

Community Relations

Use of Volunteers in Schools

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 Edina Public Schools. 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, promote school/community interaction, support school 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.

III. Volunteer Management and Procedures

A. Recruitment and Screening

The recruitment and screening of community members will be coordinated by the district's Community Education Services Department ("CES"). 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. CES will work with principals and program directors/-coordinators to identify school program needs and opportunities for the use of volunteers.

B. Placement and Management

Candidates for volunteering in the District will be selected and placed on the basis of their experience, ability and good character, without regard for race, color, creed, religion, national origin, gender identity or expression, sexual orientation, age, marital or parental status, or status with regard to public assistance or handicap.

C. Volunteer Management Manual

CES has developed a volunteer management manual and guidelines to provide the necessary information and requirements for the use of district volunteers. The defined management guidelines will include:

1. Job description
2. Application
3. Orientation/Interview
4. Parent release form (student volunteer)
5. Screening/reference checks
6. Criminal background check (where applicable)
7. Sign-in
8. Tracking data
9. Monitoring and evaluation support
10. Recognition

IV. Volunteer Management Responsibilities

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

- Principal or site designee
- Program manager
- Teacher or any other staff member utilizing a volunteer

B. All volunteers will follow district policies and maybe 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 634 – Electronic Technologies Acceptable Use

Cross Reference:

Policy 538 (Field Trips and Travel)

Policy adopted: 6/22/09

Revised: 6/16/14

Revised: 6/13/16

INDEPENDENT SCHOOL DISTRICT 273

Edina, Minnesota

Appendix I to Policy 911; Appendix II to Policy 404

**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 an outside employment screening agency 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: _____ - _____ - _____ Phone: () _____ - _____

Driver’s License Number, State of Issuance: _____

Maiden, Alias or Former Name(s): _____

Activity, and Approx. Date(s): _____

- Concord
 Cornelia
 Countryside
 Creek Valley
 Highlands
 Normandale
 South View
 Valley View
 EHS

Please provide former addresses for past 7 years:

By my signature, I authorize the Minnesota Bureau of Criminal Apprehension, and outside agency, 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 agency: _____ Date verified: _____