

INDEPENDENT SCHOOL DISTRICT 283

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TITLE School Volunteers

VOLUNTEER SCREENING PROCEDURES

The purpose of volunteer screening is to help ensure the safety of students, staff, vulnerable populations, and volunteers. The level of screening for various volunteer positions is based upon the vulnerability of the population being served by volunteers, the amount of supervision and the volunteer's relationship to the schools. These guidelines are intended to provide standard procedure for screening volunteers. However, should there be any concern about the conduct of a potential volunteer, additional screening is warranted and the district is under no obligation to accept the potential volunteer.

1. **Parent volunteers who work with their child's teacher in the classroom** (in a role such as birthday party planner, field trip helper, classroom helper, Picture Person or BRAVO!) per the teacher's request. These volunteers must be under the direct supervision of a staff person. The teacher is their primary supervisor. These volunteers are not formally screened. They should read the "SLP School District Volunteer Handbook."
2. **Student volunteers from St. Louis Park Schools** are considered part of the system and are not screened. Student volunteers who are satisfying detention time by volunteering need prior approval from an assistant principal for their volunteer time to be applied to their detention make-up.

Student volunteers from other districts who are volunteering individually should be referred to the VIP Office.

3. **Volunteers who are placed in programs run by the St. Louis Park Schools V.I.P Office:**
 - a. **Volunteers who are parents** and volunteer in Picture Person/Art Appreciation or BRAVO! nearly always volunteer in their child's classroom and another room and are under the supervision of the classroom teacher. They volunteer once a month giving a large group presentation for 1/2 hour per class. These volunteers do **not** complete an application form and we do not check references. They do receive 3-4 hours of training, lesson plans, materials, schedules and support from the volunteer office.
 - b. **Volunteers who are not parents** (including Art Masterpiece and BRAVO volunteers) and any volunteer including parents who work one on one in programs, such as Literacy 1st, tutoring, mentoring, classroom VIP, ELL tutors, classroom helpers, etc., complete an application form. Two references are checked. They receive an orientation including information from the "Volunteer Handbook" and they sign the attached "Volunteer Guidelines" form, which is kept in their file along with the application and references. Training specific to the program in which they volunteer is also provided. The staff member for whom they work supervises these volunteers.
 - c. **Resource speakers** who give one-time talks to classes as requested by teachers and are not screened.
4. **Retired staff and already screened volunteers** who work occasionally in programs such as kindergarten assessment and music testing are not screened for each activity.
5. **Volunteers for overnight field trips** should receive the "SLP Information for Potential Over Night Field Trip Volunteers" and turn in the reference and police background check forms found in that packet. Police background checks are run by the SLP Police Department.
6. **Volunteers working at the Senior Center and other adult programs such as ELL and GED** are not required to complete an application form and reference check unless they are to be working with vulnerable adults, money or confidential information. Volunteers should receive a program orientation and training specific to the job duties.
7. **Volunteers who serve on committees** such as PTO, PAC, Advisory Councils, special event planning, etc. These volunteers do not have direct contact with vulnerable populations and are not formally screened.

Refer questions regarding the screening of a volunteer position to the District Volunteer Office at 952-928-6025.