

## Volunteers and Work Study Students

### Application Procedures:

1. Individuals interested in volunteering in ACSD schools must register to volunteer prior to performing volunteer services. Volunteers only need to register once a year even if interested in volunteering at multiple schools/locations. All volunteers are expected to abide by all applicable ACSD policies and procedures, federal and state laws and regulations, and other administrative rules while providing service within our schools or as part of the school program. Volunteer forms must be renewed annually.
2. Volunteer candidates must complete a Vermont criminal record check through the Vermont Criminal Information Center. No individual subject to the criminal record checks shall be eligible to serve (or continue to serve) as a volunteer if they have been convicted of one or more of the following crimes (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.

<https://secure.vermont.gov/DPS/criminalrecords/subscriber/>

- Sex offender crimes listed in 13 V.S.A. § 5401(10) (sex offender definition for registration purposes):
  - o Crimes involving a victim listed in 13 V.S.A. § 5301(7)
  - o Contributing to juvenile delinquency under 13 V.S.A. § 1301
  - o Cruelty to children under 13 V.S.A. § 1304
  - o Cruelty by person having custody under 13 V.S.A. § 1305
  - o Prohibited acts under 13 V.S.A. § § 2632 and 2635
  - o Displaying obscene materials to minors under 13 V.S.A. § 2804b
  - o 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)

In addition to the above disqualification, it is the discretion of the Principal/Director to accept or not accept specific individuals as volunteers, and all decisions related to the continuation of a volunteer's service. The decision of the Principal is considered final.

3. In addition to the Vermont criminal record check screening (outlined above), all volunteers who will have unsupervised time with students (e.g. chaperones, student mentors, drivers, etc.) shall be required to undergo the following checks:

- o A registry check with the Department of Children and Families (DCF) and the Department of Disabilities, Aging and Independent Living (DDAIL) through the Vermont Agency of Human Services (AHS); and,
- o An FBI fingerprint supported criminal background check under the National Child Protection Act which is processed through the Vermont Criminal Information Center (VCIC). This process will involve obtaining fingerprints with the Addison County Sheriff's Office.
  - The school in which the volunteer services are being provided will be responsible for covering the cost of the fingerprints and processing fee associated with this check.
  - The volunteer will not have to repeat the FBI fingerprint supported check for subsequent volunteer assignments unless s/he stops serving as a volunteer in the ACSD for one school year or longer. This one year break in service shall be managed at the school level.
  - In the event an FBI record exists, ACSD Superintendent shall notify the individual of the existence of the record and their review rights with VCIC.
  - The FBI finger-print 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, with or without a release.

Individuals will automatically be disqualified from volunteering without supervision if his/her name appears with a substantiated report of abuse or neglect as listed on the DCF and/or DDAIL registries. Volunteer services may not commence prior to the completion of the registry check process and satisfactory registry check and FBI criminal records check results.

4. Volunteer candidate must present some form of current government-issued photo identification (e.g. driver's license, passport, etc.).
5. Volunteer candidate must sign a statement affirming understanding of: Confidentiality, Discrimination and Prohibiting Harassment, Intimidation and Bullying laws and procedures.
6. Volunteer candidate must submit three references.
7. Any volunteer offering transportation to students (field trips) must provide documentation of current driver's license and automobile insurance coverage.

Revised: December 15, 2015