

*Revised:*

*Reviewed:*

*Contact Person: Superintendent, Community Ed. Director, Principals*

## **909 VOLUNTEERS**

### **I. GENERAL STATEMENT OF POLICY**

Volunteers play an important role in education as they help to individualize instruction, promote school/community interaction, support school activities and events, provide multigenerational and multi-cultural experiences, and enrich curriculum for all learners. Therefore, the Sartell-St. Stephen School District promotes the use of volunteers to the extent possible by appropriate recruiting, screening, placement, orientation, training, monitoring, and recognizing volunteers. ISD748 Sartell-St. Stephen School District also recognizes that volunteers do not assume primary responsibility for the instruction of learners, but reinforce skills taught by the professional staff. Volunteers will be placed with careful consideration of how their presence supports the educational objective of a class or the curriculum.

Volunteers acting as resource speakers will be selected on their effectiveness in furthering curricular goals because of their specialized knowledge, skill or more direct relationship to a problem or experience. Volunteers are subject to all standards set forth by Sartell-St. Stephen School District Policies including, but not limited to: Policy/Regulation 909 Volunteers, Policy 417 Chemical Health Policy, Policy/ Regulation 419 Tobacco-Free Schools, Policy 501 Weapon Free Schools, and Policy/ Regulation 506 Student Discipline.

### **II. VOLUNTEER MANAGEMENT**

#### **A. Selection Criteria**

Volunteers should be selected because their contributions will enrich instructional programs. Their effectiveness in furthering our curricular goals should be the basic criterion for their identification and use.

#### **B. Risk Management**

Risk Management is the process of evaluating each volunteer position 1) against the potential risk imposed on the learner, volunteer, and school district, and 2) using appropriate management tools to prevent liability to these parties. We are concerned mostly with tort liability. Tort is a wrong that causes harm to an individual.

Each volunteer activity is categorized to one of three tiers of potential risks to learners, volunteers, and the staff supervisor. The Minnesota Chapter of the National Association of Partners in Education (NAPE) has established these categories as a standard. Depending on the tier, there are twelve tools to manage volunteer activities (sign-in, registration; job description; handbook; orientation; training; monitoring, evaluation and recognition; signed parental release (for minors); application; screening/reference checks; interview; and criminal background check).

**Tier One** includes volunteer activities that occur in a group, on or off site, with staff supervision. Management tools include: BCA (free) background check, signing in, \*completing a registration card; receiving a job description, \*a volunteer handbook and orientation information. Additional training may be needed. The activity of the volunteer will be monitored, evaluated and recognized by supervising staff. Any personal needs of students during such activities will either be handled by staff or more than one volunteer (at least pairs). \*Optional (discretion of hosting teacher) for one-time resource speakers.

**Tier Two** includes volunteer activities in a group or one-to-one setting, on or off site, with minimal supervision. Tier Two management tools include those listed under Tier One with the addition of a signed parental release, a completed application, screening/reference checks, an interview and volunteer criminal background check (current cost \$11.95 bore by the School District).

**Tier Three** includes volunteers serving adult learners and it includes volunteers serving adults with disabilities with minimal supervision. Tier Three management tools include those listed under Tier Two.

C. Volunteer Manual will be updated annually and reference the following management tools.

- o Sign-in
- o Registration Card
- o Job Description
- o Orientation
- o Training
- o Monitoring, Evaluation and Recognition
- o Parental Release
- o Application
- o Screening/Reference Checks
- o Interview
- o Criminal Background Check

D. Guidelines For The Use Of Resource Speakers: It is the responsibility of the hosting classroom teacher to approve all requests for the use of resource personnel according to the following guidelines:

1. The age and maturity of the students shall be considered in the identification of resource personnel. Resource personnel will be instructed to communicate in a manner, which is appropriate to the age group, they are addressing and consistent with our educational goals.
2. The primary concern in the use of any resource personnel shall be their role in furthering the educational goals as identified in the curriculum of the Sartell-St. Stephen Schools.
3. While varying viewpoints regarding issues need to be represented by resource personnel, efforts shall be made to achieve balance in the viewpoints presented by various presenters.
4. The host teacher will obtain and keep record of the names, contact information, and occupations or titles of all resource personnel utilized during the school year. The invitation will be made sufficiently in advance of the visits to ensure the educational quality of the presentation by appropriate program design and by direct participation of the hosting teacher throughout the program.

### III. VOLUNTEER MANAGEMENT GRID

\*Optional (discretion of hosting teacher) for one time resource speaker

**Tier One:**

e.g. Chaperones, Event Volunteers, Resource Speakers, Office Volunteers, Advisory Boards, Councils

**Tier Two: Volunteers Serving Young Learners (E-12) in a Group or One-on-One Setting, On or Off Site, with Minimal Supervision:**

e.g. Chaperones for Overnight Fieldtrips, Tutors, Mentors, Classroom Assistants (ongoing), Coaches, Chaperones of field trips where staff supervision of volunteers is difficult and the volunteer will most likely be alone with small groups of students (e.g. Valley Fair).

**Tier Three: Volunteers Serving Adult Learners Including those with Disabilities:**

e.g. Basic Skills Tutor, ELL Tutor, Career Coach

**IV. VOLUNTEER MANAGEMENT RESPONSIBILITIES**

**The Principal or designee** is responsible for:

- Assessing the school's needs.
- Defining objectives for the program.
- Determining guidelines for volunteers in the classroom, use of lounge etc.
- Selecting a designee for volunteer management.
- Ensuring that the volunteer is not assigned the responsibility for disciplining students but assists the teacher in maintaining proper behavior of students and reports behavioral problems to the teacher for appropriate action.
- Ensuring that a criminal background check is completed (at least two weeks prior to the trip) on each overnight fieldtrip volunteer.
- Providing support to all persons involved in the program.
- Reporting any accidents or injuries involved in the program.
- Evaluating program effectiveness.
- Having each volunteer complete and submit a volunteer registration or application form.
- Recruiting volunteers.
- Orienting and training volunteers.
- Consulting with principals and teachers.
- Submitting list of volunteers to appropriate contact person.
- Disseminating materials to volunteers.
- Monitoring and evaluating volunteers and the program.
- Planning building or program appreciation functions.
- Coordinating building/program level volunteer opportunities between staff and volunteers.
- Receiving training and support from District Office.

**The Teacher or Staff** is responsible for:

- Getting to know volunteer's skills and abilities.
- Serving as a liaison between students and volunteers.
- Providing appreciation and recognition.
- Providing feedback to volunteer coordinator with affirmations/concerns about volunteers.
- Informing volunteers of schedule changes.
- Following the guidelines for use of resource speakers.

**District Office Personnel** is responsible for:

- Directing risk management of volunteers.

- Recruiting volunteers on a district wide basis.
- Coordinating reference checks and screening of volunteers.
- Forwarding volunteer referrals to appropriate placement with building personnel
- Providing standards, guidelines, and other volunteer program materials for
- Establishing and conducting training in volunteer program materials for staff

**The Volunteer** is responsible for:

- Signing in or out when reporting to or leaving the school.
- Carrying out those duties assigned which are in their job description.
- Completing all application or registration forms and attending any training or orientation necessary.
- Becoming familiar with the volunteer handbook including Sartell-St. Stephen School District, school or classroom policies.
- Providing support services, but not substitute for a professional staff member.
- Confidentiality of all information.
- Receiving and following specific instructions including use of necessary materials for any job undertaken.
- Clearing misunderstandings with the school or teacher by communicating, not criticizing.
- Notifying the school or teacher if he or she must be absent.
- Working under the direct supervision of a teacher or member of the staff.