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| Policy #: <b>450</b>  |
| Title: <b>School Volunteer Policy</b>                                   |
| Date of Initial Approval: 11-16-2017                                    |
| Revision/Re-authorization Dates:  |
| Reviewers: MSAB Director; MSAD Director; MSA Special Education Director |

**I. PURPOSE**

The purpose of this policy is to develop a school volunteer program to encourage the use of volunteers in the school and to enhance school-based activities and academic learning. This program is also designed to increase communication and positive relationships between parents, school employees, and the community. The Minnesota State Academies considers volunteers as a resource that requires advance planning and preparation for effective use. In order to further enhance our commitment to equity and support for diversity, as much as possible, MSA directors and staff members will recruit volunteers from a variety of minority groups to provide our students with positive role models, reflecting the diversity of our student body.

**II. GENERAL STATEMENT OF POLICY**

This policy applies to all volunteers at MSA and includes both parent and community volunteers.

**III. DEFINITIONS**

- A. "Volunteers" are persons who render services for or on the behalf of the school on the campus or at a school-sponsored/school-related activity on or off school property who does not receive compensation in excess of reimbursement for expenses.
- B. "Level 1 Volunteers" are people who volunteer occasionally and in highly public settings with little or no contact with students and who are under constant supervision by MSA employees. Examples of volunteers in this category might include people working at a fundraising or athletic event, selling concessions at events, supporting supervision of field trips, and/or making an occasional classroom visit/presentation. Level 1 volunteers are not required to complete a volunteer application, undergo background checks, or sign a confidentiality agreement.
- C. "Level 2 Volunteers" are people who volunteer regularly with student contact and under constant supervision of MSA personnel. Level 2 volunteers must complete a volunteer application and a confidentiality agreement acknowledging FERPA (student confidentiality) requirements.
- D. "Level 3 Volunteers" are volunteers who have unsupervised contact with students on or off campus. Level 3 volunteers must (1) complete a volunteer application and a confidentiality agreement acknowledging FERPA (student confidentiality) requirements, and (2) undergo a criminal background fingerprint check. Volunteers in this category include one-on-one tutoring,

overnight field trip chaperones, or a single day field trip with little or no direct supervision by a MSA employee.

- E. "Student Interns" are people who are currently enrolled in a post-secondary program for which an authorized internship has been established within an internship agreement with MSA. Student Interns must successfully be accepted into a placement at MSA, completing the following steps: (1) complete an interview with the supervising employee and the Director; (2) complete a confidentiality agreement acknowledging FERPA (student confidentiality) requirements; (3) undergo a criminal background fingerprint check. The Director must approve all student interns in advance. This category applies to students who wish to do observations or practicums at our campuses.

#### **IV. EXPECTATIONS AND LIMITATIONS**

- A. All volunteers must be approved in advance by the Director. The Minnesota State Academies reserve the right to discontinue or disallow the services of any volunteer at any time at the discretion of the administration.
- B. Volunteers must report to the school building office upon arrival to sign in and must report to the office prior to departure to sign out. A sign-in and sign-out log will be maintained in each school office. Each volunteer will be provided with a volunteer identification card which must be displayed for the duration of the visit. Student Interns will receive card key access and a permanent identification card for the duration of their internship. They will not be required to do daily check-ins or check-outs.
- C. Level 2 volunteers, Level 3 volunteers, and Student Interns who have criminal records indicating involvement in abuse/neglect or any other criminal convictions, whether disclosed or undisclosed, must be provided an opportunity to meet with the Director to respond to the results of the background check. No person who is required to register as a sex offender will be approved to volunteer or intern at the Minnesota State Academies. After examination of the information available, the Director will make a case-by-case determination as to whether to allow the individual to volunteer or intern at MSA.
- D. Level 2 volunteers, Level 3 volunteers, and Student Interns must also complete orientation activities with the Director or a designee prior to starting any volunteer activities.
- E. Volunteers are not allowed to transport students or drive any state vehicles. They may act as chaperones in state/contracted vehicles if accompanied by MSA employees.
- F. Volunteers cannot bring other family members to the volunteer activity. They are also expected to abide by school rules and general expectations for staff members (i.e. dress code, phone use, appropriate conduct).

#### **Appendices:**

1. *450-A: Volunteer Application*
2. *450-B: Confidentiality Agreement*
3. *450-C: Criminal Background Check*