

Southwest Vermont Regional Technical School District	Supervision of Volunteers and Work Study Students	Policy #4276C
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It is the policy of the Southwest Vermont Regional Technical School District to recognize the valuable contributions made to the school by volunteers and work-study students.

1. Definitions:

- a. A volunteer is an adult 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.

- b. A work-study student receives compensation for work performed at the school as part of a college work experience program. A work-study student is not a student working toward a degree in teaching who is placed at the school as a student teacher. A work-study student may work in the capacity as a mentor, working with students under the direct supervision of either the classroom or special education teacher.

2. Authorization and Responsibilities

The Director is authorized to recruit and approve volunteers and work-study students to work within the school. It is the Director’s responsibility to be reasonably sure that the volunteer or work-study student is a person of good character with the ability to make substantial contributions to the school. The Director **shall** require volunteers and work-study students to complete information forms providing background information including, but not limited to, the dates, locations and dispositions of any convictions, including findings of guilt, pleas of guilty, or *nolo contendere*, for criminal violations. (16 V.S.A. §251 et seq.) A person who fails to provide full and accurate background information in response to the principal’s inquiries will not be permitted to work with students. Placement of volunteers and work-study students will be made by the Director or his/her designee.

Volunteers and work-study students who work with students will be under the immediate supervision of a licensed professional employee. Volunteers and work-study students will not have unsupervised contact with students, except when it is of short duration and necessary in the context of activities planned by and under the direction of professional school staff or contractors employed by the school. No volunteer or work-study student will have regularly scheduled unsupervised contact with students. Volunteers and work-study students are expected to comply with school policies, rules and regulations.

Volunteers and work-study students will be informed by the Director of the extent to which school district insurance policies protect them from personal liability resulting

from claims against them based on negligence or other injurious conduct while acting in a volunteer or work-study capacity.

Volunteers and work-study students shall not subject students, staff, other volunteers or visitors to the school to discrimination or harassment prohibited by federal or state law (16 V.S.A. §565) and regulation or by the policies within the Southwest Vermont Regional Technical School District.

Cross References:

Policy 4080C “Background and Criminal Record Check”

	Date Drafted	Date Warned	Date Adopted
Southwest Vermont Regional Technical School District	8/9/04	8/16/04	10/17/05