

912 USE OF VOLUNTEERS IN SCHOOL

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 Alexandria 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 Volunteer Coordinator. The goal of the 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. The Volunteer Coordinator 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 disability.

C. Volunteer Management Handbook:

Community Education has developed a volunteer handbook to provide the necessary information and requirements for the use of volunteers. The defined handbook will include:

1. Volunteer expectations
2. Volunteer Application
3. Orientation
4. Parent release form
5. Reference checks
6. Criminal background check (where applicable)
7. Sign in

IV. VOLUNTEER COORDINATOR RESPONSIBILITIES

- A. The volunteer coordinator will develop volunteer management responsibilities for the following individuals who would use volunteers within the school district:
 1. Principal or site designee
 2. Coordinator
 3. Teacher or any other staff member utilizing a volunteer.
- B. The volunteer coordinator and school principal will ensure that volunteers are trained on the following Alexandria Public Schools policies:
 1. Policy 404 – Employment Background Checks
 2. Policy 406 - Public and Private Personnel Data
 3. Policy 413 – Harassment and Violence
 4. Policy 414 – Mandated Reporting of Child Neglect or Physical or Sexual Abuse
 5. Policy 418 – Drug-Free Workplace Drug-Free School
 6. Policy 419 – Tobacco-Free Environment

7. Policy 504 – Code of Conduct
 8. Policy 506 – Districtwide Student Discipline
 9. Policy 515 – Protection and Privacy of Pupil Records
 10. Policy 524/453 – Internet Acceptable Use and Safety
- C. Volunteers are not allowed to purchase or expend any district funds. If a volunteer does have out-of-pocket expenses, the volunteer should check with their tax preparer as the purchase may be tax deductible.

Policy Adopted: 1/27/03
Policy Revised: 3/18/19, 3/21/22
Alexandria Public Schools - No. 206
Alexandria, Minnesota