



## COMMUNITY RELATIONS

1212

### School Volunteers

The Montville Board of Education recognizes that volunteers can make many valuable contributions to our schools. The Board endorses a program encouraging community residents to take an active role in improving schools and to become school volunteers in schools subject to suitable regulations and safeguards. Appropriate recognition of volunteer services shall be made by the Board and school district administration.

The Montville 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.

The Superintendent of Schools shall establish procedures for securing and screening resource persons and volunteers. No person who is a "sex offender," as defined by Public Act 98-111, An Act Concerning the Registration of Sexual Offenders shall be used.

The Montville Public Schools follows a two tiered volunteer system.

Legal Reference: Connecticut General Statutes

10-4g Programs to encourage participation in the educational process

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

P.A. 97-290 An Act Enhancing Educational Choices and Opportunities

P.A. 98-111 An Act Concerning The Registration of Sexual Offenders

Policy Adopted: 7/15/97

Revised: 2/24/15

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## School Volunteers

1. All parents are notified at the beginning of each school year about the Board's volunteer policy.
2. Form 1212 must be completed annually by all volunteers and be housed in each school's main office.
3. Each volunteer shall be responsible to the building Principal and will work under the direct supervision of a certified teacher or staff member who is completely familiar with the assignment. It is the duty of the building Principals to see that the type of information that the volunteer is permitted to work with is not of a *confidential* nature.
4. In our continued effort to maintain a safe learning environment, all volunteers must report to the school office upon arrival and before departing. A sign-in/sign-out log will be maintained in each school office. The log will include the time the volunteer arrived and departed and their assignment. Each volunteer will be provided with an identification badge which must be displayed while in the school.
5. All volunteers are expected to exhibit standards of conduct equal to those of the school staff and to observe all Montville Board of Education policies. These include, but are not limited to: Use of appropriate language, maintaining *confidentiality*, wearing appropriate attire, and exercising good and reasonable judgment.
6. Should a concern about a volunteer present itself, the school staff member supervising the volunteer should immediately share the concern(s) with the building Principal. Likewise, should a concern present itself about a staff member, the volunteer should share the concern(s) with the building Principal. Efforts will be made in both instances to resolve the concerns.
7. No offer of voluntary services by any person shall be rejected on the basis of the race, color, gender, age, religion, marital status, citizenship status, national origin, handicapping condition or any other basis of unlawful discrimination under the laws of the State of Connecticut.
8. The District has identified two classifications of volunteers: Group I and Group II.

## Group I

Volunteers will be classified in Group I when they engage in activities in the presence of a Montville Public Schools employee. (Background checks will not be required of Group I volunteers.) Group I volunteers are those who engage in the activities listed below:

- assisting in a classroom, cafeteria, or library when a staff member is present
- accompanying a class on a field trip during the school day with a teacher
- helping in the school office during regular school hours
- assisting in the cafeteria or library during regular school hours
- extra-curricular events, i.e., dances, fairs, open house, etc.

## Group II

Volunteers will be classified in Group II when they provide services to students when not in the direct presence of a Montville Public Schools employee. Group II volunteers will be required to complete a consent form regarding the release of information concerning any prior or pending criminal offenses, and such volunteers will be required to submit to a record check of the Department of Children and Families (DCF) Abuse and Neglect Registry. Group II volunteers are those who engage in the activities listed below:

- accompanying a class on a field trip in which the plans include that students be divided into small groups supervised solely by the volunteer chaperone for any length of time
- chaperoning an overnight field trip
- working in direct contact with students without the direct presence of a Montville Public Schools employee
- coaching

A list of all approved Group II volunteers will be maintained by the Superintendent of Schools or designee. Only volunteers on the approved list may be utilized by the Montville Public School District.

Upon receipt of DCF Abuse and Neglect Registry results indicating that the volunteer is involved in an abuse or neglect investigation or that the volunteer is listed as a perpetrator of abuse or neglect on the Registry, the Superintendent of Schools or designee will notify the volunteer in writing of the results of the Registry check and will provide an opportunity for the volunteer to respond to the results of the Registry check. If warranted by the results of the Registry check and any additional information provided by the volunteer, the Superintendent of Schools or designee shall not allow the individual in the schools.

When a criminal record check of a volunteer reveals a criminal conviction, whether disclosed or undisclosed on the volunteer's consent form, the Superintendent of Schools will make a case-by-case determination as to whether to allow the individual to volunteer in the schools. Prior to any such decision by the Superintendent of Schools or designee, the Superintendent of Schools or designee shall inform the volunteer in writing and shall provide an opportunity for the volunteer to respond.

Notwithstanding the foregoing, the falsification or omission of any information on a volunteer consent form, including but not limited to information concerning criminal conviction or pending criminal charges, may be grounds for the Superintendent of Schools or designee to prohibit the individual from becoming a volunteer.

The District will indemnify and hold harmless volunteers from civil liability in most situations as long as the volunteer is acting within the scope of his or her responsibilities in an activity approved by the Montville Board of Education and is under the direction of a certified staff member. Willful and/or malicious conduct on the part of the volunteer is not covered under Connecticut General Statutes §10-235.

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1212 Form  
MONTVILLE PUBLIC SCHOOLS  
Montville, 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

Emergency adult contact: \_\_\_\_\_ Phone: \_\_\_\_\_

Are you now or have you ever been a school volunteer?  Yes  No

At which school? \_\_\_\_\_ Year? \_\_\_\_\_

The name of any child attending this school: \_\_\_\_\_

Group I Volunteer

Group II Volunteer

Must complete background check  
form in the Superintendent of Schools' Office.

Criminal Conviction Information

Are you a sex offender?  Yes  No

Have you even been convicted of a felony?  Yes  No

*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?  Yes  No

By your signature below you are providing accurate and complete information.

Date: \_\_\_\_\_ Signature of Volunteer: \_\_\_\_\_

Printed Name of Volunteer: \_\_\_\_\_

Reviewed by: \_\_\_\_\_  
Signature Date