

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. 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 Rocky Hill Public Schools 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. 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 Rocky Hill Public Schools. All results must be received by the designee in the district Central Office before the volunteer may commence his or her services. 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 Rocky Hill Public Schools.

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 Rocky Hill Public Schools 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 Rocky Hill Public Schools employee. Group II volunteers will be required to submit to state and federal background checks and submit to a record check of the Department of Children and Families (DCF) Abuse and Neglect Registry.

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Upon receipt of DCF 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 Registry, the Superintendent or his or her designee will notify the volunteer of the results of the Registry check and will provide an opportunity for the volunteer to respond to the results of the 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 Rocky Hill Public Schools.

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 Rocky Hill Public Schools. 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-employee 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. ***Due to the COVID-19 pandemic, the school district may limit or restrict volunteers based on the guidance of the federal, state, and local health authorities.***

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; provide 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 any health screening protocols.***

Legal Reference:

Connecticut General Statutes § 10-4g
Connecticut General Statutes § 10-220
Connecticut General Statutes § 10-235
Connecticut General Statutes § 54-250 et seq.

***“Adapt, Advance, Achieve: Connecticut’s Plan to Learn and Grow Together,”
Connecticut State Department of Education (June 29, 2020), available at
<https://portal.ct.gov/-/media/SDE/COVID-19/CTReopeningSchools.pdf>***