

## Milton Town School District

### Procedure

#### **D7-P: VOLUNTEERS, CHAPERONES AND WORK STUDY STUDENTS PROCEDURE**

1. Volunteers, Chaperones and Work Study Students will fill out all required paperwork provided by the Milton Town School District (MTSD) before participating in district activities. Incomplete paperwork will be returned and delay the process of participation.
2. All Volunteers, Chaperones and Work Study Students in the district are expected to cooperate fully with criminal record checks which must be filed, recorded and maintained in the Superintendent/Human Resource Office.
3. Each Volunteer, Chaperone or Work Study Student is expected to abide by MTSD policies and procedures.
4. The Superintendent/Human Resource office will request criminal records checks through both the Vermont Crime Information Center (VCIC) and the Adult Protective Services Program and Child Protection Registry of the Vermont Agency of Human Services (VAHS).
5. Copies of all requests for criminal records checks along with any negative feedback or results from the VCIC or VAHS will be placed in a file and recorded in a criminal history log. Processed release forms and criminal record information will be maintained a two year period. Records will be shredded after two years and new criminal record check paperwork must be filled out.
6. The Superintendent/Human Resource Office shall mail a written notice to the person about whom the request was made and will inform the person of any limits to participation in district activities that has/will be set due to information received from VCIC or VAHS.

*Date Warned: 3/12/12*

*Date Adopted: 4/9/12*

*Legal Reference(s): 16 V.S.A. §260*

*Cross Reference:*