

BURLINGTON SCHOOL DISTRICT PROCEDURE

PROCEDURE CODE B2P: VOLUNTEERS AND WORK STUDY STUDENTS

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Summary

Welcome! Thank you for your interest in volunteering with Burlington School District (BSD). BSD recognizes the value volunteers contribute to student (and staff!) success, and we are committed to reducing barriers for this to happen. We look forward to partnering with you to provide the best possible experiences for our community's children.

There are four levels of volunteers in BSD. Depending on the level for which you hope to volunteer, there may be some restrictions on the roles you may serve, and/or you may be required to complete additional screenings.

The Superintendent or his/her designee has sole discretion to accept or not accept specific individuals as volunteers (subject to the background check results as outlined below), to limit a volunteer's service with the District, and in all

decisions related to the continuation of a volunteer's service. The decision of the Superintendent on these matters is considered final.

The screening process and required paperwork must be completed prior to volunteering. Reach out to Human Resources via email/phone to start the process. Human Resources can be reached via phone or email at (802) 864-2159 and HR_Inbox@bsdvt.org.

Volunteer Expectations

All volunteers shall abide by federal and state law and regulations, BSD policy, procedure, operating practices and other school rules while on district property. Please review the [Expectations for Volunteers](#), which summarizes some of the key policies, procedures, and rules applicable to volunteers.

Volunteer Levels

Student Volunteer: A volunteer 18 years or older who is enrolled as a student within our district.

Level 1 Volunteer: A volunteer whose work remote/off-site (i.e. off school grounds) does not involve direct contact with school children (e.g. creating a student directory, collecting order forms for a fundraising event, or performing other clerical or administrative tasks from home; preparing food items for school events/fundraisers; serving on a remote interview committee; etc.).

Level 2 Volunteer: A volunteer who provides services on School District premises or during school events to assist within the classroom, library, main office, or other departments. Work may involve direct contact with school children but under the direct supervision of the classroom teacher or other approved school professional.

Level 3 Volunteer: A volunteer who provides direct services to students that involves extensive unsupervised contact with school children (e.g. overnight chaperone, volunteer driver of students, volunteer advisor, student mentors, volunteer coaches, etc.). A Level 3 Volunteer may also perform Level 1 or Level 2 duties as assigned.

Those who expect to serve in a Level 3 Volunteer role should coordinate with the appropriate BSD teacher or staff member to complete the screening process and required paperwork prior to volunteering.

Renewing Volunteer Status

The online checks for all levels must be completed every calendar year. The fingerprint-supported check for Level 3 Volunteers must be completed every three years. School administrators and administrative assistants have access to a list of all volunteers that outlines their current level as well as the expiration dates for their associated online checks and fingerprint results.

Volunteer Screening and Limitations

Student Volunteers - Screening Required

A BSD student **under the age of 18** shall be permitted to serve as a volunteer upon recommendation from a classroom teacher, advisor, coach, administrator, or other educational professional who has worked with said student. A BSD student under the age of 18 does not need to be formally screened.

A BSD student aged 18 or older must be screened. The individual responsible for coordinating the volunteer's assignment (if not the supervising school Principal or department Director) shall be responsible for obtaining the approval of the appropriate school Principal or department Director prior to assigning the student volunteer.

The student volunteer shall not be assigned to provide direct services to students in an unsupervised setting. Contact with students should be while supervising adults are present and in authorized areas only.

Due to the level of direct contact with school children, the following screening processes shall be completed for all student volunteers aged 18 or older:

- *Online Vermont Criminal Records Check:* An online criminal records check shall be conducted on all Student Volunteers through the Vermont Criminal Information Center. This online check is conducted and maintained by HR staff each school year in which a person states they want to volunteer. If a criminal record exists, the Superintendent shall be made aware of the record(s) to determine the suitability of the person to volunteer and/or any limitations related to their volunteer service. Please refer to the [Acceptable Standards](#) under Background Checks for a list of crimes that would typically disqualify a person from serving as a Student Volunteer.

Level 1 Volunteers - No Formal Screening Required

Since the work of a Level 1 Volunteer does not result in direct contact with school children and is exclusively off school grounds, individuals may perform Level 1 Volunteer services without a formal screening.

Level 2 Volunteers - Screening Required

Individuals who are interested in serving as Level 2 Volunteers must complete a background check each school year in order to be added to a list of Approved Volunteers. This list is maintained by Human Resources staff and can be accessed by Principals and Admin Assistants through Google Drive. Once approved, District teachers, coaches, and staff may contact those on the list to invite them to participate in student activities.

Due to the level of direct contact with school children, the following screening processes shall be completed for all Level 2 Volunteers:

- *Online Vermont Criminal Records Check:* An online criminal records check shall be conducted on all Student Volunteers through the Vermont Criminal Information Center. This online check is conducted and maintained by HR staff each school year in which a person states they want to volunteer. If a criminal record exists, the Superintendent shall be made aware of the record(s) to determine the suitability of the person to volunteer and/or any limitations related to their volunteer service. Please refer to the [Acceptable Standards](#) under Background Checks for a list of crimes that would typically disqualify a person from serving as a Student Volunteer.

Level 2 Volunteers must work under the direct supervision of a licensed professional employee or other designated District employee or covered contractor. Level 2 Volunteers will not have unsupervised contact with students in the performance of their volunteer duties, except when it is of short duration or necessary in the context of activities planned by, and under the direction of, professional school staff or other designated District employee or contractor.

All Level 2 and 3 Volunteers must complete all paperwork annually in order to continue to volunteer.

Level 3 Volunteers - Screening Required

Those who seek to serve as a Level 3 Volunteer will be invited to do so by a supervising BSD teacher or staff member, and will then need to complete the required screening process, including submitting to an online Criminal Records Check and a fingerprint-supported Criminal Records Check. The online checks must be completed every calendar year, and the fingerprint-supported check must be completed every three calendar years.

- *Online Vermont Criminal Records Check:* An online criminal records check shall be conducted on all Student Volunteers through the Vermont Criminal Information Center. This online check is conducted and maintained by HR staff each school year in which a person states they want to volunteer. If a criminal record exists, the Superintendent shall be made aware of the record(s) to determine the suitability of the person to volunteer and/or any limitations related to their volunteer service. Please refer to the [Acceptable Standards](#) under Background Checks for a list of crimes that would typically disqualify a person from serving as a Student Volunteer.
- *Fingerprint-Supported Criminal Records Check:* In addition to the Online Vermont Criminal Records Check, Level 3 Volunteers must also complete a fingerprint-supported FBI Criminal Records check. The fingerprint-supported FBI Criminal Records check may be completed at any Vermont police station. HR **must** have the results of this Criminal Records Check **before** an individual may serve as a Level 3 Volunteer. The results may take up to six weeks to process, so please plan accordingly!

Background Checks

Context

To help protect children from abuse and exploitation, Vermont law (16 V.S.A. sections 251-260) requires/authorizes criminal background investigations (including a fingerprint-supported FBI check and a check with the Vermont Criminal Information Center) and registry checks with the Agency of Human Services (AHS), the Adult Protective Services, and the Child Abuse Registry Unit, on the following individuals:

1. All school employees (including substitutes, temporary, and as-needed employees) being recommended for employment
2. Student teachers
3. Contractors and employees of contractors who have unsupervised contact with school children
4. School volunteers (as required by the District)

Said individuals will be required to provide any information necessary to conduct background investigations.

Process and Timeline

All volunteers must complete the required background check paperwork by selecting a time to complete paperwork at the HR Office. Volunteers can select a time to meet with HR using this [Google Form](#) or by calling the HR Office at (802) 864-2159. If there is not a time that works for a volunteer, or a volunteer is unable to secure transportation to HR, please call or email Human Resources at 802-864-2159 or HR_Inbox@bsdvt.org to find an alternative time and/or location to complete the required paperwork. Volunteers should be prepared to provide acceptable government identification (e.g. driver's license, passport, etc.) to enable us to verify your identity and signature.

After completing the required paperwork with HR, Level 3 Volunteers will make an appointment to complete a fingerprint-supported Criminal Background Check at a VT police station.

To complete the fingerprinting process, Level 3 Volunteers must bring the following information to the fingerprinting appointment:

- A completed Fingerprint Authorization Certificate, provided by HR when the initial paperwork is completed. Fingerprints will not be taken without this certificate.
- Two pieces of identification - one of which must be a current government-issued photo ID. There is no exception to the photo ID requirement. Please see the [Acceptable forms of identification](#) for further guidance.

While at the police station, the fingerprinting officer will sign off on the BSD Fingerprint Receipt Form provided at your initial appointment with HR. On this form, the officer will provide the TVT number, a type of tracking number, for your fingerprints. *Please provide a copy of your completed receipt to the Human Resources Office via email at: HR_Inbox@bsdvt.org **OR** to the HR Office at 150 Colchester Avenue, Burlington, VT 05401.*

Please know that Human Resources must have the results of the fingerprint-supported Criminal Background Check *before* a person may serve as a Level 3 Volunteer. ***It can take up to four to six weeks for the results of the fingerprint-supported Criminal Background Check to be sent to Human Resources.***

Cost

There are two fees associated with the fingerprinting process. As Level 1, Level 2, and Student Volunteers do not need to be fingerprinted, these fees are only associated with Level 3 Volunteers. There is an \$11.25 fee charged to the Human Resources office by the Vermont Department of Public Safety. This fee is covered by Burlington School District for all volunteers.

There is also a fee charged by Vermont police stations when the fingerprints are taken. In an effort to support volunteers, BSD has partnered with the Burlington Police Department to cover the cost of fingerprinting for all volunteers. Please know that while volunteers are free to have their fingerprints taken at any police station in Vermont, Burlington School

District is only able to pay for fingerprints taken at the Burlington Police Department located at 1 North Ave, Burlington, VT 05401. For more information, read our [Payment Options for Volunteers Document](#).

Criminal Records Check Previously Completed

To remain in compliance with Vermont statute, we cannot accept volunteer criminal record checks completed for any other organization or school district..

Notice of Results

In the event a notice of a criminal record is received, the individual shall be provided a copy of the record along with a notice of their appeal rights with VCIC: Within 30 days of receiving the results of the record check, the individual shall have the right to appeal the findings to the Vermont Criminal Information Center, Department of Public Safety, 103 South Main Street, Waterbury, Vermont, 05671-2101.

Acceptable Standards

Selection Criteria

BSD will consider information obtained through the criminal record checks and registry checks when weighing the seriousness of the charges, in addition to the character and general suitability of individuals seeking to provide services in the District. Circumstances will be reviewed on a case-by-case manner.

The Superintendent or his/her designee shall have sole discretion to determine whether or not the background check result is acceptable.

Disqualifying Records Check Results

The following background check results will generally disqualify individuals from volunteer and/or employment consideration within BSD. We will review circumstances in an appropriate case-by-case basis manner. This is **not an exhaustive list** of disqualifying conditions. Other records not mentioned below shall be considered on a case-by-case basis.

No individual subject to the checks shall be eligible to serve as a volunteer if they have been convicted of one or more of the following crimes (taken from 16 V.S.A. § § 252 and 1698). Exceptions may be made on a case by case basis at the approval of the Superintendent.

Sex offender crimes listed in [13 V.S.A. § 5401\(10\)](#) (sex offender definition for registration purposes):

- Crimes involving a victim listed in [13 V.S.A. § 5301\(7\)](#)
- Contributing to juvenile delinquency under [13 V.S.A. § 1301](#)
- Cruelty to children under [13 V.S.A. § 1304](#)
- Cruelty by person having custody under [13 V.S.A. § 1305](#)
- Prohibited acts under [13 V.S.A. § 2632](#) and [2635](#)
- Displaying obscene materials to minors under [13 V.S.A. § 2804b](#)
- Sexual exploitation of children under [13 V.S.A. Chapter 64](#)
- Drug sales, including selling or dispensing under 18 V.S.A. § [4230\(b\)](#), [4231\(b\)](#), [4232\(b\)](#), [4233\(b\)](#), [4234\(b\)](#), [4234a](#), [4234b](#), [4235\(c\)](#), [4235a\(b\)](#), and [4237](#)
- Abuse, Neglect or Exploitation of Vulnerable Adults, under [33 V.S.A. § 6902\(D\)](#)
- Sexual activity by a caregiver, under [33 V.S.A. § 6902\(D\)](#)
- Crimes that are cause for licensing actions listed in [16 V.S.A. § 1698\(1\)\(B\)-\(D\)](#)

This list of generally disqualifying crimes is not meant to be all inclusive. For convictions not listed, eligibility to provide service under the contract will also be considered on a case-by-case basis. The totality of the crimes shall also be considered when determining an individual's eligibility to provide service under the contract. The decision of the Superintendent in these matters shall be final.

DCF and DDAIL Registries

No individual whose name appears on any registry of listings of substantiated abuse cases shall be eligible to serve (or continue to serve) as a Level 3 Volunteer or any other position within the BSD that involves regular direct contact with school children. The Superintendent shall have the final say as to which positions involve regular direct contact with school children.

<i>BSD Version:</i>	<i>BSD B2 Procedure</i>
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<i>Policy Reference:</i>	<i>B2: Volunteers and Work Study Students</i>