

Community Relations

District Volunteers

I. Purpose

This policy establishes guidelines for volunteers who support district programs and activities. The school board encourages volunteer involvement. Volunteers serve without pay and provide support rather than primary instruction.

II. General Statement of Policy

The district uses volunteers to personalize instruction, strengthen community partnerships, support events, promote multigenerational and multicultural experiences, and enrich curriculum. Volunteers are placed based on how they support educational objectives. They will not provide primary instruction. All volunteers must meet district standards and training requirements and, when required, complete criminal background checks. Volunteers may be managed by various district employees, departments, and programs, including Edina Community Education, building principals, teachers, PTOs, and the athletics and activities department. Each program is responsible for effectively managing its volunteers to ensure quality experiences and build lasting, mutually beneficial relationships.

III. Volunteer Recruitment, Placement, and Management Process

A. Recruitment and Screening

The goal of this process is to address the needs and desires of the school district and increase the effectiveness of using volunteers to further the district's educational goals. Principals and program administrators will work to identify district/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/guardian release form for student volunteers
5. Screening/reference checks
6. Criminal background check handled by human resources (see Appendix I)
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, Students and Employees
- Policy 414 – Mandated Reporting and Child Neglect or Physical or Sexual Abuse
- Policy 415 – Mandated Reporting of Maltreatment of Vulnerable Adults
- Policy 418 – Alcohol- and Drug-Free Workplace and School Environment
- Policy 419 – Tobacco-Free Environment
- Policy 506 – Student Conduct and Discipline
- Policy 515 – Protection and Privacy of Student Records
- Policy 524 – Electronic Technologies Acceptable Use
- Policy 903 - Visitors to School District Buildings and Property

Cross Reference:

Policy 538 (Student Travel)

Policy 913 (Partnerships - Parent Organizations and Booster Clubs)

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INDEPENDENT SCHOOL DISTRICT NO. 273
 Edina, Minnesota

Appendix I 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 district staff (classroom or school program volunteers)	x	
Tier 3 Volunteers Serving Students in a Group, or One-On-One Setting, off district 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 district-sponsored sports or activities.	x	x*
	*Not required for student volunteers under the age of 18		