

SCHOOL VOLUNTEERS, STUDENT INTERNS AND OTHER NON-EMPLOYEES

The Rocky Hill Board of Education (the “Board”) recognizes the importance of school volunteers at all levels of schooling. Volunteers can enhance collaboration between the school and community, broaden the school’s educational environment and ultimately enrich students’ school experience. The Board further acknowledges that it may, from time to time, be asked to provide learning experiences for student interns within the school environments, which experiences are not part of the teacher preparation program, as defined in section 10-10a of the Connecticut General Statutes. In recognition of the benefit of having volunteers, interns and other such non-employees providing services within the schools, the Board supports the involvement of these individuals in accordance with suitable regulations and safeguards to be developed by the Administration.

Volunteers, interns and other such non-employees working within the schools (“volunteers”) must work under the supervision of Rocky Hill Public Schools (“*District*”) staff. Volunteers are held to the same standards of conduct as school staff and must observe all Board policies, including applicable policies on the confidentiality of student information.

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

All volunteers must comply with all school health and safety protocols in place at the time, including but not limited to any health screening protocols.

No employee of the District shall serve as a volunteer in any capacity, except as may be approved by the Superintendent or his/her designee based on the specific situation.

Persons interested in volunteering their services should contact the school principal.

Legal References:

Connecticut General Statutes § 10-4g Parental and community involvement in schools; model program; school-based teams.

Connecticut General Statutes § 10-220 Duties of boards of education.

Connecticut General Statutes § 10-235 Indemnification of teachers, board members, employees and certain volunteers and students in damages suits; expenses of litigation.

Connecticut General Statutes § 54-250 et seq. Registration of sexual offenders.

SCHOOL VOLUNTEERS, INTERNS AND OTHER NON-EMPLOYEES ADMINISTRATIVE REGULATIONS

Screening Procedure

The following procedure has been established for screening volunteers, interns and other non-employees (“volunteers”) within the Rocky Hill Public Schools (the “District”). For the purpose of this procedure, volunteers are defined as those individuals who volunteer their time to assist in schools for the benefit of the student body with the express knowledge, consent and direction of a District employee. Student interns are defined as individuals currently enrolled in a post-secondary program for which an authorized internship is required or for which the student may be granted credit as part of an approved course of study; however, student interns are not students who are enrolled in a teacher preparation program, as defined in section 10-10a of the Connecticut General Statutes. As with other volunteers, all student interns must be approved in advance by the Central Office designee, or the building administrator and must be under the direction of a Board employee. Volunteers, interns and other non-employees may be required to meet with the Central Office designee, the building administrator, and/or the cooperating teacher prior to the start of his/her placement.

This procedure identifies those situations in which an individual may be 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 within 10 days of application and/or request to volunteer within the District. All results must be received by the Human Resources Coordinator before the volunteer may commence his or her services. Volunteers required to submit to such checks shall be subject to such checks at least every five (5) years, or more frequently in the discretion of the District. The results of such checks shall be maintained by the Human Resources Coordinator for a period of five (5) years. No person who is required to register as a sex offender under state or federal law, or whose name is currently listed on the DCF registry, may volunteer in the District.

Screening Procedure Definitions

The District has identified two classifications of volunteers: Group I and Group II.

Group I

Volunteers will be classified in Group I when they assist school staff members with school activities in the presence of a District employee. Background checks may not be required of Group I volunteers.

Group II

Volunteers will be classified in Group II when they provide services to students when not in the direct presence of a District employee. Group II volunteers will be required to submit to state and federal background checks and submit to a record check of the DCF Child Abuse and Neglect Registry.

Upon receipt of DCF Child 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 DCF registry, the Superintendent or his or her designee will notify the volunteer of the results of the DCF registry check and will provide an opportunity for the volunteer to respond to the results of the DCF registry check. No person who is required to register as a sex offender under state or federal law, or whose name is currently listed on the DCF registry, may be approved to volunteer within the District.

When a criminal record check of a volunteer reveals a criminal conviction, whether disclosed or undisclosed on the volunteer's consent form, the Superintendent will make a case-by-case determination as to whether to allow the individual to volunteer in the District. Prior to any such decision by the Superintendent or designee, the Superintendent or designee shall inform the volunteer 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 convictions or pending criminal charges, may be grounds for the Superintendent or designee to prohibit the individual from becoming a volunteer.

Prior Approval Required

All school volunteers (including student interns or other non-employees working in the schools) must be approved in advance by the Central Office designee and by the building principal. The school district, acting through the Central Office designee and/or the appropriate building administrator, reserves the right to discontinue or disallow the services of any volunteer at any time at the discretion of the administration.

Sign-in Procedure

All volunteers must report to the school office upon arrival to sign in and must report to the office prior to departure to sign out. A sign-in/sign-out log will be maintained in each school office. Volunteers must indicate the purpose of their visit and include any other information (i.e., destination, proof of identification, etc.) as may be required by the log. Additionally, volunteers will be provided with identification badges, which must be displayed during each visit. All volunteers must comply with all school health and safety protocols in place at the time, including but not limited to any health screening protocols.

**SERIES 1000 – COMMUNITY/BOARD OPERATION
SCHOOL VOLUNTEERS, INTERNS AND OTHER NON-EMPLOYEES
(ADMINISTRATIVE REGULATIONS) (Continued)**

1510-R

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ROCKY HILL PUBLIC SCHOOLS
School Volunteers, Student Interns and Other Non-Employees
General Information Form

Name: _____

Address: _____
Street City Zip

Phone #: _____ Email: _____

Emergency Contact: _____ Phone: _____

- Student Teacher Intern Observation Field Experience Mentoring Coach
Volunteer Other

Rocky Hill Cooperating Teacher/Coach: _____

Rocky Hill School: _____ Start Date: _____ End Date: _____

University: _____ Contact Name: _____

University Contact #: _____ Email: _____

Criminal Conviction Information:

Are you a sex offender? YES NO Have you ever been convicted of a felony? YES NO

Offenses(s): _____

Date(s)/Places(s): _____

For Office Use Only
Meet with Assistant Superintendent (Student Teacher/Intern)/or Building Designee
BOE Policy #1510 Reviewed and Given
BOE Policy #4540 and #4550 Reviewed and Given
BOE Policy #4400 (Athletic Coaches) and Code of Conduct Reviewed and Given
Student Data Privacy Law (P.A. 16-189) Reviewed
Signature of Non-Employee Date
Documentation Received (Central Office):
Proof of Fingerprinting / Privacy Rights (Student Teachers/Interns)
DCF Background Check Form Mandated Trainings (DCF, Bloodborne Pathogens, ALICE, etc.)
Confidentiality Agreement
Sex Offender Registry Check CT Judicial Website Check
Upon Completion of Documentation (if needed):
Email/Network/PowerSchool Access Requested
ID Badge
Revised 12/2022



Rocky Hill Public Schools

Administrative Offices, 761 Old Main Street, P O Box 627
Rocky Hill, Connecticut 06067-0627 • (860) 258-7701

Confidentiality Agreement

As a community member that will be doing an observation in the Rocky Hill Public Schools, please remember that you must maintain confidentiality in and out of the classroom. The Connecticut Code of Professional Responsibility for Educators states that teachers:

- Maintain the confidentiality of all information concerning students obtained in the proper course of the educational process, and dispense such information only when prescribed or directed by federal or state law or professional practice
- Maintain the confidentiality of all information concerning colleagues obtained in the proper course of the educational process and dispense such information only when prescribed or directed by federal or state law or professional practice

We ask that you adhere to the same guidelines. If you have any questions, please contact Gina Munch, HR Coordinator, at 860-258-3189. Thank you.

Date: _____

Print name: _____

Signature: _____



Rocky Hill Public Schools

Administrative Offices, 761 Old Main Street, P O Box 627
Rocky Hill, Connecticut 06067-0627 • (860) 258-7701

Confidentiality Agreement

As an intern or a student that will be doing an observation in the Rocky Hill Public Schools, please remember that you must maintain confidentiality in and out of the classroom. The Connecticut Code of Professional Responsibility for Educators states that teachers:

- Maintain the confidentiality of all information concerning students obtained in the proper course of the educational process, and dispense such information only when prescribed or directed by federal or state law or professional practice
- Maintain the confidentiality of all information concerning colleagues obtained in the proper course of the educational process and dispense such information only when prescribed or directed by federal or state law or professional practice

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Print name: _____

Signature: _____