

Date: March 1, 2012
To: Becker School District Staff and Patrons
From: Dr. Stephen Malone, Superintendent

RE: VOLUNTEER POLICY AND PROCEDURES

Purpose

The Becker School District recognizes that volunteers are valuable assets to our schools. The School District encourages community members and parents to be involved in school district programs.

General Statement Of Policy

- A. Volunteer Programs are intended to support academic achievement, advance district and school goals, enrich interpersonal experiences for students, and to assist school staff in providing basic instruction and support services.
- B. Volunteering in the district is a privilege, not a right. The district may decline the services of any volunteer for any reason. Information collected from volunteers will be considered confidential to the extent allowed by law and will only be used to protect students or minimize disruption to the educational environment.
- C. Volunteer programs are to enhance district educational programs, not to displace district employees. Volunteers will work under the direction and supervision of district staff.

Procedures

- A. **Qualifications of Volunteers.** Volunteers must be approved by the Principal, Athletic Director, Community Education Director, or the Superintendent, and will consider the following:
 - 1. A completed volunteer application on file.
 - 2. Volunteers with a record of felony conviction, requirement to register as a sex offender under Minnesota Law, or other criminal record deemed inappropriate by the school district will not be eligible to serve.

3. The school district shall require that volunteer coaches submit to a criminal history background check. The agreement to accept the volunteer shall be conditioned upon a determination by the school district that an applicant's criminal history does not preclude the applicant from employment with the school district.
4. For non-coaching volunteers who work with children and are out of sight of a school employee a criminal history background check shall be required. For all other volunteers the district may require a criminal history background check dependent on the level of involvement with students and the length of time involved in the volunteer activity.
5. All volunteers, during the school day, must directly report to the building site administrative office to sign in and receive an identification badge. The identification badge will identify the individual as an approved visitor. Each volunteer must return to the office, check out and return the identification badge upon leaving.
6. Persons volunteering in the classroom during the instructional day may not bring children with them without permission from the Principal, Athletic Director, Community Education Director, or the Superintendent.
7. Other information or qualifications deemed appropriate by the school district.

B. Duties and Responsibilities

1. Volunteer assignment shall be limited to assisting staff members with duties such as routine supervisory, tutorial, clerical, housekeeping, and material preparation tasks.
2. Assignments shall be limited to situations, which are overseen by a staff person. For volunteers who work with children and are out of sight of a school employee a criminal history background check shall be required.
3. Volunteers will not discuss the performance, actions, or information about students except with the student's teacher, counselor or principal.