

Community Relations

District Volunteers

I. Purpose

This policy recognizes the important role volunteers play in the education of learners and provides guidelines for the use of volunteers by the school district. The School Board encourages and promotes the involvement of volunteers to support programs and activities of the district. Volunteers are individuals who are not paid for their services and who do not assume primary responsibility for instruction but provide a supporting role in programs and activities.

II. General Statement of Policy

The school district is committed to using volunteers to help personalize instruction, strengthen community partnerships, support district activities and events; promote multigenerational and multicultural experiences; and enrich curriculum for all learners. The 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 and training set forth by district policies and, if required, will complete a criminal background check.

Volunteers may be managed by a variety of district employees, departments and programs, including Edina Community Education; building principals, teachers and /or PTOs; Athletics and Activities; and more. Each program engaging volunteers is responsible for the effective management of its volunteers to ensure high-quality experiences and cultivate long-term, mutually beneficial relationships.

III. Volunteer Recruitment, Placement and Management

A. Recruitment and Screening

The goal of this process is to address the needs and desires of the district and increase the effectiveness of using volunteers to further the district's educational and curriculum goals. Principals and program administrators will work to identify school/program needs and opportunities for the use of volunteers.

B. Placement

Candidates for volunteering in the district will be selected and placed based on their experience, ability and good character, without regard to any protected class of the candidate.

C. Volunteer Management

Volunteer management guidelines provide the necessary information and requirements for the use of district volunteers Management guidelines include:

1. Description
2. Application
3. Orientation/interview
4. Parent release form for student volunteers
5. Screening/reference checks
6. Criminal background check handled by Human Resources (see matrix)
7. Sign-in
8. Tracking data
9. Monitoring and evaluation
10. Recognition

D. Volunteer Training

All volunteers will follow district policies and may 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 Prohibition
- Policy 415 – Reporting Suspected Maltreatment of a Minor or Vulnerable Adult
- Policy 418 – Alcohol- and Drug-Free Workplace
- Policy 419 – Tobacco-Free Environment
- Policy 506 – Student Conduct and Discipline
- Policy 515 – Protection and Privacy of Student Records
- Policy 634 – Electronic Technologies Acceptable Use

Cross Reference:

Policy 538 (Field Trips and Travel)

Policy 913 - Partnerships - Parent Organizations and Booster Clubs

Policy adopted: 6/22/09

Revised: 6/16/14

Revised: 6/13/16

Revised: 5/9/22

INDEPENDENT SCHOOL DISTRICT 273

Edina, Minnesota

APPENDIX 1 to Policy 911

Background Checks

	Examples	Application/ Orientation/ Ref Checks	Criminal Background Check
Tier 1: Casual Volunteers	One-time guest speakers, volunteers at single or one-time events check in per site protocol		
Tier 2: Volunteers Serving Students in a group or one-on-one settings	Volunteers serving students in group and/or one-on-one settings under supervision of school staff (classroom or school program volunteers)	x	
Tier 3 Volunteers Serving Students in a Group, or One-On-One Setting, off school site	Volunteers serving students in groups or one-on-one in settings with minimal supervision. This would include mentorships, internships, off-site field trips, overnight field trips and other Edina School sponsored sports or activities.	x	x*
	*Not required for student volunteers under the age of 18		