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**PEACHAM SCHOOL BOARD POLICY  
SUPERVISION OF VOLUNTEERS AND WORK STUDY STUDENTS**

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Prepared for 1<sup>st</sup> reading: 2/10/00      Policy Warned for Hearing: 2/26/00      Adopted: **3/13/00**

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Copies to: Principal: \_\_\_ School Library: \_\_\_ Board Members: \_\_\_ CCSU: \_\_\_ Town Clerk: \_

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The school board recognizes the valuable contributions made to the school by volunteers and work-study students. 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. A work-study student receives compensation for work performed at the school as part of a college work-study 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.

The principal is authorized to recruit and approve volunteers and work-study students to work in the school. It is the principal'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 principal may 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. A person who fails to provide full and accurate background information in response to the principal's request will not be permitted to work with students. The principal or the principal's designee will make placement of volunteers and work-study students.

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 principal 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 and regulation or by school district policy.

Legal References:      Harassment in Education Act, 16 V.S.A. §565  
                                 Access to Criminal Records, 16 V.S.A. §251 et seq.