



WOODSTOCK ELEMENTARY SCHOOL

WOODSTOCK, VERMONT 05091

Patricia Davenport, Principal

(802) 457-2522

FAX (802) 457-3732

CODE: D7

VOLUNTEERS AND WORK STUDY STUDENTS

Policy

The Woodstock Elementary School recognizes the valuable contributions made to the schools by volunteers and work-study students. It further recognizes that appropriate supervision of volunteers and work-study students will enhance their contributions as well as fulfill the responsibility that the school district has for the education and safety of its students.

Definitions

Volunteer: A volunteer is an individual not employed by the school district who works on an occasional or regular basis in the school setting to assist the staff. A volunteer works without compensation or economic benefits.

Work Study Student: A work-study student receives compensation for work performed at the school as part of a college work experience program. For purposes of this policy, an intern, working without pay, will be considered as a work study student. A student working toward a teaching credential who may be placed at a school as a student teacher is not a work study student.

Administrative Responsibilities:

- 1. Recruitment:** The principal is authorized to recruit and approve volunteers and work-study students to work in the school. It is the principal's responsibility to be reasonably sure that the volunteer or work-study student is a person of good character with the ability to make significant contributions to the school. The principal may require volunteers and work-study students to complete information forms providing background information including, but not limited to, the dates, locations and dispositions of any convictions, including findings of guilt, plea of guilty, or nolo contendere, for criminal violations.
- 2. Placement:** Placement and replacement of volunteers and work-study students will be made by the principal or the principal's designee.
- 3. Conditions of Work:** Volunteers will be included as insured under the school district liability insurance policy while acting in the capacity of volunteer and at the direction of the district. A certificate of insurance as proof of such coverage may be requested from the WCSU Business Office.
- 4. Supervision:** Volunteers and work-study students who work directly with students will be under the immediate supervision of licensed professional employee. Volunteers and



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work-study students will not have unsupervised contact with students, except when that contact is of short duration and necessary in the context of activities planned by and under the direction of professional school staff or contractors employed by the school. No volunteer or work-study students will have regularly unsupervised contact with students.

Responsibilities of Volunteers and Work-Study Students

1. Volunteers and work-study students are responsible for complying with school policies, rules and regulations.
2. Volunteers and work-study students will be considered staff members for purposes of compliance with the Harassment in Education Act.

Warned by WES Board: March 3, 2004

Adopted by WES Board: April 7, 2004