

INDEPENDENT SCHOOL DISTRICT 196
Rosemount-Apple Valley-Eagan Public Schools
Educating our students to reach their full potential

Series Number 806.5AR Adopted June 2011 Revised April 2015

Title Volunteers

1. **Purpose** -- The purpose of this regulation is to recognize the important role volunteers play in education and to provide guidelines for the use of volunteers in the school district.
2. **General Statement of Policy**
 - 2.1 District 196 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. The school district promotes the use of volunteers to the extent possible.
 - 2.2 Volunteers will be placed with careful consideration given to how their presence supports the educational objectives of a class, the curriculum, activity or event and will not be the primary source of instruction.
 - 2.3 Principals and coordinators shall have sole discretion over selection and placement of volunteers and over dismissal of volunteers.
 - 2.4 Volunteers will be subject to all standards set forth by the policies and regulations of District 196 and, if required, shall complete a criminal background check.
3. **Volunteer Management and Procedures**
 - 3.1 The levels and requirements for volunteer activity are as follows:
 - 3.1.1 Level 1 volunteers - Guest speakers arranged pursuant to Administrative Regulation 603.3AR, Selection of Instructional Resources, and volunteers for large, single events such as schoolwide carnivals and celebrations are Level 1 volunteers. Level 1 volunteers are not required to receive and review District Procedure 806.5P or complete a criminal background check.
 - 3.1.2 Level 2 volunteers – Volunteers who provide services that are actively supervised by staff are Level 2 volunteers. Level 2 volunteers include, but are not limited to, classroom volunteers and volunteers chaperoning a daytime field trip. Level 2 volunteers must receive and review District Procedure 806.5P, Guidelines for Volunteers, and return the volunteer information form to the principal or coordinator of the appropriate school or program.

- 3.1.3 Level 3 volunteers – Volunteers who provide services with minimal staff supervision are Level 3 volunteers. Level 3 volunteers also include all student and adult cocurricular athletic and academic coaches per Minnesota statute and all volunteers who accompany students on overnight field trips regardless of level of supervision. Level 3 volunteers must receive and review District Procedure 806.5P, Guidelines for Volunteers, and return the volunteer information form to the principal or coordinator of the appropriate school or program. Level 3 volunteers must also satisfactorily complete a criminal background check prior to volunteering pursuant to Administrative Regulation 401.5AR, Pre-Employment Background Check.

- 3.2 District Procedure 806.5P, Guidelines for Volunteers, shall be provided to all Level 2 and Level 3 volunteers and shall provide information about the following topics:
 1. Volunteer Information Form
 2. Sign-in
 3. Dependability
 4. Data privacy
 5. Student discipline
 6. Abuse and neglect
 7. Bullying behavior
 8. Non-discrimination
 9. Appropriate boundaries and touch
 10. Communications
 11. Tobacco, drugs, alcohol and weapons
 12. Technology

References: - Minnesota Statute 121A.031, School Student Bullying Policy
- Minnesota Statute 123B.03, Background Check