



WOODBRIDGE SCHOOL DISTRICT

40 Beecher Road – South
Woodbridge, Connecticut

Christopher Montini – Superintendent
cmontini@woodbridgeps.org

October 15, 2026

Dear Parents and Guardians,

Beecher Road School and the Woodbridge School District have a long history of strong parent and community support and involvement. Our students, teachers, and school benefit greatly from the support of our volunteers, their numerous strengths and experiences, and the generosity of their time. Our volunteers strengthen the partnership between home and school, broaden our educational environment, and enrich our students' experience in meaningful ways. We are incredibly grateful for your partnership and dedication!

Guided by our commitment to student safety, we are communicating an updated background screening process for certain volunteer roles at Beecher Road School.

In accordance with [Board of Education Policy 1212](#), all Group II volunteers must complete a DCF child abuse registry check and a criminal background check prior to beginning service. A Group II volunteer works directly with students over an extended period and may not always be under the direct supervision of a district employee. Examples include ongoing classroom helpers, volunteers in the Library Media Center or cafeteria, and chaperones for field trips where the students are divided into small groups supervised solely by the volunteer chaperone. Please note that these formal background checks apply exclusively to Group II volunteers; the vast majority of our school volunteer roles and school visits do not require this level of screening.

Background checks conducted by the District include a Department of Children and Families (DCF) registry check and a state and federal criminal background and sex offender check through Raptor, the District's visitor and volunteer management system. Costs for the background checks are covered by the district. There is no fee to prospective volunteers. When an individual is selected or signs up for a Group II volunteer role, they will receive a direct email with specific instructions and the link required to complete the background check process.

Data privacy and protection of your personally identifiable information is of the utmost importance to us. During the Raptor online application, you will be prompted to enter your legal name and Social Security Number to authenticate your identity. Please be assured that your Social Security Number is collected strictly for identity validation and background search purposes; **it is not saved, stored, or retained** by the Woodbridge School District or Raptor Technologies after the screening. Additionally, paper DCF Authorization Forms are securely shredded once filed with DCF.

Background checks must be completed and reviewed before Group II volunteer service begins, and this authorization process must be completed each school year for Group II volunteers. Please be assured

that information obtained from background checks is used strictly to confirm that there are no disqualifying offenses in a volunteer's history.

More information can be found on the new Volunteer page on our website linked [here](#). Please don't hesitate to contact me or Principal Sherman if you have any questions or would like additional information.

We are incredibly grateful for your willingness to volunteer, support and enrich our school community and thank you in advance for your adherence to our procedures to ensure that all members of our school community remain safe and secure.

In partnership,

A handwritten signature in blue ink, appearing to read "Christopher York", with a stylized flourish at the end.

Superintendent of Schools