

## Wabasha-Kellogg Public Schools Policy

### 426 VOLUNTEERS

#### I. PURPOSE

It is the policy of the School District to promote and encourage school volunteers in order to expand and enhance parental and community involvement with the school while maintaining an adequate level of safety and security in School District #811.

#### II. DEFINITION

Volunteers are defined as any non-paid person who may be approved by the school board or its designee. School volunteers may include, but are not limited to, parents, non-related community members, alumni, current students, and others who assist the School District employee or other members of the school staff.

#### III. CLASSES OF VOLUNTEERS

Casual Volunteer; Long Term Volunteer; Supervisory Volunteer; Overnight Chaperone or Tutor Volunteer

The following table will be used to classify a volunteer.

Volunteer	Student Contact	Staff Support & Supervision	Approval
Casual	Always in a large group	District staff in direct attendance; Only specific duties as assigned	Activity coach, advisor, supervisory staff or teacher
Long Term	Usually in a group. Performs duties for an entire season or year	Works under direction of staff member	Board on recommendation of Superintendent; background check required
Supervisory	May be responsible for an individual student or team in unusual circumstances	Works under direction of staff member, but may be required to act independently	Board on recommendation of Superintendent; background check required
Overnight Chaperone or Tutor	Travels with a team or activity on overnight trips. May tutor students 1:1 in private situations on or off campus	May not be directly supervised for long periods, has direct student contact	Board approval with background check required

#### IV. EXAMPLES OF VOLUNTEERS

- A. Casual: Ticket taker, concession stand worker, head table event worker, announcer, assistant for drama set strike, person reading or being read to during normal school hours in a group situation. Parent traveling with a group on a one day activity such as a zoo or theater visit.

- B. Long Term: Anyone who will have regular student contact and work with or travel with a team or activity in off campus situations for most or all of a season. Speech judge, record keeper, tabulator.
- C. Supervisory: An assistant coach or advisor. Volunteer does not replace a paid staff member unless unusual circumstances occur. May be placed in a supervisory position in case of illness or other unexpected situation. May be placed in charge of a team or activity in the unexpected unavailability of head coach or advisor under terms defined in this policy.
- D. Chaperone or Tutor: Anyone with extended and possibly unsupervised contact with one or more students. This would include anyone traveling on overnight trips in the capacity of a chaperone and anyone tutoring individual or small groups of students without a staff member present.

## **V. GENERAL STATEMENT OF POLICY:**

- A. Casual volunteers may be approved by an activity coach, teacher, supervisory personnel or advisor.
- B. The degree of documentation required for supervisory and long term volunteers may be determined by the Superintendent, Principal, Activity Supervisor, or other staff person in a supervisory or pseudo supervisory position.
- C. The School District shall require that all volunteers who have direct unsupervised student contact (overnight chaperone or tutor) submit to a criminal history background check and shall be approved by the school board. Volunteerism shall be conditioned upon a determination by the School District that an applicant's criminal history does not preclude the applicant from volunteering with the School District. The results of the criminal history background check must be received and on file at the district office, prior to that individual having direct unsupervised contact with the student. It is the responsibility of the volunteer to pay the costs of conducting a criminal background check.
- D. Adherence to this policy by the School District shall in no way limit the School Districts right to require additional information, or to use procedures currently in place or other procedures to gain additional background information concerning volunteers.

## **VI. VOLUNTEER SUPPORT**

- A. Volunteers will be provided training appropriate to their level of responsibility. For Long Term, Supervisory, and Overnight Chaperone/Tutor volunteers this will include as a minimum Blood Borne Pathogen, Harassment, Bullying, Hazing, Data Privacy training and other School District policies as deemed necessary. Volunteers serving off campus will be provided with a current "contact card" with names and telephone numbers to call for guidance in the event of an emergency or unexpected situation.

## **VII. VOLUNTEER AUTHORITY**

- A. The Superintendent, Principal, or the Activity Supervisor may authorize a School Board approved volunteer to act as a coach or advisor in specific individual situations. This authority includes permission for the school administrator to release what might otherwise be considered confidential information to that volunteer as necessary to perform their duties.
  
- B. The school administrator making this decision will disclose any information to the volunteer necessary for them to act as the coach or advisor.

***Legal References:*** MN Statute § 123B.03 (Background Check)

***Cross References:*** Wabasha-Kellogg Policy 404 (Employment Background Checks)  
Wabasha-Kellogg Policy 413 (Harassment and Violence)  
Wabasha-Kellogg Policy 514 (Bullying Prohibition Policy)  
Wabasha-Kellogg Policy 526 (Hazing)