

**Community Relations—School Volunteers**  
**Securing and Screening Volunteers**

Volunteers are unpaid individuals who provide direct service to school children to enhance their education. 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 parameters:

- 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,” may serve as a volunteer. Every time a new list 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.
- 3. Recruitment.** Administration 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. If a staff member, other than the Principal, recruits a volunteer, the staff member must provide the volunteer's name and address to the Principal.
- 4. Role.** Volunteers provide direct service to students in the Ledyard Public Schools; they 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 nor should they be alone with students.
- 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. Principals will assign supervision for every school volunteer to ensure compliance with this regulation.
- 6. Screenings.** Screening volunteers is critical because of the vulnerability of the population the school district serves. Persons wishing to serve as a volunteer must complete the volunteer registration form. Once the volunteer has completed the registration process and been approved, each volunteer must sign in the school's main office at the beginning of each visit and wear a name tag while in the building.  
  
A request to become a 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 or off 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. A principal may at anytime remove a volunteer from service. Any time a person is denied permission to serve as a volunteer or a person has been removed as a volunteer, the principal shall notify the Superintendent of Schools.
- 7. Registration Form/Fingerprinting.** In addition to the volunteer registration form, every volunteer whose service is anticipated to be greater than 50 hours per year shall be fingerprinted and subjected to a background investigation.