Community Relations

School Volunteers

The Board of Education encourages the use of volunteers to: (1) increase students' educational attainment, (2) provide enrichment experiences for students, (3) increase the effective utilization of staff time and skills, (4) give more individual attention to students, and (5) promote greater community involvement.

The Superintendent shall establish procedures for securing and screening resource persons and volunteers. No person who is a "sex offender," as defined by Public Act 98-111, An Act Concerning the Registration of Sexual Offenders shall be used.

Volunteers who may be in an unsupervised situation with students are required to submit to state and federal criminal record checks and a record check of the Department of Children and Families (DCF) Child Abuse and Neglect Registry. No person required to register as a sex offender under state or federal law or whose name is listed on the DCF registry, may volunteer in any District school.

Principals shall maintain a quarterly list of all regular and/or occasional volunteers in the district (chaperones on field trips, aides, library and classroom volunteer assistance, grandparents, assistance at athletic events, field days, etc.) to the Superintendent of Schools.

Legal Reference: Connecticut General Statutes

10-4g Programs to encourage participation in the educational process

10-235 Indemnification of teachers, board members, employees and certain volunteers and students in damage suits; expenses of litigation.

P.A. 97-290 An Act Enhancing Educational Choices and Opportunities

P.A. 98-111 An Act Concerning The Registration of Sexual Offenders

Community Relations

School Volunteers

Securing and Screening Volunteers

The Building Principal or his/her designee directs the use of volunteers within the school. Specifically, the Principal or designee directs volunteer recruitment, screening, placement, and training within the following perimeters:

- 1. **Qualifications**. Volunteers may come from all backgrounds and all age groups. The main qualification for a volunteer is that he or she has a desire to give his or her time and talent in order to enrich student learning opportunities and the school community generally.
- 2. **Persons Not Allowed to Serve as Volunteers.** No person who is a "registered sex offender," or is on the Department of Children and Families (DCF) Child Abuse and Neglect Registry may serve as a volunteer. Every time a new notification/online posting of registered sex offenders is received, the Building Principal or his/her designee shall review it for any person's name who has submitted a volunteer information form during that school year. Whenever someone submits a new volunteer information form, the Building Principal or designee shall review the sex offender list and DCF Child Abuse and Neglect Registry. The Building Principal may request a volunteer submit to a criminal background investigation if the individual will be working over a long period of time in direct contact with students where no staff member is continuously present or in other situations where a check would be prudent. No person convicted of a felony involving a minor or convicted of any felony within the past five years will be allowed to serve as a volunteer.
- 3. **Recruitment**. School personnel may recruit volunteers through the following resources: parent(s)/guardians, parent organizations, retired teachers and other senior citizen groups, community businesses, local volunteer centers, and universities. If a staff member, other than the Principal, recruits a volunteer, the staff member must provide the volunteer's name and address to the Principal.
- 4. **Role**. Volunteers serve only in an auxiliary capacity under the direction and supervision of a staff member; they are not a substitute for a member of the school staff. Volunteers do not have access to confidential student school records.
- 5. **Selection, Placement, and Supervision**. Volunteer selection and placement shall be on the basis of the volunteer's qualifications and availability and the school's needs. A volunteer will be assigned to a staff member only with the staff member's consent. The relationship between a volunteer and staff member should be one of mutual respect and confidence.

Community Relations

School Volunteers

Securing and Screening Volunteers (continued)

6. **Screenings**. Screening volunteers is critical because of the vulnerability of the population the school district serves. Each volunteer must register in the school's main office at the beginning of each visit and wear a name tag while in the building. Unless he or she has already done so during the current academic year, the volunteer must complete an information form and waiver. Foregoing exclusion based on any indicators listed in Section 2 above, and absent an indication on the form that the volunteer may not qualify, e.g. the volunteer is a convicted felon, the volunteer may proceed to the assigned activity.

A request to volunteer or to continue volunteering will be denied if the volunteer behaves in any manner that demonstrates he or she is not a good role model or is otherwise detrimental to the school environment. Examples of such behavior include but are limited to: swearing, failing to be dependable, failing to follow the supervisor's instructions, committing any criminal act on school grounds or at a school activity, touching a student in a rude or overly forceful manner, failing to dress in an appropriate manner, or violating any school rule.

7. **Training**. Each academic year, when a person first completes the volunteer registration form, the Principal or designee should give the person a copy of this administrative procedure along with other pertinent information. The staff member to whom the volunteer is assigned is responsible for explaining his or her expectations of the volunteer. The Principal or designee should arrange appropriate training opportunities for those volunteer activities requiring a skill or knowledge base, e.g., working in the computer lab.

AMITY REGIONAL SCHOOL DISTRICT #5 PUBLIC SCHOOLS Woodbridge, Connecticut

Volunteer Information Form and Waiver of Liability

Only one form needs to be completed by a volunteer each school year. Please print clearly in ink.

Information Form				
Name:				
Last	First	Middle	Telephor	ie
Address:				
Street	City	Zip Code		
Personal physician:		Phone		
Emergency adult contact:		Phone		
Are you now or have you ever be			□ No	
At which school(s)? The name of any child or ward at		Year((s)?	
Information Regarding Criminal or Sex Offender Registry	Conviction, Placemen	t on DCF Child Ab	use and Negle	ct Registry
(b) Are you listed on any DCF Chil(c) Have you been convicted of any(d) Have you ever been convicted of	Are you a sex offender listed on a state or federal sex offender registry? Are you listed on any DCF Child Abuse and Neglect registry? Have you been convicted of any felony involving a minor? Have you ever been convicted of a felony within the past five years? Have you ever been convicted of a felony?			_No No _No No No
If you answered YES to (a), (b), (c), in accordance with our school volume		_	teer in our Dis	trict schools
If requested, are you willing to cons	ent to a criminal backg	round investigation?	Yes	☐ No
(The Superintendent or designee mextended periods of time without co may similarly make such a request i	onstant supervision of	staff submit to a crin	ninal backgrou	

Waiver of Liability

The School District does not provide liability insurance coverage to non-district personnel serving as volunteers for the School District. The purpose of this waiver is to provide notice to prospective volunteers that they do not have insurance coverage by the School District and to document the volunteer's acknowledgment that they are providing volunteer service at their own risk. However, C.G.S. 10-235 provides that the district must indemnify and hold harmless volunteers from civil liability in most situations as long as the volunteer is approved by the Board of Education to carry out a duty prescribed by the Board and performs services under the direction of a certified teacher. Therefore, the district must pay any damages awarded to a plaintiff in an action brought alleging negligence or other act resulting in injury, including infringement of that person's civil rights.

Volunteer Information Form and Waiver of Liability

By your signature below:

- 1. You acknowledge that the School District does not provide insurance coverage for the volunteer for any loss, injuries, illness, or death resulting from the volunteer's unpaid service to the School District.
- 2. You agree to assume all risk for death or any loss, injury, illness or damage of any nature or kind, arising out of the volunteer's supervised or unsupervised service to the School District. agree to waive any and all claims against the School District, or its officers, Board Members, employees, agents or assigns, for loss due to death, injury, illness or damage of any kind arising out of the volunteer's supervised or unsupervised service to the School District.

Date:	Signature	e of Volunteer:					
Printed Name of Volunteer							
******	*******	*******	******	*******			
For Schoo	ol Use Only						
General de	escription of assignment	t(s):					
•	supervising students	s as needed by a teacher					
•	supervising students	s during a regularly schedule	ed activity				
•	assisting with acade	emic programs					
•	assisting at the reso	urce center or main office					
•	other						
Name	of	supervising	staff	member:			
				"Sex offender list"			
checked by	у	on		(mandatory).			
direct cont check wou	act with students wher	necessary (the individual we no staff member is contir haperoning on overnight fie	nuously present or i	in other situations where a			
If "yes," ar	nd provided the individ	ual authorized the check,					
•	the date on which the	check was requested?					
•	the date on which it v	vas received and reviewed.					
Reviewed	by:						
	Signature	2	Date				