



# South St. Paul Schools

## Volunteer Application Form

Please Print Clearly

Name: \_\_\_\_\_

Phone (H): \_\_\_\_\_ Phone (C): \_\_\_\_\_

Address: \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

Email Address: \_\_\_\_\_ Gender:  Male  Female

Please check the following schools/departments in which you are interested in serving as a volunteer (check all that apply):

- |   |   |
|---|---|
| <input type="checkbox"/> ECFE-Family Education Center                     | <input type="checkbox"/> Community Learning Center (grades 10-12) |
| <input type="checkbox"/> Preschool-Lincoln Center                         | <input type="checkbox"/> Secondary Building (grades 6-12)         |
| <input type="checkbox"/> Preschool-Kaposia Education Center               | <input type="checkbox"/> Community Education Programs             |
| <input type="checkbox"/> Elementary-Kaposia Education Center (grades K-5) | <input type="checkbox"/> Adult Basic Education (ABE) Program      |
| <input type="checkbox"/> Elementary-Lincoln Center (grades K-5)           | <input type="checkbox"/> Coaching: _____                          |
|   | <input type="checkbox"/> District Events: _____                   |

If you have children in South St. Paul Schools, please list name(s), school(s), and grade(s):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

*Additional information and guidelines about volunteering will be provided through the school or department*

I would like to complete the volunteer background screen (check) process. I understand background screening standards are included with this application. A link to the background check process will be emailed to you after this form is processed. Additionally, important information pertaining to bullying prohibition and harassment is included with this application.

Signature \_\_\_\_\_ Date \_\_\_\_\_

***Please return this form to the School/Department Main Office***

All volunteers are required to successfully complete a background screen (check) within established screening standards. South St. Paul Schools partners with Trusted Employees for the processing of volunteer background screens. Within the next few days, you will receive an email invitation to complete the background check screening process. This will be sent to the email address that is provided above.

***Thank you for your interest in volunteering in our school district!***

**Office use only:**

Date link sent: \_\_\_\_\_ Date background screen completed: \_\_\_\_\_

8/15/19



## Criminal Background Screening Standards

The South St. Paul School District seeks to maintain a safe and healthy educational environment that promotes the physical, social and psychological well-being of all students. All new employees and volunteers must receive a criminal background check prior to starting employment or a volunteer assignment with the School District. An individual will be disqualified and prohibited from serving as an employee or volunteer if that individual has been found guilty or entered a plea of non-contender (no contest), regardless of the adjudication for any of the following disqualifying offenses:

### 1. Sex Offenses

- A. All Sex offenses - regardless of the amount of time since the offense  
Examples: Child molestation, rape, sexual assault, sexual battery, sodomy, prostitution, solicitation, indecent exposure, etc.

### 2. Felonies

- A. All Violent Felony offenses - regardless of the amount of time since the offense  
Examples: Murder, manslaughter, rape, aggravated assault, kidnapping, robbery, aggravated burglary, etc.
- B. Any other Felony offenses within the past ten (10) years.  
Examples: Drug offenses, theft, embezzlement, fraud, child endangerment, etc.

### 3. Misdemeanors

- A. All Violent Misdemeanor offenses within the past five (5) years, or multiple offenses within the past seven (7) years.  
Examples: Simple drug possession, drunk and disorderly conduct, public intoxication, possession of drug paraphernalia, etc.
- B. Any other Misdemeanor offense within the past five (5) years that would be considered a potential danger to children or is directly related to the functions of that employee or volunteer.  
Examples: Contributing to the delinquency of a minor, providing alcohol to a minor, theft (if person is handling monies), etc.

The district reserves the discretion to consider factors and information, including whether the nature of the offense implicates a behavior that is contradictory to an individual's job description, when making employment decisions.

---

## Bullying and Harassment

*Ref: SSPPS Bullying Prohibition Policy 514 and Harassment and Violence Policy 413*

As a Teacher, Administrator, **Volunteer**, Contractor, or Other District Employee in the South St. Paul Schools, you must not "permit, condone, or tolerate bullying."

Any person who has been a target or victim of bullying, or with knowledge or belief of conduct that may be bullying or prohibited conduct, shall report the conduct immediately to the building principal or principal's designee. If the incident involves a staff member, immediately report to Human Resources.

You may be disciplined for failing to report "conduct that may constitute bullying or other prohibited conduct" or failing to make reasonable efforts to address and resolve the bullying or prohibited conduct in a timely manner.

"Bullying" is defined as actions of a student toward another student and includes, but is not limited to:

- Intimidating, threatening, abusive, or harming conduct that is objectively offensive;
- An actual or perceived imbalance of power between the student engaging in prohibited conduct and the target of the behavior and the conduct is repeated or forms a pattern; or
- Materially and substantially interferes with a student's educational opportunities or performance or ability to participate in school functions or activities or receive school benefits, services, or privileges.

"Harassment" is defined as physical or verbal conduct that has the purpose or effect of:

- Creating an intimidating, hostile, or offensive working or academic environment;
- Substantially or unreasonably interfering with an individual's work or academic performance; or
- Otherwise adversely affects an individual's employment or academic opportunities.