

Community Relations

ADMINISTRATIVE REGULATIONS ON SCHOOL VOLUNTEERS / RESOURCE PERSONS

1212AR

SECURING AND SCREENING VOLUNTEERS/RESOURCE PERSONS

The Building Principal or his/her designee directs the use of volunteers/resource persons within the school. Volunteers are defined as those individuals who volunteer their time to assist in schools while resource persons are those who are not employees but receive compensation in the form of a payment or an honorarium for services rendered (e.g., visiting author).

Specifically, the Principal or designee directs volunteer/resource person recruitment, screening, placement, and training within the following perimeters:

1. **Qualifications.** Volunteer/Resource Persons may come from all backgrounds and all age groups. The main qualification for a Volunteer/Resource Person 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/Resource Persons.** No person who is a “registered sex offender,” may serve as a Volunteer/Resource Person. Every time a new notification/online posting of registered sex offenders is received, the Building Principal or his/her designee shall review it for any person's name who has submitted a Volunteer/Resource Person Registration Form and Waiver of Liability during that school year. Whenever someone submits a new Volunteer/Resource Person Registration Form and Waiver of Liability, the Building Principal or designee shall review the sex offender list. The Building Principal may request a Volunteer/Resource Person submit to a criminal background investigation if 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.
3. **Recruitment.** School personnel may recruit Volunteers/Resource Persons 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/Resource Person, the staff member must provide the Volunteers/Resource Person's name and address to the Principal.
4. **Role.** Volunteers/Resource Persons 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. Volunteer/Resource Persons do not have access to confidential student school records.

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5. **Selection, Placement, and Supervision.** Volunteer/Resource Person selection and placement shall be on the basis of the Volunteer/Resource Person's qualifications and availability and the school's needs. A Volunteer/Resource Person will be assigned to a staff member only with the staff member's consent. The relationship between a Volunteer/Resource Person and staff member should be one of mutual respect and confidence.
6. **Screenings.** Screening Volunteers/Resource Persons is critical because of the vulnerability of the population the school district serves. Each Volunteer/Resource Person 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/Resource Person must complete a Registration Form and Waiver of Liability. Absent an indication on the form that the Volunteer/Resource Person may not qualify, the Volunteer/Resource Person may proceed to the assigned activity.

A request to be a Volunteer/Resource Person or to continue volunteering/working will be denied if the Volunteer/Resource Person behaves in any manner that demonstrates he or she is not a good role model or is otherwise detrimental to the school environment. Examples of such behavior include: swearing, failing to be dependable, failing to follow the supervisor's instructions, committing any criminal act on school grounds or at a school activity, touching a student in a rude or overly forceful manner, failing to dress in an appropriate manner, or violating any school rule.

7. **Training.** Each academic year, when a person first completes the Volunteer/Resource Person Registration Form and Waiver of Liability, 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/Resource Person is assigned is responsible for explaining his or her expectations of the Volunteer/Resource Person. 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.

Fairfield Public Schools
Board of Education
Policy Guide

1212AR
Sample Letter

SCHOOL LETTERHEAD

October 3, 2008

Dear Parents,

In continued efforts to provide for a safe and secure learning environment for all students, Fairfield Public Schools is implementing a new administrative regulation (#1212AR) regarding Volunteers/Resource Persons. This regulation requires all Volunteers/Resource Persons in our schools to complete a registration form. Any Volunteer/Resource Person working before, during or after school in a school- or PTA- sponsored activity is required to complete this form.

Attached, you will find the Volunteer Registration Form and Waiver of Liability. Please complete this form and return it to me prior to the start of any volunteer work. If you have any questions, please feel free to contact me.

Sincerely,

_____ Principal's Name

10/1/2008

FAIRFIELD PUBLIC SCHOOLS
Fairfield, Connecticut

1212AR

Volunteer / Resource Person Registration Form and Waiver of Liability

Only one form needs to be completed by a Volunteer/Resource Person each school year. Please print clearly in ink:

Registration Form

Name: _____
Last First Middle Telephone

Address: _____
Street City Zip Code

E-mail address: _____ Driver's License: _____

Emergency adult contact: _____ Phone: _____

Are you now or have you ever been a school volunteer/resource person? _____

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? _____

Important Volunteer/Resource Person Policies and Guidelines

1. All Volunteers/Resource Persons must complete a new Volunteer/Resource Person application each year.
2. All Volunteers/Resource Persons must sign in at the school office before proceeding to their Volunteer/Resource Person assignment.
3. Volunteers/Resource Persons may not dispense either prescription or over the counter medications to students.
4. Volunteers/Resource Persons must respect a student's right to confidentiality including the following areas: standardized test scores, family background information, reports of serious behavior patterns and written teacher observations.

Date: _____ Signature of Volunteer/Resource Person: _____

Printed Name of Volunteer/Resource Person: _____

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For School Use Only

“Sex offender list” checked by _____ on _____ (mandatory).

Is a criminal background check necessary (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)? ___ Yes ___ No

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. _____

Approved

Not Approved

Reviewed by: _____
Signature Date

10/1/2008