



**STRATFORD BOARD OF EDUCATION**  
**POLICY # 1212: SCHOOL VOLUNTEERS (Community Relations)**  
*Policy Adopted: Stratford Board of Education April 27, 2015*

The Stratford 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 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) remote greater community involvement.

The Superintendent 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.

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 of Schools.

**Legal Reference: Connecticut General Statutes**

**10-4g** Parent and community involvement in schools; model programs; school-based teams.

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

**54-254** Registration of person who has committed a felony for a sexual purpose.



Policy #1212: SCHOOL VOLUNTEERS (Community Relations)  
**REGULATIONS**

## **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 a “registered sex offender,” may serve as a volunteer. 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 information form during that school year. Whenever someone submits a new volunteer information form, the Building Principal or designee shall review the sex offender list. The Building Principal may request a volunteer submit to a 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 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.
- 6. Screenings.** Screening volunteers is critical because of the vulnerability of the population the school district serves; therefore, a criminal background check will be performed on every volunteer applicant to ensure the safety of our children and schools. Each volunteer must

register in the school's main office at the beginning of each visit and wear a name tag/badge while in the building.

A request to volunteer or to continue volunteering will be denied if the volunteer behaves in any manner that demonstrates that 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 an inappropriate or overly forceful manner, failing to dress in an appropriate manner, and/or violating any school rule.

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.

***Regulation Approved: Stratford Board of Education – April 27, 2015***