

ENFIELD BOARD OF EDUCATION
ENFIELD, CONNECTICUT

**VOLUNTEERS IN SCHOOLS SCHOOL VOLUNTEERS, STUDENT
INTERNS AND OTHER NON-EMPLOYEES** **1240.1**

Participation by the Public – Citizens’ Assistance to School Personnel:

The Board of Education recognizes that volunteers can make valuable contributions to our schools. The Board encourages community residents to take an active role in improving schools and to become school volunteers subject to adherence to suitable regulations and safeguards.

Procedures shall be established to:

- ensure effective registration, orientation, and assignment of all volunteers serving the schools;
- secure background checks (including reviews of National and Connecticut databases checking for involvement with criminal and child protective services) for all volunteers unless explicitly exempt as described in the regulation;
- provide for the safety of students as they work with volunteers.

A request to volunteer or to continue volunteering will be denied if:

- 1) a background check reveals that a volunteer might pose a threat/hazard to students;
- 2) if in the judgement of the school administration the volunteer behaves in any manner that demonstrates s/he is not a good role model to students or whose behavior is detrimental to the school environment.

The Board of Education recognizes the importance of school volunteers at all levels of schooling. Volunteers can enhance collaboration between the school and community, broaden the school’s educational environment and ultimately enrich students’ school experience. The Board further acknowledges that it may, from time to time, be asked to provide learning experiences for student interns within the school environments. In recognition of the benefit of having volunteers, interns and other such non-employees providing services within the schools, the Board supports the involvement of these individuals in accordance with suitable regulations and safeguards to be developed by the Administration.

Volunteers, interns and other such non-employees working within the schools (“volunteers”) must work under the supervision of Enfield

Proposed Policy Change to Existing BOE Policy #1240.1

51 **Public Schools staff. Volunteers are held to the same standards of**
52 **conduct as school staff and must observe all Board of Education**
53 **policies, including applicable policies on the confidentiality of**
54 **student information.**

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56 **Volunteers may be required to submit to state and federal criminal**
57 **record checks and a record check of the Department of Children and**
58 **Families (“DCF”) Child Abuse and Neglect Registry. No person who is**
59 **required to register as a sex offender under state or federal law, or**
60 **whose name is currently listed on the DCF registry, may volunteer in**
61 **the Enfield Public Schools.**

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63 **No employee of the Enfield Public Schools shall serve as a volunteer in**
64 **any capacity, except as may be approved by the Superintendent or**
65 **his/her designee based on the specific situation.**

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67 **Persons interested in volunteering their services should contact the**
68 **school principal.**

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71 **Legal References:**

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73 **Connecticut General Statutes § 10-4g**
74 **Connecticut General Statutes § 10-220**
75 **Connecticut General Statutes § 10-235**
76 **Connecticut General Statutes § 54-250 et seq.**

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78 **Adopted: 06-09-09**

79 **Revised: Draft – 04-16-15**

**ENFIELD PUBLIC SCHOOLS
Enfield, Connecticut**

**Administrative
Regulation #1240.1**

Participation by the Public

Citizens' Assistance to School Personnel

Volunteers in Enfield Schools

The Building Principal or his/her designee directs the use of volunteers within the school or for school activities. Specifically, the Principal or designee directs volunteer recruitment, screening, placement, and training within the following perimeters:

1. ~~**Role.** Volunteers 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. 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. The relationship between a volunteer and staff member should be one of mutual respect and confidence. Volunteers do not have access to confidential student school records.~~

2. ~~**Screenings.** Screening volunteers is critical because of the vulnerability of the population the school district serves. 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.~~

~~Volunteers will be required to submit to a background check (including reviews of National and Connecticut databases checking for involvement with criminal and child protective services) when:~~

- a) ~~The volunteer will work with students in any type of out of school time activities including before and after school, vacation time and summer.~~
- b) ~~The volunteer will chaperone an overnight field trip.~~
- c) ~~The volunteer may work in direct contact with students without the presence of a teacher or administrator.~~

~~Volunteers will not be required to submit to a background check when:~~

- a) ~~The volunteer is a parent or guardian who volunteers to work in their own child's school during a school day activity under the supervision of an Enfield Public School teacher or administrator.~~
- b) ~~The volunteer performs a one time service in the presence of and under the supervision of an Enfield Public School teacher or administrator.~~

3. ~~**Persons Not Allowed to Serve as Volunteers.** No person who is a "registered sex offender," may serve as a volunteer. 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: using inappropriate language,~~

Proposed Changes to Existing Administrative Regulation - Draft

~~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.~~

~~Administrators shall obtain a completed information form and waiver from each volunteer and submit the names of all volunteers, along with a brief description of how they will serve the district, to the Human Resources Office prior to authorizing service. Unless explicitly exempted from a required background check, volunteers will provide a copy of his/her driver's license to his/her child's school office or the Enfield Public Schools' Human Resources Office.~~

~~Volunteer service at a school cannot begin until all background checks have been returned and school administrators are satisfied that the results of the checks are acceptable per Board of Education policy.~~

ADMINISTRATIVE REGULATIONS REGARDING SCHOOL VOLUNTEERS, INTERNS AND OTHER NON-EMPLOYEES

Screening Procedure

The following procedure has been established for screening volunteers, interns and other non-employees ("volunteers") within the Enfield 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 Enfield 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 building administrator or his/her designee and must be under the direction of a Board employee.

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 Enfield Public Schools. All results must be received by the [Human Resources Office] before the volunteer may commence his or her services. No person who is a 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 Enfield 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 an Enfield Public Schools employee. Background checks will not be required of Group I volunteers. Group I volunteers are those who assist school staff members with school activities such as those listed below:

- a. assisting in a classroom, cafeteria, or library when a staff member is present; or***
- b. accompanying a class on a field trip during the school day with a staff member; or***
- c. helping in the school office during regular school hours; or***
- d. assisting in the cafeteria or library during regular school hours; or***
- e. assisting during extracurricular events, i.e., dances, fairs, open house, sporting events, etc.***

Group II

Volunteers will be classified in Group II when they provide services to students when not in the direct presence of an Enfield Public Schools employee. Group II volunteers will be required to complete a consent form regarding the release of information concerning any prior or pending criminal offenses, and such volunteers will be required to submit to a record check of the Department of Children and Families (DCF) Abuse and Neglect Registry. Group II volunteers are those who engage in activities such as those listed below:

- a. accompanying a class on a field trip in which the plans include that students be divided into small groups supervised solely by the volunteer chaperone for any length of time; or***
- b. chaperoning an overnight field trip; or***
- c. working in direct contact with students without the direct presence of an Enfield Public Schools employee;***
- d. working as a student intern; or***
- e. coaching.***

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 a 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 Enfield 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 Enfield 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 building principal or other administrative designee. The school district, acting through the appropriate building administrator or his/her designee, reserves the right to discontinue or disallow the services of any volunteer at any time at the discretion of the administration.

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.

Legal Reference:

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

Proposed Changes to Existing Administrative Regulation - Draft

September 24, 2009

Draft: April 16, 2014

ENFIELD BOARD OF EDUCATION
ENFIELD, CONNECTICUT

TRANSPORTATION OF STUDENTS

3545.1

I. Transportation of Students

The Board of Education will provide transportation for students under provisions of state law and regulations. The superintendent of schools shall administer the operation.

Transportation by private carrier may be provided whenever such practice is more economical than using school district-owned/leased facilities. Parents may be reimbursed for transportation of eligible students whenever such practice is more economical or convenient.

Transportation will be provided to/from a student's care provider (daycare, or responsible adult) at a bus stop near the provider's location only if the provider is located within the student's assigned school district based on the student's legal residence and within the area served by the school. Transportation to a care provider outside a school's service area will not be provided by the Enfield Public School System.

A. Eligibility

Resident public and private nonprofit school students living outside of the defined walking limits (subparagraph 1. below), based on the most direct route from the student's home beginning at a point at the curb or edge of a public road or highway nearest the home to the edge of the school property or bus pickup areas, will be furnished transportation by the Board of Education. Students will be eligible for school transportation if one or more of the following criteria are present:

1. The walking distance for the student, either to school or to the nearest bus stop, is in excess of the following distances:
 - (a) For students enrolled in grades K through 2, up to one (1) mile;
 - (b) For students enrolled grades 3 through 5 one and one quarter (1.25) miles;
 - (c) For students enrolled in grades 6 through 12, one and one half (1.5) miles.
2. The walking route does not exceed the limits set forth in subparagraph 1. above, but presents hazardous conditions (described in Section II below) which the board cannot reasonably eliminate or adequately abate.

51 **II. Hazardous Conditions**

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53 A. Descriptions

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55 1. A street or road having an adjacent or parallel sidewalk or raised walk
56 area shall be deemed hazardous when anyone of the following
57 conditions exist:

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59 (a) For students enrolled in grades K through 2, absence of
60 pedestrian crossing light or crossing guard where three or more
61 streets intersect, and at street crossing where there are no stop
62 signs or crossing guards and the traffic count during the time that
63 students are walking to or from school exceeds sixty vehicles per
64 hour at the intersection;

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66 (b) For students enrolled in grades 3 through 12, the absence of a
67 traffic light or stop signs or crossing guard where three or more
68 streets intersect and has a traffic count which exceeds ninety
69 vehicles per hour during the time that students are walking to or
70 from school;

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72 (c) For all students, any street, road, or highway with speed limits in
73 excess of forty miles per hour which do not have pedestrian
74 crossing lights or crossing guards or other safety provisions at
75 points where students must cross when going to or from school or
76 the bus stop;

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78 (d) For all students, the usual or frequent presence of any nuisance
79 such as open man-holes, construction, snow plowed or piled on
80 the walk area making walkways unusable, loading zones where
81 delivery trucks are permitted to park on walkways, commercial
82 entrances and exits where cars are crossing walking entrances at
83 speeds in excess of five miles per hour, and the like, including
84 such nuisances which are hazardous or attractive to children.

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86 2. Any street, road, or highway, which has no sidewalks or raised walk
87 areas shall be deemed hazardous if anyone of the following conditions
88 exist:

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90 (a) For students enrolled in grade K through 2, any street, road, or
91 highway possessing a traffic count of sixty or more vehicles per
92 hour at the time that students are walking to or from schools;

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94 (b) For all students, the presence of man-made hazards inducing
95 attractive nuisances, as stated in number 4 above;

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97 (c) For all students any roadway available to vehicles that does not
98 have a minimum width of approximately twenty-two feet;

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(d) For all students any roadway available to vehicles when plowed free of snow accumulations, that does not have a minimum width of approximately twenty feet; and

(e) For students enrolled in grades K through 2, any street, road, or highway possessing speed limits in excess of thirty miles per hour.

3. Any street, road, or highway which has no sidewalks or raised walk areas shall be deemed hazardous when the line-of-sight visibility together with posted speed limits do not permit vehicular braking/stopping in accordance with the Connecticut Drivers Manual or Connecticut Department of Transportation, Division of Design.
4. Any walkway, path or bridge in an area adjacent or parallel to railroad tracks shall be considered hazardous unless a suitable physical barrier along the entire pedestrian route is present and fixed between students and the track; and any crossing of railroad tracks that carry moving trains during hours that students are walking to or from school shall be deemed hazardous unless, (1) a crossing guard is present or (2) an automatic control bar is present at crossings used by students in grades K through 2, or a bar or red flashing signal light is operational when the crossing; is used by students in grades 3 through 12.
5. A lake, pond, stream, culvert, water-way, or bridge shall be deemed a hazard in the absence of a fence or other suitable barrier fixed between the student and the water for students in grades K through 2.
6. Any area adjacent to a roadway, sidewalk, or bridge having a drop of three or more feet per four feet of travel length on either side of the established lanes, the absence of a fence or other suitable barrier shall be deemed hazardous for students in grades K through 2.
7. Any street, road, walkway, sidewalk, or path designated as a walking route for all school students which pass through an area which has a history of aggressive acts of molestation resulting in actual or threatened physical harm or moral degradation during the hours when students ordinarily walk to or from school shall be deemed hazardous.
8. Walking to or from school or the bus stop at any time prior to one half-hour before sunrise or any time one half-hour after sunset shall be deemed hazardous for students in grades K through 5.

B. Private Roads

These guidelines are applicable to private roads approved for passage of school transportation vehicles in accordance with c.c.s. Section 10-220c.

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III. Exceptions

- A. The Enfield Board of Education may grant exceptions to any provision of this guideline when in reasonable judgment the peculiar conditions or combination of conditions eliminate or significantly mitigate any substantive risk to student safety implied by a described hazard. The Enfield Board of Education may grant exceptions to any provision of this guideline when in its reasonable judgment particular conditions or combinations of conditions create a hazard not described.
- B. The superintendent may grant temporary exceptions to ineligibility of students when in his/her reasonable judgment a temporary hazard exists (e.g., construction affecting a walking route). The superintendent will communicate transportation conditions and arrangements to the parents or legal guardians of each student affected and will provide the board with current information regarding the status of each case.
- C. Special Education students and students eligible for services under Section 504 of the Rehabilitation Act shall be judged on an individual basis.

IV. Definitions

- A. School transportation means the procedure, program, or fully effective and implemented plan by which a student is conveyed to and/or from school from his/her residence or the bus stop at public expense, whether by use of publicly owned equipment or by contract. Such transportation shall be over public roads approved by the municipality or private roads approved pursuant to C.G.S. Section 10-220C.
- B. Walking distance means the linear measure of a prescribed or authorized pedestrian route between the student's residence and his/her school from a point at the curb or edge of a public or private road nearest the student's residence to a point at the entrance of the school or a safe entrance to the school grounds located within one hundred feet of the school building entrance or the bus stop pick-up area, or the route from the point on the public thoroughfare nearest the residence to the school bus or vehicle embarkation point established by the Enfield Board of Education.
- C. One mile walking distance means a reasonable measurement of a route to be traversed extending from the point of measurement at least 5,280 feet but not more than 5,380 feet.
- D. Grade K means kindergarten or a school program appropriate to a beginning student.
- E. Hazard means a thing or condition, as prescribed in these guidelines, affecting the safety of students walking to and from school.

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- F. *Sidewalk* means a portion of the landscape right of way approximately three feet wide, usually parallel to the traffic lanes which may be paved or unpaved and marked by curbing, drainage ditch, grass area or fencing; apart from and independent of any white line safety markings along the street pavement.
- G. *Raised walk area* means a portion of the landscape right of way approximately three feet wide, usually parallel to the traffic lanes which may be paved or unpaved, distinguished by some elevation above the street pavement level and marked by curbing, drainage ditch, grass area or fencing; apart from and independent of any painted safety markings along the street pavement.
- H. Student means any individual of school age enrolled in a public or nonprofit private school located within the school district or contiguous school district as the case may be.

Legal Reference Connecticut General Statutes:

- 10-186** Duties of local and regional boards of education.
- 10-220** Duties of boards of education.
- 14-275** Equipment and color of school buses.
- 14-275a** Use of standard school bus required, when.
- 14-275b** Transportation of handicapped students.
- 14-275c** Regulations regarding school buses and motor vehicles used to transport special education students.
- 14-276a(c)** Town/school district may require its school bus operators to have completed a safety training course.

- Policy Adopted: February 23, 1960**
- Policy Amended: September 19, 1960**
- Policy Amended: October 25, 1960**
- Policy Amended: June 13, 1960**
- Policy Amended: August 15, 1961**
- Policy Amended: September 1, 1964**
- Policy Amended: March 14, 1967 (effective: September 1, 1967)**
- Policy Amended: November 12, 1968**
- Policy Amended: March 16, 1972**
- Policy Amended: January 14, 1975**
- Policy Amended: January 23, 1996**
- Policy Reviewed: February 9, 2009**
- Policy Revised: February 22, 2011**

246 **ENFIELD BOARD OF EDUCATION**
247 **ENFIELD, CONNECTICUT**
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250 **TRANSPORTATION APPEALS**
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252 The duty of transporting public school children is placed by statute in the
253 hands of local Boards of Education. While there is no exact distance established
254 by law in our state as to how far a child must walk to school or to a school bus
255 line, the State Board of Education has consistently found that elementary
256 children between the ages of six and sixteen years should not be expected to
257 walk more than one and one-half miles to school or to a school bus line and
258 secondary students (junior and senior high school students) under sixteen
259 years of age should not be expected to walk more than two miles to such points.
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261 In situations involving hazardous conditions, the State Board of Education
262 takes into consideration such factors as the type of hazard present, the length
263 of time children are exposed to the hazard, the number and ages of the children
264 involved.
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266 Section 10-186, 1958 Revision of the General Statutes, establishes procedures
267 which parents may use when they believe that the local board of education is
268 failing to provide reasonable and necessary transportation for their children. In
269 general, this section of the statutes provides that:
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- 271 1. Any parent or guardian of a child who is over six and under sixteen years of
272 age may petition the local board of education in writing for a hearing
273 concerning the transportation of his or her own child or children. (It is
274 recommended that such a petition be sent to the secretary of the local board
275 of education by registered mail with a return receipt requested so that the
276 parent is informed as to when the petition was received).
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- 278 2. The local board of education is required to give a petitioning parent or
279 guardian a hearing within ten days from receipt of the written petition.
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- 281 3. The local board of education is required to make a finding within ten days
282 after it holds the hearing noted in item 2 above.
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- 284 4. If a local board of education fails to give a hearing or fails to make a finding
285 within ten days after holding such hearing, or is any parent or guardian is
286 aggrieved by the decision of the local board, he may then appeal in writing to
287 the State Board of Education for a hearing. (Group appeals or petitions are
288 not acceptable for State Board of Education purposes; a separate petition of
289 appeal must be filed for each family. Such petitions may be for any number
290 of children within one family who are between six and sixteen years of age.)
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- 292 5. Upon receipt of a petition of appeal, the State Board of Education will cause
293 a hearing to be held by its hearing agent in the town in which the complaint
294 arises. (Each case is decided on its own merit. However, a number of
295 appeals may be heard at anyone hearing.) The report of the hearing is made

296 to a subsequent meeting of the State Board of Education. The State Board
297 then makes its finding and notifies the parties involved.
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299 The Commissioner of Education has advised local boards to follow certain
300 procedures in dealing with transportation appeals:
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- 302 1. See that the forms recommended by the State Department of Education for
303 transportation hearings and appeals are used.
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- 305 2. Request that parents who ask a hearing before the local board of education
306 specify in writing the conditions which they are citing to substantiate any
307 claim of hazardous conditions making transportation reasonable and
308 necessary.
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- 310 3. In cases where requests for transportation are denied after a hearing, notify
311 the parent of the finding of the local board and specify in writing the board's
312 reasons for holding that such transportation is not reasonable or desirable.
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- 314 4. Before arriving at a decision in transportation hearings, see that the
315 following is done:
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 - 317 a. Have the distances involved measured by a member or an agent of the
318 board.
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 - 320 b. Secure a report and recommendation from the chief of police or other
321 traffic authority concerning such items as road conditions, speed and
322 density of traffic, natural hazards, etc.
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 - 324 c. Determine possible means of eliminating hazardous conditions by
325 consultation with the responsible authorities.
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 - 327 d. Seek to bring about the elimination of hazardous conditions in order to
328 avoid appeal from the local board's decision.