

South Burlington School District
VOLUNTEER AND WORK STUDY STUDENT
INFORMATION

September, 2018

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INTRODUCTION

WELCOME!

The South Burlington School District welcomes you and thanks you for sharing your talents with us for the benefit of our students. Whether you are in the classroom or helping with a specific project your contributions are important to our District's mission. In an effort to make you a part of our greater educational community, we have compiled this information to help answer some of your questions about the South Burlington School District as volunteer or work-study student. Be sure to ask your contact person about anything that has not been clarified for you in this document. Thank you for your effort, we are glad you are here.

VOLUNTEER PROGRAM PURPOSE

The District recognizes and welcomes the valuable contributions made to the school by volunteers and work study students. It further recognizes that appropriate supervision of volunteers and work study students will enhance these contributions as well as fulfill the responsibility that the School District has for the education and safety of its students. The Superintendent has developed administrative rules and procedures to ensure that volunteers and work study students are appropriately screened prior to entering into service in the school district, and those volunteers and work study students do not have extended unsupervised contact with students. Volunteers and work study students are responsible for complying with all District policies, school protocols, and directives.

DEFINITIONS

Volunteer means an individual who is not employed by the School District who provides services on an occasional or regular basis in the school setting to assist the staff. A volunteer provides services without compensation or economic benefit from the District.

Work Study Student/Intern means a student who receives credit or compensation for work performed at the school as part of a college work experience program. For purposes of this policy an intern, working without pay, except for a student teacher will be considered as a work study student.

OUR SCHOOLS

The [South Burlington School District](#) is a public school system comprised of more than 2400 students in grades Pre-K to 12. Our District is noted for academic rigor, relevance, and relationships as supported by a greater than 91% graduation rate. Of our graduates, 77% enroll in higher education. More than 60% of our students are involved in District sponsored extra-curricular activities and over 35% of our students participate in District sponsored athletic activities each season. It is a goal of the District to create excellence in achievement for all of our students through the guiding principles of our [District Ends Policy](#).

[Essential Early Education Programs](#) are hosted at [Chamberlin Elementary School](#) and [Orchard Elementary School](#) and the District works closely with the [South Burlington Family Center](#) and regional child-care providers to enable children, aged three and older, to start school ready to learn. The District also provides a robust afterschool and summer enrichment program called "[School's Out](#)" serving more than 300 students in grades Pre-K to 8.

Elementary programs are developmental with an emphasis on early literacy and math concepts. All K-5 elementary schools ([Chamberlin](#), [Orchard](#), and [Rick Marcotte Central School](#)) provide art, music, and physical education opportunities to enhance the core academic curriculum. Instructional units include single grade options with all grade configurations, in order to meet the learning needs of various learning styles. To assist classroom teachers with this responsibility, each elementary school has Special Education and English Language Learner support available to students. Each school also has a guidance counselor, librarian, and school nurse.

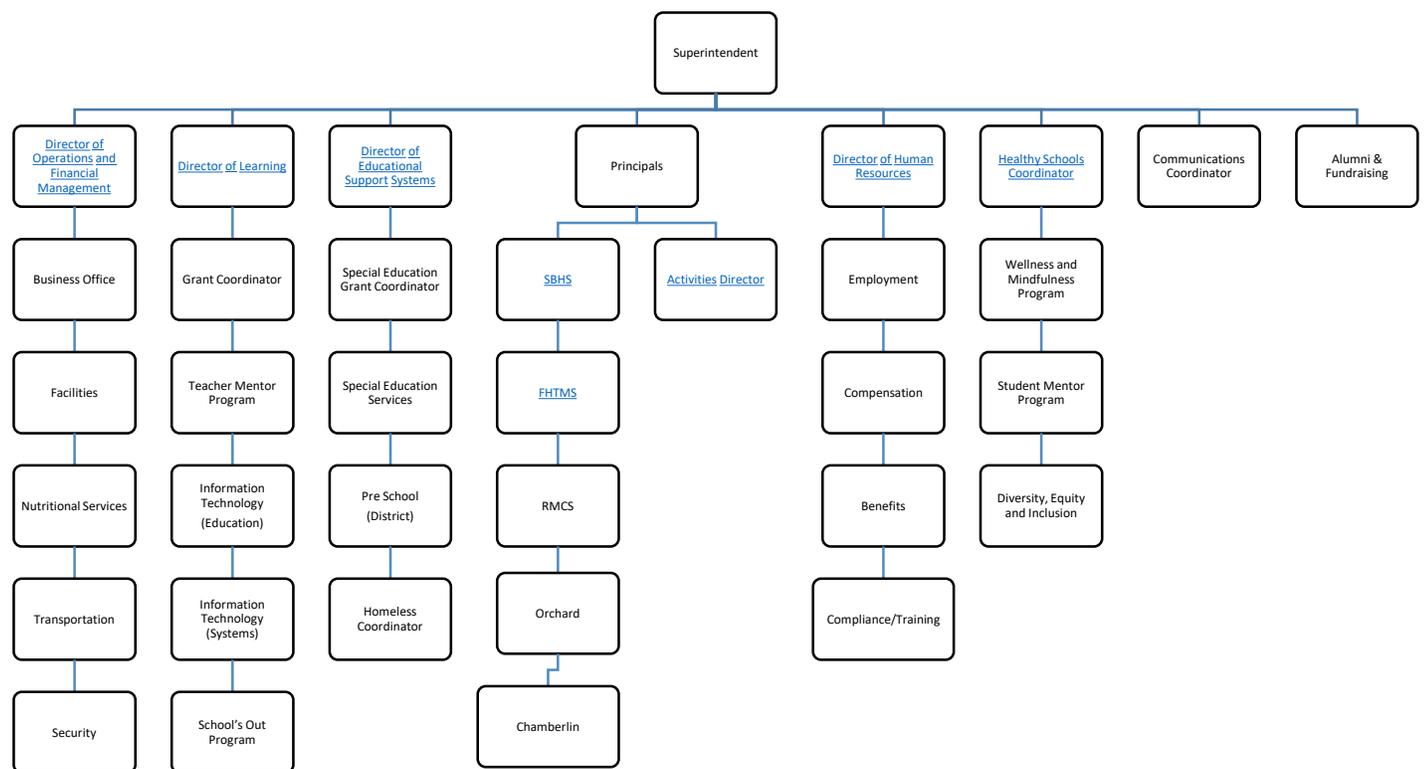


Teams of professionals work together to meet the unique needs of the young adolescents in our 6-8 grade program at the [Frederick H. Tuttle Middle School](#). The goals for our students include intellectual competence, physical and emotional fitness, and respectful behaviors. While proper preparation for the academic rigors of high school are integral to the middle level curriculum, other purposes specific to this age level are also emphasized: personal development, self-esteem, and exploratory learning. The curriculum is enriched with art, technology education, music, orchestra, band, jazz band, and world languages. Special Educators, guidance counselors, a librarian, and a school nurse also provide support for students learning at the middle school.

[South Burlington High School](#) is proud of its comprehensive curriculum and offers advance placement (AP) classes in such areas as Science, Math, English, History, Psychology, and Computer Science. Programs in art, music, practical arts, technology, and physical education are available to students on campus while the District partners with technical and vocational programs at neighboring regional technical centers.

A variety of athletic and co-curricular activities are available to students; our students consistently excel in many athletic, and co-curricular academic competitions as well. Students at South Burlington High School achieve above state and national averages on SAP and other standardized tests.

ORGANIZATIONAL STRUCTURE



SOUTH BURLINGTON SCHOOL DISTRICT GLOBAL ENDS STATEMENT

The District Ends policy is the statement of student expectations containing District standards. The School Board delegates the responsibility for making decisions to achieve these goals to the Superintendent. The statement is as follows:

- 1.0 Global Ends Statement: Students successfully complete their education from South Burlington School District demonstrating readiness for their next step. To be ready they will show competence, appropriate to grade and developmental capacity. We envision all graduates are ready for college, career, or individually determined next steps. The ends will be met at a cost that the community will support.
- 1.1 Disposition for Life-long Learning: Students will demonstrate the inclination and ability to acquire knowledge and skills to adapt and succeed by:
 1. Remaining curious and thinking creatively
 2. Taking initiative and being resourceful
 3. Gathering and analyzing data, relevant information, and ideas
 4. Generating alternatives and considering options and different perspectives
 5. Communicating (oral/written) with clarity and listening with understanding
 6. Solving problems and making decisions based on knowledge, thoughtful debate, and reason
 7. Cooperating and collaborating with and leading others
- 1.2 Academic Proficiency: Students will know, understand, appreciate and apply knowledge and skills in the following areas:
 1. Arts and Design
 2. Health and Wellness
 3. Language and Literature
 4. Math
 5. Science
 6. Social Sciences
 7. Second Language
 8. Technologies
- 1.3 Personal Development: Students will use self-awareness and skills to enhance one's own performance and interaction with others.
 1. Developing self-awareness and learning style, passions, and interests
 2. Clarifying purpose, possibilities, and path (goals, aspirations, post-secondary plans)
 3. Fostering independence and building supportive relationships with others
 4. Reflecting on self, weighing options, choosing actions, and accepting responsibility
 5. Living responsibly with confidence, resilience, and adaptability
 6. Demonstrating time management and organizational skills
 7. Respecting self and others' health and wellbeing (others' choices and boundaries)
 8. Advocating for self and others.
- 1.4 Citizenship: Students will possess the skills and inclination to contribute to their community and participate in local, state, and federal government in an informed and responsible manner.
 1. Understanding the impact of history, government, law and the economy on self and society
 2. Becoming a culturally aware citizen of the world by:
 - a. Engaging others with honesty, humility, kindness, and good humor.



- b. Appreciating others' experiences, backgrounds, and abilities and critically evaluating viewpoints
 - c. Taking socially responsible actions to benefit the local and global community
 - d. Practicing ethical behavior, including as a participant in the online community
3. Being proud of our shared experience and having fun along the way.

GENERAL INFORMATION

ABSENCE FROM ASSIGNMENT/ILLNESS

If you become ill or if you are unable to report for your voluntary/work-study assignment, we ask that you advise the principal/designee so an alternative course of action may be planned. If you become ill or injured while at school, report the information directly to your supervisor/principal.

ASSIGNMENTS

The principal/designee will provide you with tasks and activities that will enhance our student's achievement and the school's educational mission. Assignments and changes to assignments will be made at the sole discretion of the principal/designee.

BACKGROUND CHECK REQUIREMENTS

A volunteer or work-study student's suitability for services must be determined through a District approved application and background check process and consistent with the State of Vermont Vulnerable Populations process. It is expected that volunteers and work-study students will provide full and accurate information with which to perform necessary background checks. Insufficient information will be cause for not allowing volunteers or work study students access to students or activities until such time as such information is provided and/or adequate supervision is provided.

BLOOD BORNE PATHOGENS

The District has specific policies and guidelines with regard to handling bodily fluids. Please check with the school nurse or principal/designee in your building if you have questions about expectations and procedures.

Definitions:

Blood Borne Pathogens: Pathogenic microorganisms that are present in human blood and can cause disease in humans. These pathogens include, but are not limited to, Hepatitis B Virus (HBV) and Human Immunodeficiency Virus (HIV). Other potentially infectious materials include any bodily fluid that is visibly contaminated with blood.

Job Related Exposure: Real or potential contact (skin, eye, or mucous membrane) with blood or other potentially infectious materials that occurs during the performance of one's duties.

Universal Blood and Body Fluid Precautions: The standard by which one manages contact with real or potentially infectious materials. An approach where all human blood and other body fluids are treated as if infectious for blood borne pathogens. These body fluids include semen, vaginal secretions, cerebrospinal fluid, pleural fluid, pericardial fluid, peritoneal fluid, amniotic fluid, saliva, any bodily fluid that is visibly contaminated with blood, and all body fluids in situations where it is difficult or impossible to differentiate between body fluids.

Blood Borne Pathogens Expectations: To help ensure the safety of our staff, students, and greater school community, all are expected to comply with the following procedures to reduce the risk of work-related exposure to blood borne pathogens, and/or potentially infectious materials.



While performing volunteer-related duties, there is a potential for job related exposure to blood borne pathogens (BBP's) for all persons. To minimize or eliminate exposure, the following protocols are expected to be followed:

1. Persons are expected to quickly assess the situation and determine what type of medical assistant is needed, (i.e. dialing 911, calling for a school nurse).
2. If the person can assist themselves, provide them with tissues, Band-Aid, waste basket, or instruct them to move to a bathroom or health room.
3. If there are body fluids, and or contaminated areas, contact the custodian immediately for clean-up.
4. Move others away from the area and isolate the area.
5. Report the issue to the principal/designee.
6. Seek assistance from a staff member at any time.

CHILD ABUSE REPORTING

Suspected child abuse or neglect should be reported to the Principal/designee immediately. The report is to protect children whose health and welfare may be jeopardized by abuse or neglect and to ensure the District meets the legal reporting obligations. It is **not** the individual's responsibility to determine whether or not neglect or abuse has occurred. Rather, it is the responsibility of District to be faithful and timely reporters of suspected abuse or neglect so that allegations can be brought to the attention of objective, trained, and experienced investigators.

CONFIDENTIALITY

The Family Educational Rights and Privacy Act (FERPA) has afforded students the right and protection of confidentiality. All student records and any personally identifiable information is confidential and may not be shared with others (in or out of the District) without expressed written permission. Expectations for all individuals is that knowledge about students and staff of a personal nature that is acquired through one's association with the District is not to be shared with anyone unless there is a legitimate professional reason.

Concerns about District programs, practices, students, or teaching staff should only be shared on a professional level with those involved at the school and with a legitimate need to know. Further, sharing derogatory information outside the District is not appropriate, useful, or professional.

DAILY SCHOOL SCHEDULES

R. M. Central School

Classes start 8:05 a.m.
Dismissal 2:40 p.m.

Chamberlin Elementary School

Classes start 8:05 a.m.
Dismissal 2:40 p.m.

Orchard Elementary School

Classes start 8:05 a.m.
Dismissal 2:40 p.m.

Frederick H. Tuttle Middle School

Classes start 8:40 a.m.
Dismissal 3:25 p.m.

High School

Classes start 8:35 a.m.
Dismissal 3:20 p.m.

DRIVING

The District encourages the use of its buses for transporting students. However, there may be times when a staff member is engaged to transport a student for a specific purpose and a volunteer is asked to accompany. Volunteers are not allowed to transport students.

DRUG FREE WORKPLACE ACT

The District will comply with the Drug Free Workplace Act. The District prohibits any illegal drugs in the workplace and all persons are expected to comply with this policy in order to participate as a District volunteer or work study student. Violations occurring while in the District or failure to comply with policy will result in sanctions.

EMERGENCY SCHOOL CLOSINGS

If a decision to close school is made due to snowstorms or other emergencies, the following radio and television stations will have the latest information: **WJOY, WKDR, WEZF, WNCS, WOKO, WKOL, WIZN, WVMT, WXXX, VT-ETV, WCAX-TV, WPTZ-TV, WVNY-TV.**

HARASSMENT/HAZING/BULLYING

Harassment of students, staff, volunteers or work-study students will not be tolerated in school. Anyone attempting to create a hostile environment shall be referred to the principal/designee.

“Bullying” is defined as any overt act or combination of acts, including an act conducted by electronic means, directed against a student by another student or group of student and which is repeated over time; is intended to ridicule, humiliate, or intimidate the student. If you are a witness to this behavior, please contact the principal/designee with pertinent information regarding the incident(s).

HELP DESK

The Information Technology Support Team (Help Desk) provides front line support for technology, media services, and telephones. The Help desk may be reached at 7050.



NONDISCRIMINATION

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, 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).

PARKING

You may park in any non-restricted area. The District is not responsible for any damage or loss resulting from your use of the parking area. For volunteers and work study students assigned to the high school and/or middle school, there is additional parking behind the middle school. For parking in handicap spaces, be sure to display proper authorization. Drivers of towed vehicles will be required for associated costs.

POLICY ADHERANCE

All persons are expected to comply with federal and state statutes and regulations, as well as all District policies, procedures, and school protocols and practices. If a situation arises for which personal liability results, and this liability is based on negligence or injurious conduct arising from a directive or assignment, then District support may be available based on a specific need. Policies and procedures are listed on the [District website](#)

PROPER ATTIRE

What is considered proper attire varies by department. Generally, business casual attire is expected for those persons working in the classroom and business offices. We recommend that you discuss the expectations for dress with your Principal if you are uncertain about proper dress.

RESPECT FOR OTHERS

All persons are entitled to have their "personal space" respected. No physical contact with students should be used to compel compliance with directions. Refer any discipline concerns immediately to the Principal. Adherence to all school policies and practices regarding discrimination, harassment, and respect is required.

SAFETY RESPONSIBILITIES

Volunteers and work-study students assisting with students will be under the immediate supervision of an informed staff member and will not have unsupervised contact with students unless authorization is granted by an administrator.

All visitors who are not District employees are required to sign in and receive a name tag that is to be visible at all times. Please report any suspicious behaviors and/or strangers to the Principal.

Anyone who demonstrates inappropriate conduct, as determined by the Principal/designee, will not be permitted to work with students. There are specific reporting procedures that must be followed if anyone has reason to suspect abuse or neglect of a student. Questions or concerns are to be directed to the Principal/designee. [△](#)

SCHOOL CRISIS COMMANDS

All volunteers and work-study students are expected to follow the school emergency response procedures below:

1. Clear the Halls: Students, staff, visitors are instructed to go to the closest room supervised by an adult. Close the door(s) and wait for further notice. Education continues in room.
2. Secure the School (Lockdown): After "Clearing the Halls," Lock doors, close shades, and turn off lights. Students, staff and visitors will remain away from doors and windows. Designated staff will swipe his/her ID three (3) times on special electronic card reader to lock all external doors. Students, staff and visitors who are outdoors will move away from the building. Intercom will be used only for emergencies. Ensure all cell phones and pagers are off. No calls in or out during a crisis. Texting may be allowed with adult permission.
3. Evacuate the Building/Relocation: If possible, grab a "Crisis Bucket" and staff cell phone and move to designated outdoor area. Teachers will take attendance and report unaccounted students to the Principal. If directed, all will move to a designated "Relocation Site."
4. All Clear: The "All Clear" command will be communicated by Administration when it is safe for students, staff, and visitors to return to the normal routine.
5. Power Failure Procedure: In the event of a power failure, students, staff and visitors are expected to be quiet and calm. Students, staff and visitors in classrooms without windows should wait in the hallway, if emergency lighting is not functioning. Further instructions will be given by the Administration.

SECURITY SIGN-IN

All visitors and volunteers to South Burlington Schools are expected to report to the main office to sign in

and obtain a badge or name tag. It is important that all persons are accounted for in the event of an emergency.

STUDENT INJURY OR ILLNESS

In case of an illness or injury of a student in your care or proximity, immediately notify a staff member, Administrator, or your immediate contact. The principal/designee will decide what course of action to take. Only nurses or their designees are permitted to dispense medications (prescription or non-prescription) to students. All medication should be directed to the school nurse or main office.

If you witness an on-site accident or are injured while in the District, please remember to fill out an accident report. These forms are available in the main office at each school or through Human Resources.

TRAINING

The care and concern for students and staff is of utmost concern. All persons are expected to be vigilant in watching for ever-present risks. Volunteers are encouraged to participate in training programs, as they are made available.

An online volunteer orientation will be made available, and principal/designees are encouraged to provide training at least once a year focusing on such topics as: confidentiality, discipline, personal space, liability, and other information relevant to working with students. Additional training will be provided for specific programs, field trips, or programs having unique or extraordinary needs.

VISITORS

All visitors to the school or classroom without a proper badge or name tag should be directed to the school office. [△](#)

FIREARMS, DRUGS, ALCOHOL, AND TOBACCO PRODUCTS

The South Burlington School District has specific policies prohibiting the use and possession of drugs, alcohol, tobacco, and firearms on school grounds. Any person under the influence of drugs or alcohol (prescription or non-prescription) will not be allowed to participate in activities. Continuation as a volunteer is at the discretion of the Superintendent/designee.

POLICIES AND PROCEDURES

Policies and procedures are listed on the [District website](#)

ALCOHOL AND DRUG-FREE WORKPLACE (D3)

The use or possession of any controlled substance on school property is prohibited. A person under the influence of alcohol and/or drugs (prescribed or not prescribed) while engaged in employment for the District will be subject to discipline up to and including termination.

EDUCATION RECORDS (F1)

It is the policy of the South Burlington School District to protect the confidentiality of education records. The South Burlington School District recognizes the importance of keeping accurate and appropriate education records for students as part of a sound educational program and is committed to act as trustee of this information, maintaining these records for educational purposes to serve the best interests of its students.

The principle of confidentiality underlies all policies and procedures for the collection, maintenance, disclosure and destruction of education records. The building Principal will be the custodian of all education records in a given school. The Superintendent has overall responsibility for education records throughout the District and for assuring that adequate systems are in place to maintain such records. The Superintendent is responsible for developing procedures to assure the consistent implementation of this policy. The procedures shall comply with all federal and state laws and regulations governing access to and the collection, maintenance, disclosure and destruction of education records.

FIREARMS (F8)

The District is committed to providing a safe learning environment and workplace and prohibits the possession of any weapon, lawful or unlawful, on school property by anyone including, but not limited to, employee, student, volunteer, vendor, or client.

PROTECTION AGAINST HARASSMENT OF EMPLOYEES (D-6)

The District is committed to providing a work environment free from unlawful harassment. Harassment is a form of unlawful discrimination and will not be tolerated. Conduct which is inappropriate, but does not rise to the level of unlawful harassment may still lead to sanctions. The District shall provide a work environment free of unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct, or communications constituting unlawful harassment as defined and otherwise prohibited by state and federal law.

PREVENTION OF HARASSMENT, HAZING, AND BULLYING OF STUDENTS (F4)

The District is committed to providing all of its students with a safe and supportive school environment in which all members of the school community are treated with respect.

It is the policy of the District to prohibit the unlawful harassment of students based on race, color, religion, creed, national origin, marital status, sex, sexual orientation, gender identity, or disability. Harassment may also constitute a violation of Vermont's Public Accommodation Act, Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, Title II of the Americans with Disability Act of 1990, the Age Discrimination Act of 1975, and/or Title IX of the federal Education Amendments Act of 1972.

It is also the policy of the District to prohibit the unlawful hazing and bullying of students. Conduct which constitutes hazing may be subject to civil penalties.

The District shall address all complaints of harassment, hazing, and bullying according to its procedures, and shall take appropriate action against any person- subject to the jurisdiction of the Board – who violates this policy. Nothing herein shall be construed to prohibit punishment of a student for conduct, which, although it does not rise to the level of harassment, bullying, or hazing as defined herein, otherwise violates one or more of the District's disciplinary policies or code of conduct.

District Contacts:

David Young, Superintendent
500 Dorset St, South Burlington, VT 05403
Phone: 802/652-7252 FAX: 802/652-7257 Email: dyoung@sbschools.net

Joanne Godek, Director of Educational Support Systems
500 Dorset St, South Burlington, VT 05403
Phone: 802/652-7291 FAX: 802/652-7257 Email: jgodek@sbschools.net

Karen Desmond-Dantscher, Human Resources Director

500 Dorset Street, South Burlington, VT 05403
Phone: 802/652-7256 FAX: 802/652-7257 E-Mail: kdantzscher@sbschools.net

School Contacts:

South Burlington High School

Patrick Burke, Principal
550 Dorset Street, South Burlington, VT 05403
Phone: 802/652-7003 FAX: 802/652-7006
E-Mail: PBurke@sbschools.net

F.H. Tuttle Middle School

Karsten Schlenter, Principal
500 Dorset Street, South Burlington, VT 05403
Phone: 802/652-7101 FAX: 802/652-7152
E-Mail: kschlenter@sbschools.net

Rick Marcotte Central Elementary School

Brent Coon, Principal
10 Market Street, South Burlington, VT 05403
Phone: 802/652-7201 FAX: 802/658-9047
E-Mail: bcoon@sbschools.net

Orchard Elementary School

Mark Trifilio, Principal
2 Baldwin Ave, South Burlington, VT 05403
Phone: 802/652-7303 FAX: 802/658-9037
E-Mail: MTrifilio@sbschools.net

Chamberlin Elementary School

Holly Rouelle, Principal
262 White Street, South Burlington, VT 05403
Phone: 802/652-7400 FAX: 802/658-9048
E-Mail: hrouelle@sbschools.net

External Agencies Handling Complaints: While the School District encourages employees to file their complaint through the District's complaint procedures, the following state and federal agencies may also be contacted:

Vermont Attorney General's Office, Civil Rights Unit, 109 State Street, Montpelier, VT 05602.
(Voice and TDD) Telephone: 802/828-3171.

- Complaints should be filed within 300 days of the adverse action.

Equal Employment Opportunity Commission, 1 Congress Street, Boston, MA 02114
(Voice) Telephone: 617/565-3200 (TDD) Telephone: 617/565-3204

- Complaints should be filed within 300 days of the adverse action.

Vermont Human Rights Commission, 133 State Street, Montpelier, VT 05633-6301
(Voice and TDD) Telephone: 802/828-2480

- Complaints must be filed within 360 days of the adverse action

RESPONSIBLE USE OF INFORMATION TECHNOLOGY (F14)

The use by students, staff, or others of District information technology resources is a privilege, not a right. The District's computer and network resources are the property of the District. Users shall have not expectation of privacy in anything they create, store, send, receive, or display on or over the District's computer or network resources, including personal files. The District reserves the right to monitor, track, and log use of information technology resources and may deny access for unauthorized, inappropriate, or illegal activity. The District may revoke access privileges and/or administer appropriate disciplinary actions for misuse of its information technology resources. More information and the complete policy may be accessed on the District webpage or the link provided.

SECURITY CAMERAS (E2)

To enhance the safety of our school community, the Board commits to the use of security cameras according to District policy.

TOBACCO PROHIBITION (E1)

The District complies with state law and local smoking ordinances thereby prohibiting smoking in all District buildings, property, and vehicles.

VOLUNTEERS AND WORK STUDY STUDENTS (D2)

SOUTH BURLINGTON SCHOOL DISTRICT CONTACTS

Schools:

Rick Marcotte Central School 10 Market Street	652-7200 Brent Coon, Principal Sue Dattilio, Administrative Assist. Barb Gilmore, Administrative Assist	bcoon@sbschools.net sdattilio@sbschools.net bgilmore@sbschools.net
Chamberlin Elementary 262 White Street	652-7400 Holly Rouelle, Principal Rose Dattilio, Administrative Assist	hrouelle@sbschools.net rdattilio@sbschools.net
Orchard Elementary 2 Baldwin Avenue	652-7300 Mark Trifilio, Principal Sue O'Brien, Administrative Assist Allyson Yandow, Administrative Assist	mtrifilio@sbschools.net sobrien@sbschools.net ayandow@sbschools.net
Frederick H. Tuttle Middle School 500 Dorset Street	652-7100 Karsten Schlenter, Principal David Hyatt, Assistant Principal Margaret Pasqual, Administrative Assist	kschelnter@sbschools.net dhyatt@sbschools.net mpasqual@sbschools.net
South Burlington High School 550 Dorset Street	652-7000 Patrick Burke, Principal John Craig, Assistant Principal Lissa McDonald, Assistant Principal Brenda Nerber, Administrative Assist Laurinda Hulce, Administrative Assist.	pburke@sbschools.net jcraig@sbschools.net lmcdonald@sbschools.net bnerber@sbschools.net lhulce@sbschools.net

Other Contacts:

Superintendent	652-7250	David Young
Superintendent's Executive Assist.	652-7252	Delina Gilroy
Administrative Assistant	652-7390	Meg Collins
Human Resources Director	652-7256	Karen Desmond-Dantzschler
Human Resources Coordinator	652-7255	Diane Kinnon
HR Benefit Specialist	652-7136	Maura Sawtelle
Director of Operations and Financial Management	652-7055	Gary Marckres
Director of Learning	652-7391	Mike Martin
Payroll Coordinator	652-7051	Missy Pidgeon
Director of Facilities	652-7533	Bart Miceli
Facilities Coordinator	652-7533	Jessica Witty
Transportation Coordinator	652-7498	Deb Courtemanche
Nutritional Services Director	652-7160	Rhonda Ketner
Director of Educational Support System	652-7392	Joanne Godek
Administrative Assistant	652-7253	Sue Ringey
Administrative Assistant	652-7183	Linda Mickel
Administrative Assistant	652-7187	Hollie Heil

**SBSD TRANSPORTATION OF STUDENTS FORM
(Staff, Parents, Volunteers, or Work-Study Students)**

I. Trip Information:

Purpose of the Trip: _____

Trip Start Location: _____ Trip Destination: _____

Date of Trip: _____ School: _____

Total Passengers: _____ Total Students: _____

II. Driver Screening/Insurance Requirements:

Driver Name	_____
Vehicle Year/Make/Model	_____
Driver's License Number	_____
License Expiration Date	_____

III Required Questions: *Please respond to the following. If you answer no, please explain*

I am over 21 years of age.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
I have a valid Vermont Driver's License	<input type="checkbox"/> Yes <input type="checkbox"/> No	
I have no vehicle moving violations or at-fault accidents within the last 3 years.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
I have never been convicted of any crimes against children or other persons.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
I carry auto liability limits of at least \$100,000 per person/\$300,000 per accident (bodily injury) and \$50,000 (property damage) or \$300,000 combined single limit.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
I am aware that, in the event of an accident while on a school-related activity, any claims will be tendered to my personal auto insurance company, and that my insurance coverage will be primary.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
I agree to report to the Principal/designee any and all accidents, regardless of scope, that I am involved in while transporting students, staff, or other volunteers.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
There is a working seatbelt for the driver and each passenger, and I will enforce the wearing of seat belts by all occupants.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
The brakes on my vehicle, including the emergency brake, are in good working order.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
The tires on my vehicle have legal tread depth (3/32")	<input type="checkbox"/> Yes <input type="checkbox"/> No	
The brake lights, turn indicators, and headlights on my vehicle are in good working order.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
The windows on my vehicle are clear and provide an unobstructed view for the driver.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
My vehicle has functioning rear view mirrors (center and left side).	<input type="checkbox"/> Yes <input type="checkbox"/> No	
My vehicle has no other physical defects that would interfere with the safety of the driver/passengers.	<input type="checkbox"/> Yes <input type="checkbox"/> No	

My vehicle has a rated capacity of ten passengers or less.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
If my vehicle has dual airbags, I will not seat children under the age of 12, or smaller individuals in the front passenger seat.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
I agree to use booster seats as applicable (under the age of 8).	<input type="checkbox"/> Yes <input type="checkbox"/> No	
I agree not to smoke while transporting students.	<input type="checkbox"/> Yes <input type="checkbox"/> No	

I have attached a copy of my Driver's license and Certificate of Insurance

I have read the above information and to the best of my knowledge the information provided on this form is both true and accurate.

Signature of Driver: _____ Date: _____

IV Administrative Review

- I have a copy of the Driver's license and Certificate of Insurance.
- All appropriate background checks have been performed and reviewed.
- All students have parental permission to ride with the employee/volunteer driver.
- All "No" responses have been addressed satisfactorily.

I have reviewed the above information and this driver and vehicle are approved for this trip.

Principal/Designee: _____ Date: _____

Acknowledgement Form

This form is to certify that I have been given a copy of the Volunteer/Work Study Student Information for the South Burlington School District and that I have read and understand the contents. I further understand that no promise of employment is implied or expressed.

Signature

Date

Print Name