

School Volunteers**Subscribing Districts:**

The 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.

Volunteers working within the schools must work under the supervision of District staff. Volunteers are held to the same standards of conduct as school staff and must observe all Board of Education policies, including applicable policies on the confidentiality of student information.

Volunteers with regular or unsupervised access to students are required to submit to state and federal criminal record checks and a record check of the Department of Children and Families (DCF) Child Abuse and Neglect Registry. This requirement may be waived for one-time chaperones who are under constant supervision by school staff.

No person required to register as a sex offender under state or federal law or whose name is listed on the DCF registry, may volunteer in any District school.

Annually, Principals must maintain a list of all regular volunteers in the district (chaperones on field trips, aides, library and classroom volunteer assistance, assistance at athletic events, field days, etc.).

Fees associated with fingerprinting will be paid for by the school district where they are volunteering.

Legal Reference: Connecticut General Statutes

[10-4g](#) Parent and community involvement in schools; model programs; school-based teams.

[10-220](#) Duties of boards of education

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

[54-250](#) Definitions

[54-251](#) Registration of person who has committed a criminal offense against a victim who is a minor or a non-violent sexual offense.

[54-252](#) Registration of a person who has committed a sexually violent offense.

54-253 Registration of a person who has committed a sexual offense in another jurisdiction

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

Approved: May 13, 2025

NORTH CANAAN BOARD OF EDUCATION
North Canaan, Connecticut

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," or is on the Department of Children and Families (DCF) Child Abuse and Neglect Registry 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 and DCF Child Abuse and Neglect Registry. The Building Principal may request a volunteer to 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 through the following resources: parent(s)/guardians, parent organizations, retired teachers and other senior citizen groups, community businesses, local volunteer centers, and universities.
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. After the completion of Form 1212, which requires a valid state-issued ID (driver's license, identification card, work VISA or green card) and an initial check of the sex offender list, the volunteer is required to register in the school's main office at the beginning of each visit and wear a name tag while in the building. The volunteer's name will be checked against the sex offender list every time

the person enters the building as a volunteer. Upon leaving the building, the volunteer must sign out.

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. 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.

Regulation approved: May 13, 2025

*Form 1212 needs to be completed by a volunteer **each school year**. The completion of Form 1212 requires a valid state issued ID (driver's license, identification card, work VISA or green card).*

Information Form

Criminal Conviction Information

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. You 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.
3. You understand that you will work under the supervision of a member of the School District professional staff and that you will abide by all the rules and regulations regarding the supervision of students.

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: _____

Is a criminal background check a necessity (the individual will be working 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 building 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