

**SOUTH BURLINGTON SCHOOL DISTRICT  
SUPERVISION OF VOLUNTEERS AND WORK-STUDY STUDENTS  
ADMINISTRATIVE PROCEDURES**

**OVERVIEW**

1. The principal/designee may recruit and approve volunteers and work-study students to assist in the schools and the principal/designee will ensure the suitability of the volunteer/work-study student through both a reference check (the term reference check means contact with at least two non-family members by the principal or his/her designee) and information provided on the required volunteer application form.
2. The principal/designee will review the volunteer application forms.
3. Volunteers will not need to complete the attached forms unless they are volunteering more than two consecutive days or more than ten days per year.
4. The principal/designee will place volunteers and work-study students in positions that will enhance achievement of the educational mission.
5. The principal/designee will hold a volunteer orientation at least once a year focusing on confidentiality, discipline, personal space, liability, and other information relevant to working with students. Additional orientation will be provided for specific programs and field trips having unique or extraordinary needs.
6. Volunteers and work-study students assisting with students will be under the immediate supervision of a licensed professional employee and 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.
7. Volunteers and work-study students will be informed by the school principal or his/her designee 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.
8. Volunteers and work-study students are expected to comply with federal and state law, as well as all school policies, rules, and regulations.
9. A volunteer or work-study student who fails to provide full and accurate background information in response to the requests by the school principal/designee will not be permitted to work with students or in the school for any other purpose.
10. A volunteer or work-study student who demonstrates conduct inconsistent with the defined expectations will not be permitted to work with students.

## **GENERAL PRACTICES AND PROCEDURES FOR VOLUNTEERS AND WORK-STUDY STUDENTS**

Background Check: Any volunteer who will be in contact with students for more than a short duration will be subject to a reference check and a background check. The administration may require additional screening for volunteers.

Class Times: The Middle and High School do not follow a traditional bell system for the beginning and ending of classes. Class times are indicated on the poster on the wall in the classrooms.

Confidentiality: The sharing of information, intentionally or inadvertently, about any student in the school is not appropriate unless such disclosure is to a person who does have a legitimate educational interest.

Emergency Exit-Fire Drill Procedure: Students and staff should exit the building quickly and quietly. Lights should be turned off and doors and windows closed. Everybody will move to a safe location away from the building.

Food and Gum: School lunches are available in the cafeteria between 11:30 and 1:50. Food and beverages may not be consumed in the hallway. Gum chewing is not permitted at any time.

Harassment/Bullying: Sexual harassment, physical harassment, verbal harassment and bullying are not tolerated in school. Anyone attempting to create a hostile environment should be referred to administration.

Lockdown Drill Procedure: Students should remain quietly in the nearest classroom. Staff members will lock the door to the hallway and pull down the shades.

Mandated Reporting: There are specific reporting procedures that must be followed if you have reason to suspect abuse or neglect of a student. Please talk with your supervisor if you have reason for concern.

Nondiscrimination Policy The South Burlington School District fully supports the philosophy and intent of Title VI, Section 504, Title IX and all federal regulations promulgated therein, and to that end the District will not discriminate on the basis of age, race, color, creed, sex, national origin or handicap in all matters related to the operation of and programs offered by the public school of the City of South Burlington, Vermont.

Parking: Volunteers may park in the designated staff parking lot at each school. For the high school and middle school, volunteers may park in the lot between the Middle School and the High School or in the additional parking lot behind the Middle School. Parking permits are required for the high school and Middle School. Please see the Security Officer in the main office of the High School or Middle School to get a permit.

Phone: The phone number for each of the schools' main office is listed below. Please call that number to let the school know if you will be late or are unable to make your scheduled volunteer time.

South Burlington High School 652-7000.

FHT Middle School 652-7100

Rick Marcotte Central School 652-7200

Chamberlin School 652-7400

Orchard School 652-73.00

Power Failure Procedure: In the event of a power failure, students are expected to be quiet and calm. Students in classrooms without windows should wait in the hallway if emergency lighting is not functioning. Further instructions will be given by the administration.

Professional Practices: Concerns that you may have about programs, practices, students or teaching staff at the school should be shared on a professional level with those involved at the school. Sharing derogatory information with the larger community is not appropriate, useful or professional.

Security Sign-in: All visitors to all of the South Burlington Schools are expected to sign in the logbook near the administrative assistant's desk in the main office.

Snow Days: South Burlington seldom closes for inclement weather, however, when school is canceled or its opening delayed the local radio stations (for example: WVMT, WDEV, WXXX, WKOL) will carry the announcement.

Supervision: All volunteers will be under the supervision of a South Burlington School District employee with the exception of volunteer drivers.

Transportation of Students by Staff or Parents: The School District encourages the use of buses for transporting students. There are times, however, when staff or parents volunteer to transport a small number of children for a specific purpose.

General guidelines for anyone who transports South Burlington School District students:

- The driver must be licensed and insured. If there is an accident, the driver's insurance is primary. The driver is not "covered" by the District.
- The vehicle must have a seat belt for every child passenger and the belts must be used at all times.
- Before any child is transported in a private vehicle, the parent must be informed and permission must be secured in writing or by telephone.
- Drivers must carry insurance at the state minimum for liability insurance.

Weapons, Drugs, Alcohol, and Tobacco Products: The South Burlington School District has specific policies prohibiting the use and possession of drugs, alcohol, tobacco, and weapons on School grounds. See the District website for specific policy information.

**South Burlington School District  
Board/Volunteer/ Work-Study Student Form**

Mr.  Ms.  Mrs.  Miss  Other: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_ Email: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Day Phone: \_\_\_\_\_ Evening Phone: \_\_\_\_\_

**Background Information:**

Education:  High School  Associates/Some College  Technical School  Bachelor/Post Grad

Current Occupation: \_\_\_\_\_

Previous Volunteer Experience \_\_\_\_\_

**Volunteer Preferences:** (Please check all that apply)

- |                                                                              |                                                                            |
|------------------------------------------------------------------------------|----------------------------------------------------------------------------|
| <input type="checkbox"/> One-on-one work with an individual student          | <input type="checkbox"/> Provide assistance to a group of students         |
| <input type="checkbox"/> Assist a staff person with project or tasks         | <input type="checkbox"/> Assist with general office/clerical duties        |
| <input type="checkbox"/> Provide research or help with an individual project | <input type="checkbox"/> Occasional work on projects or special assignment |
| <input type="checkbox"/> Elected Board Member                                | <input type="checkbox"/> Other: _____                                      |

Specific Age Group:  Pre K (age 0-5)  Grades K-3  Grades 4-5  Grades 6-8  Grades 9-12

**Location Preference:** (Please check all that apply)

- District  High School  Middle School  Rick Marcotte Central School  Chamberlin School  Orchard School  
 Other: \_\_\_\_\_

**Time Preference:** (Please check all that apply)

- No Preference/Flexible  Morning  Afternoon  All Day  
 Any day of the week  Monday  Tuesday  Wednesday  Thursday  Friday  Saturday  Sunday

**Required Information** (this information is in compliance with 16 VSA, Chapter 5, and Subsection 4.) The District is required and will conduct background checks on all volunteers. The District will access information through the Vermont Criminal Information Center (VCIC), other states and the FBI as allowable under the Vulnerable Populations or National Child Protection Act Procedures. Results will be kept in a confidential file in the Superintendent' Office. Please provide the names and contact information of two persons who serve as a reference:

Reference 1:  Mr.  Ms.  Mrs.  Miss  Other: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_ Email: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Day Phone: \_\_\_\_\_ Evening Phone: \_\_\_\_\_

Reference 2:  Mr.  Ms.  Mrs.  Miss  Other: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_ Email: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Day Phone: \_\_\_\_\_ Evening Phone: \_\_\_\_\_

### Disclosure Statements:

I understand that as part of the volunteer application process, the District may request my Social Security Number as required to meet federal and state background check requirement. The District will take all reasonable efforts to protect the confidentiality of the Social Security numbers (SSNs) obtained and used in the course of business. Only persons who have a legitimate business reason will have access to SSNs. The District will conduct a background check through the Vermont Agency of Human Services and will access the Department for Children and Families (DCF) and Department of Disability, Aging and Independent Living (DDAIL) Registries: An individual whose name appears on any registry of listings of substantiated abuse cases shall be ineligible to serve (or continue to serve) as a licensed educator, paraeducator, substitute, volunteer, or any other position within the District that involves regular direct contact with school children. The Superintendent shall have the final say as to which positions involve regular direct contact with school children.

Disclaimer Statement: I certify that the information contained in this application and attachments are true and correct to the best of my knowledge and I understand that false or incorrect information in this application is grounds for disqualification from further consideration or service as a volunteer, should I be granted or awarded access to the District. Further, I hereby authorize my former employer(s), reference(s) and any other individual or organization to speak freely about my employment and/or to provide information solicited by the School District including a copy of my personnel file. I hereby release and discharge each of the above, including the School District, from any liability of any kind or nature.

All qualified applicants receive consideration for volunteer service in accordance with the policy of the South Burlington School District. It is the policy of the District not to discriminate in educational programs, activities, or employment practices on the basis of age, race, color, creed, sex, national origin, place of birth, ancestry, sexual orientation, gender identity, gender information, genetic information, or handicap under the provisions of Titles VI and VII of the Civil Rights Act of 1964; Title IX of the Educational Amendments of 1972; Section 504 of the Rehabilitation Act of 1973; the Individuals with Disabilities Education Act (IDEA) and Fair Employment Practices, 21 V.S.A. Chapter 5, Subchapter 6; and Title II of the Genetic Information Nondiscrimination Act of 2008 (GINA). If you require reasonable accommodation in completing this application, interviewing, or otherwise participating in the employee selection process, please direct your inquiries to the Human Resources Department Coordinator at 802-652-7255 or through email at [dkinnon@sbschools.net](mailto:dkinnon@sbschools.net) or at the address on the front of the application form.

The Drug Free Workplace Act requires specific actions on the part of employers including publication of a statement notifying employees of the prohibition against illegal drugs in the workplace, the establishment of a drug-free awareness program with specific elements, the notification to employees that compliance with the prohibition against drugs is a requirement for employment and imposing specific sanctions on any employee who is convicted of violations occurring in the workplace. See 41 U.S.C. §701.

I understand that nothing contained in this application or in the interview process is intended to create an employment contract between District and myself. If this application results in a volunteer position, I will be provided information regarding my rights as a volunteer of the District.

I understand that as part of my volunteer application process, the District may conduct a review of existing state and federal criminal records of convictions for certain crimes as specified by law and a review of the Agency of Human Services Adult Protective Services and Child Abuse Registry. I hereby acknowledge and agree to a check of any record of criminal convictions as per VSA, Title 16, Chapter 5, Subchapter 4, which may be maintained by the Vermont Criminal Information Center, the criminal record repositories of other states where I have been employed and/or resided, and the FBI. A record of substantiation may not be an automatic bar to employment. I understand that the results of that check will be made available to the South Burlington School District, Agency of Education, or for use in reviewing my suitability for engagement. I further

understand that within 30 days of receiving the results of the record checks, I have the right to appeal the findings to the Vermont Criminal Information Center, Department of Public Safety, 103 South Main Street, Waterbury, VT 05671-2101.

I understand that this application, under no circumstances, represents any obligation by the South Burlington School District to offer me a volunteer position of any type. I hereby acknowledge that I have read each of the above statements and understand the same and consent thereto.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**South Burlington School District  
TRANSPORTATION OF STUDENTS BY STAFF OR PARENTS**

The School District encourages the use of buses for transporting students. There are times, however, when staff or parents volunteer to transport a small number of children for a specific purpose. Here are some general guidelines for anyone who transports students.

- The driver must be licensed and insured. If there is an accident the driver's insurance Company is the primary insurer. The driver is not "covered" by the District.
- The vehicle must have a seat belt for every child passenger and the belts must be used at all times. A student under the age of 8 must have an approved child restraint system.
- Before any child is transported in a private vehicle, the parent must be informed and permission must be secured in writing or by telephone.
- Drivers must carry insurance at the state minimum for liability insurance.

Mr.  Ms.  Mrs.  Miss  Other: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_ Email: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Day Phone: \_\_\_\_\_ Evening Phone: \_\_\_\_\_

1. Please list your insurance company name:

\_\_\_\_\_

2. Do you carry the state minimum for liability insurance?  Yes  No

3. I have seat belts in my vehicle.  Yes  No

4. I have read the above information  Yes  No

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Signature Date

**Appendix C**

To: Administrators and Supervisors  
From: Karen Dantzscher, HR Director  
Re: Volunteer Background Check Procedure  
Date: September 14, 2018

Welcome back! As we gear up for the new year we want to remind you about our obligation, under [16 VSA §255](#), to conduct background checks on school volunteers. This memo will help clarify who needs to complete the Volunteer Background Check forms. Please remember, that *all volunteers* need to be under the direct supervision of a South Burlington School District staff member. We ask that you share this information with all persons who may be working with a District volunteer.

With this in mind, the following types of volunteers should complete the South Burlington School District Volunteer forms:

- Interns observing students from local colleges and universities
- PreK, School's Out, and YMCA volunteers
- Field trip parents/guardians and any other adults traveling with students on school sponsored activities.
- Parent classroom volunteer or room parent
- Parents/guardians/adults assisting with after-school/evening/weekend events
- Volunteer coaches for programs such as: Odyssey of the Mind and Girls on the Run
- Others to be clarified through Human Resources

The volunteers who do not need to complete Volunteer forms include:

- Teachers or professionals coming from another school to do a classroom observation
- College student-teachers who have already completed the full FBI fingerprint and related background checks
- Parents attending a class function, such as a holiday party or author's tea
- Parents coming ONLY for a lunch date, assembly, or concert
- SB Mentors who have already completed the full FBI fingerprint and related background checks
- RSVP volunteers coming to read or work with students who have already completed the full FBI fingerprint and related background checks through RSVP
- EEE and YMCA staff who have already completed the full FBI fingerprint and related background checks
- Others to be clarified through Human Resources

We have updated the Volunteer handbook and have included this with the application that should be used for all volunteers according to the guidelines listed in this memo. Should you have any questions or concerns, please feel free to contact the following Human Resources personnel directly:

Diane Kinnon, Human Resources Coordinator: [dkinnon@sbschools.net](mailto:dkinnon@sbschools.net) 652-7255

Karen Desmond-Dantzscher, Human Resources Director: [kdantzscher@sbschools.net](mailto:kdantzscher@sbschools.net) 652-7256