

# VOLUNTEERS AND WORK STUDY STUDENTS

Originated with Administrative Advisory Committee  
Proposed to Executive Committee: 6/6/02  
Approved at Full Board First Reading: 6/27/02  
Adopted at Full Board Second Reading: 10/24/02

## Policy

Thetford Academy recognizes the valuable contributions made to the schools by volunteers and work study students. It further recognizes that appropriate supervision of volunteers and work study students will enhance their contributions as well as fulfill the responsibility that Thetford Academy has for the education and safety of its students.

## Definitions

1. **Volunteer:** A volunteer is an individual not employed by Thetford Academy who works on an occasional or regular basis in the school setting to assist the staff. A volunteer works without compensation or economic benefits.
2. **Work Study Student:** A work-study student receives compensation for work performed at the school as part of a college work experience program. A student working toward a teaching credential who may be placed at a school as a student teacher is not a work study student.

## Administrative Responsibilities

3. **Recruitment:** The Head of School is authorized to recruit and approve volunteers and work study students to work in the school. It is the Head of School's responsibility to be reasonably sure that the volunteer or work-study student is a person of good character with the ability to make significant contributions to the school. The Head may require volunteers and work-study students to complete information forms providing background information including, but not limited to whether the individual is currently a defendant in a criminal proceeding, 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 Head of School's request will not be permitted to work with students.

If the position for which a volunteer is being recruited involves regular unsupervised contact with students, the Head will carry out a criminal records check on the final candidate in accordance with the Academy's employment policy (D1). The Academy will pay the fees associated with criminal records checks.

1. **Placement:** Placement and replacement of volunteers and work-study students will be made by the Head of School or a designee.
2. **Supervision:** Generally, volunteers and work-study students who work directly with students will be under the immediate supervision of a licensed professional employee and will not have unsupervised contact with students, except when that contact 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.

**3. Policies and Procedures:** The Head of School will assure that all volunteers and work study students are familiar of the Academy's Policies and procedures.

**Responsibilities of Volunteers and Work Study Students**

4. Volunteers and work-study students are responsible for complying with school policies, rules and procedures.

5. Volunteers and work study students will be considered staff members for purposes of compliance with the state and federal harassment statutes.

*Legal Reference(s): 4 V.S.A. §1102(b)(8) - (Unauthorized disclosure)*

*16 V.S.A. §565 (Harassment & hazing prevention)*

*16 V.S.A. § 260 (Supervision policy requirement)*

*20 V.S.A. §§2062, 2063 (Fees)*

*20 V.S.A. §2056c - (Disseminating of criminal history)*

*21 V.S.A. §495 (Employment discrimination)*

*20 U.S.C. §§1681 et seq. (Title IX of the Education Amendments of 1972)*

*34 C.F.R. Part 106 (Nondiscrimination on the basis of sex in education programs or activities receiving federal financial assistance )*

*42 U.S.C. §§2000e et seq. (Title VII of the Civil Rights Act of 1964)*

*29 C.F.R. 1604.11 (Equal Employment Opportunities Commission)*

*42 U.S.C. §5119a - (Child Protection Act)*

*Cross Reference: Harassment of Students (F20)*

*Harassment of Employees (D12)*

*Personnel: Recruitment, Selection, Appointment & Criminal Records (D1)*

§ 260. School board policies Each school board shall, by July 1, 1999, adopt a policy on supervision of volunteers and work study students. (Added 1997, No. 163 (Adj. Sess.), § 1.)

based on Vermont School Boards Association Model Policy Manual 2001--Policy D.7