

Community Relations

Use of Volunteers in Schools

I. Purpose

The purpose of this policy is to recognize the important role volunteers play in the education of learners and to provide guidelines for the use of volunteers in the school district.

II. General Statement of Policy

Edina Public Schools is committed to using volunteers to help personalize instruction, promote school/community interaction, support school activities and events; promote multigenerational and multicultural experiences; and enrich curriculum for all learners. The school district promotes the use of volunteers to the extent possible.

Volunteers will be placed with careful consideration given to how their presence supports the educational objectives of a class, the curriculum, activity or event. Volunteers will not be the primary source of instruction for learners. Volunteers will be subject to all standards set forth by the policies of Edina Public Schools and, if required, shall complete a criminal background check.

III. Volunteer Management and Procedures

A. Recruitment and Screening

The recruitment and screening of community members will be coordinated by the district's Community Resources and Programs (CRP). The goal of this process will be to address the needs and desires of the school district and increase the effectiveness of using volunteers to further the educational and curriculum goals of the school district. CRP will work with principals and program directors/coordinators to identify school program needs and opportunities for the use of volunteers.

B. Placement and Management

The use of a volunteer will be based on the benefit of the volunteer's effort compared to the potential risk imposed on the learner, volunteer and school district as a result of using a volunteer. The risk liability will focus on negligence, strict liability, intentional misconduct, criminal conduct and invasion of privacy rights.

Each volunteer activity is categorized into one of five tiers based on criteria established by the Minnesota chapter of the National Association of Partners in Education (NAPE). The tiers are:

1. Tier 1 – Volunteer activities that occur in a group, onsite or offsite, with staff supervision. The activity of the volunteer will be monitored, evaluated and recognized by supervising staff.
2. Tier 2 – Volunteer activities that occur in a group or one-on-one setting, onsite or offsite, with minimal supervision. The volunteer will complete an application, screening/reference checks, an interview and a criminal background check (fee to be paid by the volunteer). A signed parent release form will also be required for student participation.
3. Tier 3 – Volunteers serving adult learners in school-based programs.
4. Tier 4 – Volunteers serving adults with disabilities with minimal supervision. These volunteers will require a criminal background check.
5. Tier 5 – Volunteer guest speakers coordinated by CRP. Selection of a speaker will be based on the needs of the classroom teacher or activity advisor/coach. Guest speakers will provide background information, as requested by the school district.

C. Volunteer Management Manual

CRP will develop a volunteer management manual and guidelines to provide the necessary information and requirements for the use of volunteers, as it relates to the identified tiers. The defined management guidelines will include:

1. Sign-in
2. Registration card
3. Job description
4. Orientation
5. Training
6. Monitoring/evaluation/recognition
7. Parent release form
8. Application
9. Screening/reference checks
10. Interview
11. Criminal background check

IV. Volunteer Management Responsibilities

A. The CRP coordinator will develop volunteer management responsibilities for the following individuals who would use volunteers within the school district:

- District volunteer coordinator
- Principal or building volunteer coordinator
- Building or program volunteer coordinator
- Teacher or staff member using a volunteer
- Volunteer

B. All volunteers will follow district policies and will be given specific training on certain policies, including, but not limited to:

- Policy 404 – Employment Background Checks
- Policy 406 – Public and Private Personnel Data
- Policy 413 – Harassment and Violence
- Policy 414 – Mandated Reporting of Child Neglect or Physical or Sexual Abuse
- Policy 418 – Alcohol- and Drug-Free Workplace
- Policy 419 – Tobacco-Free Environment
- Policy 506 – Student Discipline
- Policy 515 – Protection and Privacy of Student Records

Policy
adopted: 6/22/09

INDEPENDENT SCHOOL DISTRICT 273
Edina, Minnesota

Appendix I

BACKGROUND CHECK PROCEDURE AND FORM
FOR PROSPECTIVE VOLUNTEERS AND/OR INDEPENDENT CONTRACTORS

Minnesota law requires school districts to request a criminal background check from the Minnesota Bureau of Criminal Apprehension. Edina Public Schools is using Orange Tree Employment Screening to facilitate this process. The requirement is for all prospective volunteers and independent contractors who may have student contact without a district employee present.

The current fee for the background check is \$15.00. Please submit a check or money order made payable to "Edina Public Schools."

The following named individual wishes to volunteer or serve as an independent contractor with Edina Public Schools. Please provide the following information (please print):

First Name: _____ Middle Name: _____

Last Name: _____ Date of Birth: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Social Security Number: _____

Maiden, Alias or Former Name(s): _____

Location, Activity, and Approx. Date(s): _____

Please provide former addresses for past 7 years:

By my signature, I authorize the Minnesota Bureau of Criminal Apprehension to disclose criminal history record information to the Human Resources Department of Edina Public Schools in accordance with Minnesota Statutes, Section 123B.03 for the purpose of employment with the district. The authorization is valid no longer than one year from the date of my signature.

Signature of Applicant

Date

For Office Use Only: Date Submitted to OrangeTree: _____ Date Verified: _____