

## **426 VOLUNTEER POLICY**

### **I. PURPOSE:**

It is the policy of the Board of Education to promote and encourage school volunteers in order to expand and enhance parental and community involvement with the schools while maintaining an adequate level of safety and security in District #309.

### **II. DEFINITION:**

Volunteers are defined as any non-paid person who may be approved by the district school board or its designee. School volunteers may include, but are not limited to, parents, senior citizens, students, and others who assist the teacher or other members of the school staff.

### **III. GENERAL STATEMENT OF POLICY:**

- A. The school district shall require that all volunteers who have direct unsupervised student contact, who accompany students off campus, who are responsible for working with students on campus, but outside the regular classroom structure; submit to a criminal history background check. Volunteerism shall be conditioned upon a determination by the school district that an applicant's criminal history may preclude the applicant from volunteering with the school district.
- B. Adherence to this policy by the school district shall in no way limit the school district's right to require additional information, or to use procedures currently in place or other procedures to gain additional background information concerning volunteers.
- C. Volunteers are subject to all standards set forth by Park Rapids Area School District Policies including, but not limited to: Policy 514 Bullying Prohibition, Policy 418 Drug-Free Workplace/Drug- Free School, Policy 419 Tobacco- Free Environment, Policy 501 School Weapons Policy, Policy 903 Visitors To School District Buildings and Sites.

### **IV. PROCEDURES:**

- A. An individual who wishes to become a volunteer must sign a criminal history consent form, which provide permission for the school district to conduct a criminal history background check. The district will pay the cost of conducting the criminal history background check. The district may charge a fee to the volunteer if a copy of the criminal history background check is requested. Criminal history background checks will be good for 4 school years.
- B. The results of the criminal history background check must be received and on file at the district office, prior to that individual having direct unsupervised contact with a student. All background checks that have a criminal offense or offenses on the report will be reviewed by the Superintendent for further determination of approval.

- C. All volunteers must sign in and out at a location designated by the principal before proceeding to their volunteer site and must wear an identifying nametag provided by the school.
- D. Copies of this policy shall be available in the school district's administrative office and will be distributed to applicants upon request.

***Legal References:*** Minn. Stat. § 13.04, Subd. 4 (Inaccurate or Incomplete Data)  
Minn. Stat. § 123B.03 (Background Check)  
Minn. Stat. §§ 299C.60-299C.64 (Minnesota Child Protection Background Check Act)  
Minn. Stat. § 364.09(b) (Exception for School Districts)

***Cross References:*** Policy 404 – Employment Background Checks  
Policy 514 Bullying Prohibition  
Policy 418 Drug-Free Workplace/Drug-Free School  
Policy 419 Tobacco Free Environment  
Policy 501 School Weapons Policy  
Policy 903 Visitors to School District Buildings and Sites  
Policy 401 Equal Employment Opportunity  
Policy 402 Disability Nondiscrimination

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