

Community Relations

School Volunteers

The Board of Education encourages the use of volunteers to:

1. Increase students' educational attainment,
2. Provide enrichment experiences for students,
3. Increase the effective utilization of staff time and skills,
4. Give more individual attention to students, and
5. Promote greater community involvement.
6. Criminal background checks

The Superintendent shall establish procedures for securing and screening resource persons and volunteers. No person who is required by law to register with the Commissioner of Public Safety because such person has committed a sexual offense and/or criminal offense against a minor will be considered as a volunteer.

All adult volunteers must be fingerprinted.

Annually, principals shall submit a list of all regular volunteers in the District (chaperones on field trips, aides, library and classroom volunteer assistance, grandparents, assistance at athletic events, field days, etc.) to the Superintendent.

Legal Reference: Connecticut General Statutes

10-4g Parental and community involvement in schools

10-235 Indemnification of teachers, board members, employees and certain volunteers and students in damage suits; expenses of litigation

PA. 97-290 An Act Enhancing Educational Choices and Opportunities

PA. 98-111 An Act Concerning the Registration of Sexual Offenders

Community Relations

School Volunteers

Securing and Screening Volunteers

The building Principal or his/her designee directs the use of volunteers within the school. Specifically, the Principal or designee directs volunteer recruitment, screening, placement, and training within the following perimeters:

1. Qualifications

Volunteers may come from all backgrounds and all age groups. The main qualification for a volunteer is that he or she has a desire to give his or her time and talent in order to enrich student learning opportunities and the school community generally.

2. Persons Not Allowed to Serve as Volunteers

No person who is required by law to register with the Commissioner of Public Safety because such person has committed a sexual offense and/or criminal offense against a minor may serve as a volunteer. Every time a notification for a registered offender is received, the building Principal or his/her designee shall review it for any person's name who has submitted a volunteer information form during that school year. Whenever someone submits a new volunteer information form, the building Principal or designee shall review the offender registration list. The building Principal may request that any volunteer submit to a criminal background investigation.

3. Recruitment

School personnel may recruit volunteers through the following resources: parent(s)/guardians, parent organizations, retired teachers and other senior citizen groups, community businesses, local volunteer centers, and universities. If a staff member other than the Principal recruits a volunteer, the staff member must provide the volunteer's name and address to the Principal.

4. Role

Volunteers serve only in an auxiliary capacity under the direction and supervision of a staff member; they are not a substitute for a member of the school staff. Volunteers do not have access to confidential student school records.

5. Selection, Placement, and Supervision

Volunteer selection and placement shall be on the basis of the volunteer's qualifications and availability and the school's needs. A volunteer will be assigned to a staff member only with the staff member's consent. The relationship between a volunteer and staff member should be one of mutual respect and confidence.

Community Relations

School Volunteers

Securing and Screening Volunteers (continued)

6. Screenings

Screening volunteers is critical because of the vulnerability of the population the school district serves. Each volunteer must register in the school's main office at the beginning of each visit and wear a name tag while in the building. Unless he or she has already done so during the current academic year, the volunteer must complete an information form.

A request to volunteer or to continue volunteering will be denied if the volunteer behaves in any manner that demonstrates he or she is not a good role model or is otherwise detrimental to the school environment. Such behavior includes: swearing, failing to be dependable, failing to follow instructions, committing any criminal act on school grounds or at a school activity, touching a student in an inappropriate manner, failing to dress in an appropriate manner or violating any school rule, policy or regulation.

7. Training

Each academic year, when a person first completes the volunteer registration form, the Principal or designee should give the person a copy of this administrative procedure along with other pertinent information. The staff member to whom the volunteer is assigned is responsible for explaining his or her expectations of the volunteer. The Principal or designee should arrange appropriate training opportunities for those volunteer activities requiring a skill or knowledge base (e.g., working in the computer lab).

Legal Reference: Connecticut General Statutes

10-4g Parental and community involvement in schools

10-235 Indemnification of teachers, board members, employees and certain volunteers and students in damage suits; expenses of litigation

PA. 97-290 An Act Enhancing Educational Choices and Opportunities

PA. 98-111 An Act Concerning the Registration of Sexual Offenders

Regulation approved: March 20, 2007

PUTNAM PUBLIC SCHOOLS
Putnam, Connecticut

PUTNAM PUBLIC SCHOOLS
Putnam, Connecticut

Volunteer Information Form and Waiver of Liability

Only one form needs to be completed by a volunteer each school year. Please print clearly in ink'.

Information Form

Name:

Last

First

Middle

Telephone

Address: _____
Street

City

Zip Code

Personal physician: Phone

Emergency adult contact: Phone

Are you now or have you ever been a school volunteer?

At _____ which _____ school?

Year?

The name of any child or ward attending this school:

Criminal Conviction Information

Are you a sex offender?

Have you ever been convicted of a felony?

If you answered YES, list all offenses

Offense(s):

Date(s):

Place(s):

If requested, are you willing to consent to a criminal background investigation?

Waiver of Liability

The School District does not provide liability insurance coverage to non-district personnel serving as volunteers for the School District. The purpose of this waiver is to provide notice to prospective volunteers that they do not have insurance coverage by the School District and to document the volunteer's acknowledgment that they are providing volunteer service at their own risk. However, C.G.S. 10-235 provides that the district must indemnify and hold harmless volunteers from civil liability in most situations as long as the volunteer is approved by the Board of Education to carry out a duty prescribed by the Board and performs services under the direction of a certified teacher. Therefore the district must pay any damages awarded to a plaintiff in an action brought alleging negligence or other act resulting in injury, including infringement of that person's civil rights.

Volunteer Information Form and Waiver of Liability

Waiver of Liability (continued)

By your signature below:

1. You acknowledge that the School District does not provide insurance coverage for the volunteer for any loss, injuries, illness, or death resulting from the volunteer's unpaid service to the School District.
2. You agree to assume all risk for death or any loss, injury, illness or damage of any nature or kind, arising out of the volunteer's supervised or unsupervised service to the School District agree to waive any and all claims against the School District, or its officers, Board Members, employees, agents or assigns, for loss due to death, injury, illness or damage of any kind arising out of the volunteer's supervised or unsupervised service to the School District.

Date: Signature of Volunteer:
Printed Name of Volunteer__

For School Use Only

General description of assignment(s):

- supervising students as needed by a teacher
- supervising students during a regularly scheduled activity
- assisting with academic programs
- assisting at the resource center or main office

other

Name _____ of _____ supervising _____ staff _____ member:
"Sex offender list" checked by on(mandatory).

Is a criminal background check necessity (the individual will be working over a long period of time in direct contact with students where no staff member is continuously present or in other situations where a check would be prudent)? *(to be answered by Principal)*

If "yes," and provided the individual authorized the check,

- the date on which the check was requested?
- the date on which it was received and reviewed.

Reviewed by:

Signature

Date