

## Community Relations

### School Volunteers

#### Securing and Screening Volunteers (continued)

6. **Screenings.** Screening volunteers is critical because of the vulnerability of the population the school district serves. Each volunteer must register in the school's main office at the beginning of each visit and wear a name tag while in the building. Unless he or she has already done so during the current academic year, the volunteer must complete an information form and waiver. Absent an indication on the form that the volunteer may not qualify, e.g. the volunteer is a convicted felon, the volunteer may proceed to the assigned activity.

A request to 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 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.

7. **Training.** Each academic year, when a person first completes the volunteer registration form, the Principal or designee should give the person a copy of this administrative procedure along with other pertinent information. The staff member to whom the volunteer is assigned is responsible for explaining his or her expectations of the volunteer. The Principal or designee should arrange appropriate training opportunities for those volunteer activities requiring a skill or knowledge base, e.g., working in the computer lab.

**THOMASTON PUBLIC SCHOOLS**  
**Thomaston, Connecticut**

**Volunteer Information Form and Waiver of Liability**

*Only one form needs to be completed by a volunteer each school year. Please print clearly in ink:*

**Information Form**

Name: \_\_\_\_\_  
*Last First Middle Telephone*

Address: \_\_\_\_\_  
*Street City Zip Code*

Personal physician: \_\_\_\_\_ Phone \_\_\_\_\_

Emergency adult contact: \_\_\_\_\_ Phone \_\_\_\_\_

Are you now or have you ever been a school volunteer? \_\_\_\_\_

At which school? \_\_\_\_\_ Year? \_\_\_\_\_

The name of any child or ward attending this school: \_\_\_\_\_

**Criminal Conviction Information**

Are you a sex offender? \_\_\_\_\_

Have you ever been convicted of a felony? \_\_\_\_\_

*If you answered YES, list all offenses*

Offense(s): \_\_\_\_\_

Date(s): \_\_\_\_\_

Place(s): \_\_\_\_\_

If requested, are you willing to consent to a criminal background investigation? \_\_\_\_\_

**Waiver of Liability**

The School District does not provide liability insurance coverage to non-district personnel serving as volunteers for the School District. The purpose of this waiver is to provide notice to prospective volunteers that they do not have insurance coverage by the School District and to document the volunteer's acknowledgment that they are providing volunteer service at their own risk. However, C.G.S. 10-235 provides that the district must indemnify and hold harmless volunteers from civil liability in most situations as long as the volunteer is approved by the Board of Education to carry out a duty prescribed by the Board and performs services under the direction of a certified teacher. Therefore the district must pay any damages awarded to a plaintiff in an action brought alleging negligence or other act resulting in injury, including infringement of that person's civil rights.