and Solicitation:** No organization, volunteer, contractor or employee of a contractor may solicit funds of school district employees and students within the schools, nor may anyone distribute flyers or other materials related to external fund drives through the schools, without the approval of the Principal.

18. **Technology Acceptable Use:** In the event that the school district provides an individual access to internet and other technologies, the board expects those individuals to only use these technologies for educational or school district related purposes. Individuals may not use district-provided technologies for product endorsement, political lobbying, or private business or enterprise purposes. Transmission of any material in violation of any federal or VT state statute or regulation is prohibited (e.g. copyrighted material, threatening or obscene material, or material protected by trade secret, etc.). In addition, in order to ensure a smooth operation of the network, employees must adhere to the acceptable use standards and rules of conduct related to the efficient, ethical and legal uses of the network and other technology resources.

19. **Videotaping and Photography:** Videotaping and photography photos within our school is done for educational and informational purposes only. Volunteers and guests may not videotape or take photos without the specific authorization of the school administrator. Any that are taken with permission will not be posted on any private or public website (Facebook, Snapchat, Instagram, etc.)

VOLUNTEER APPLICATION FORM

THANK YOU for your interest in volunteering in our schools. To ensure the safety of our students, the completion of this form is required prior to having Student Teachers work with any of our children.

We require Volunteers to complete paperwork to authorize background checks and undergo a criminal record check with the *Vermont Criminal Information Center* under the *National Child Protection Act* (NCPA) which entails getting fingerprinted by the state. Even though Volunteers are not employed by the district, they must undergo the same criminal background checks as our employees do as they are applying to work at an educational institution alongside children.

VOLUNTEER INFORMATION

DATE: _____ Location: BCEMS BTMES SHS BUUSD

All information reviewed by the District's HR Department and Building Administrators will be kept strictly confidential.

NAME: _____

MAILING ADDRESS: _____

E-MAIL: _____

HOME PHONE: _____ CELL PHONE: _____

EMERGENCY CONTACT INFORMATION

Name of Contact: _____ Phone Number: _____

Are there any medical issues that you would like us to know about in an emergency?

Volunteer Application Form - Page 2

REFERENCES

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

1. _____

2. _____

3. _____

I hereby state that the information contained on this form is complete and accurate. I hereby give my permission for the BUUSD to perform all background checks required by law or board policy.

Applicant's Name (printed)

Applicant's Signature

Date

FOR INTERNAL USE ONLY

Location: _____ BCEMS _____ BTMES _____ SHS _____ BUUSD _____

Teacher Requesting Approval: _____

School Administrator Approving Request for Submission to BUUSD HR:

Central Office HR Recipient: _____ **Date:** _____

Please return this form fully completed to Human Resources at the BUUSD Central Office, 120 Ayers Street Barre, VT.

BUUSD Employee/Volunteer Driver Checklist and Authorization

Trip Information:

Date Submitted:	School:
Date of Trip:	Purpose of Trip:
Trip Destination:	Trip Start Location:
Total # of Passengers:	Total # of Students:

Driver Screening/Insurance Requirements:

Driver Name	
Year/Make/Model of vehicle to be used	
License #	
Expiration date of license	

Please respond to the following questions with a “Yes” or “No” answer:

Yes/No*?	
	I am older than 21 years of age.
	I have a valid Vermont State driver’s license. Please attach a copy.
	I have had no vehicle moving violations or at-fault accidents within the last 3 years.
	I have never been convicted of any crimes against children or other persons.
	I carry auto liability limits of at least \$100,000 per person / \$300,000 per accident (bodily injury) & \$50,000(property damage) or \$300,000 combined single limit. Please attach Certificate of Insurance.
	I am aware that, in the event of an accident while on a school-related activity, any claims will be tendered to my personal automobile insurance company, and that insurance coverage will be primary.
	I agree to report to the school principal (or designee) any and all accidents, regardless of scope, that I am involved in while transporting district staff, volunteers or students.

Please respond to the following questions with a "Yes" or "No" answer: *Driver Checklist -Page Two*

<i>Yes/No*?</i>	
	There is a working seat belt for the driver and each passenger, and I will enforce the wearing of seat belts by all occupants.
	My vehicle's brakes, including the emergence brake, are in good working order.
	My vehicle's tires have legal tread depth (at least 3/32").
	.My vehicle's brake lights, turn indicators, and headlights are in good working order.
	My vehicle's window are clear and provide an unobstructed view for the driver.
	My vehicle has no other physical defects that would interfere wit the safety of the driver and/or passengers.
	If my vehicle has dual airbags, I will not seat children under the age of 12 or smaller individuals in the front passenger seat.
	I agree to use booster seats as applicable (under the age of 8).
	My vehicle has a rated capacity of ten passengers or less.

Please detail any "No" answers:

To the best of my knowledge, the information provided on this form is both true and accurate.

Signature of Employee/Volunteer Driver

Date

Administrative Review

	All appropriate background checks have been performed and reviewed.
	All students have parental permission to ride with the employee/volunteer driver.
	All "No" responses have been addressed satisfactorily.

I have reviewed the above information and this driver and vehicle are approved for this trip.

Signature of School Administrator

Date



**Spaulding High School
Spaulding Educational Alternatives
Barre City Elementary and Middle School
Barre Town Middle and Elementary School**

JoAn Canning BS, MA, CAS
Superintendent of Schools

A rock solid education for a lifetime of discovery

120 Ayers Street, Barre, VT 05641
Phone: 802-476-5011
Fax: 802-476-4944 or 802-477-1132
Website: www.buusd.org

Procedure for Approving Volunteers

There are a small number of people that work within our member schools that are not employees of the district; included within this group are Volunteers.

We require Volunteers to complete paperwork to authorize background checks and obtain criminal records (which entails getting fingerprinted by the state). Even though Volunteers are not employed by the district, they must undergo the same criminal background checks as our employees per the District's policy.

We request that the approving school provide the Volunteer with a copy of the *Volunteer Handbook* from the [buusd.org](http://www.buusd.org) website.

PROCEDURE:

- ❖ The *Volunteer Application Form* can be requested from the Volunteer Coordinator at each location in the District, and the names and contact information for those individuals can be found here: <https://www.buusd.org/volunteer>. The Volunteer themselves will be responsible for fully completing the form, before handing it back to the Volunteer Coordinator.
- ❖ The requesting Teacher will then sign it in the *Internal Use Only* box and pass it up to their School Administrator to approve and sign in the same box as well.
- ❖ After the School Administrator has approved & signed, they will forward it to Human Resources at hr@buusd.org.
- ❖ Once the Human Resources Assistant has received the Volunteer Application, they will then reach out to the prospective Volunteer with all the necessary information and paperwork for background checks.
- ❖ Upon completion of all paperwork and background checks, HR will inform the corresponding school & appropriate individuals that the Volunteer is ready to begin volunteering, and will also add their name to the appropriate access lists to be allowed admittance into the school building(s).