

Policy 1.004 School Volunteers

Cooperative Educational Services (C.E.S.) recognizes that volunteers can make many valuable contributions to our schools/programs. The Representative Council endorses a program encouraging parents/guardians and community members to take an active role in improving our schools/programs and to become volunteers in the schools, subject to suitable regulations and safeguards.

The Council encourages the use of volunteers to:

- Increase the students' educational achievement,
- Provide enrichment experiences for students,
- Increase the effective utilization of staff time and skills,
- Give more individual attention to students, and
- Promote greater community involvement in the education of C.E.S. students.

The Executive Director shall establish procedures for securing and screening school and community volunteers. These procedures shall include the requirement that all approved volunteers shall be under the supervision of a certified staff member when volunteering in C.E.S. schools/programs. All volunteers shall be subject to and abide by Council policy while serving in that capacity. Volunteers shall not discipline or otherwise punish students; all student behavior issues shall be brought to the attention of a staff member for action. All school and community volunteers providing services directly to students are required to be fingerprinted and have a criminal background check. This includes parent chaperones on class trips. C.E.S. will assume the cost for parent and community volunteer fingerprinting and background checks.

Annually, Principals and/or Program Administrators shall submit to the Executive Director a list of all regular volunteers serving in their school/program.

Persons Prohibited from Serving as Volunteers

Any person, who is required to register as a "sex offender" under sections 54-251 through 54-254, inclusive, of the Connecticut General Statutes, or the statutes and laws of any other state or jurisdiction, shall not be allowed to serve as a volunteer in any C.E.S. school or program in any capacity. Additionally, any person who is a convicted felon shall not be allowed to volunteer in the schools/programs.

A person may be prohibited from service as a volunteer when the Principal or Program Administrator determines that such action would be in the best interest of the students and/or the school. Principals/Program Administrators shall inform the Executive Director when any person is prohibited from serving as a volunteer, including those situations in which a previously authorized volunteer is no longer allowed to serve.

Legal References:

Connecticut General Statutes:

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

10-28b. School volunteers; information and assistance about; state-wide coordinator; state plan.

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.

Title 42, United States Code, Chapter 139 – *Volunteer Protection Act of 1997*

Title 42, United States Code, Section 14071 – *Jacob Wetterling Crimes Against Children and Sexually Violent Offender Registration Program*

Adopted by the C.E.S. Representative Council on November 7, 2013

Cooperative Educational Services
Administrative Regulations

Volunteer Information, Consent, and Waiver Form

Information Form:

School/Program: _____

Name: _____

Last

First

Middle

Telephone

Address: _____

Street

City

State

Zip Code

Employer: _____

Name

Address

Telephone

Emergency Contact: _____

Name

Telephone

Have you ever volunteered in a C.E.S. School or Program? _____

If yes, which school or program? _____

School/Program

Year

Have you ever been convicted of a felony? _____

If you answer yes, list all offenses:

Offense(s): _____

Date(s): _____

Place(s): _____

Please note, for the purpose of school and community volunteers, a plea of "no contest" or "nolo contendere" is considered a conviction.

Are any criminal charges currently pending against you either within or outside the State of Connecticut? _____

Nature of the charge(s): _____

Explanation: _____

Please note Fingerprinting and/or a criminal records background check are required of all school and community volunteers working directly with students. C.E.S. will pay this cost.

Consent

I understand that my volunteer activity requires the C.E.S. Representative Council to initiate state and national criminal background checks and that I will be required to submit to fingerprinting. The Representative Council will assume the cost of fingerprinting and background checks.

I have read and understand this form and attest to the truth and accuracy of the information I have provided. I understand that false or misleading statements on this form will disqualify me from volunteering in C.E.S. schools and programs.

I hereby authorize law enforcement agencies and other persons or entities to supply any information regarding my background to the Representative Council and to its agents and employees, and I hereby release all such law enforcement agencies and other persons or entities, and their agents and employees, from any liability arising from the supplying and use of such information.

In addition, I hereby discharge C.E.S. school personnel, and the C.E.S. School District, from any and all liability, claims, causes of action, costs and expenses which may attribute to my participation as a volunteer in the C.E.S. schools and/or programs.

(Volunteer Signature)

(Date)

(School Administrator Signature)

(Date)