

**DISTRICT CODE: 653
VOLUNTEER MANAGEMENT POLICY**

Policy reflects Minnesota statute and aligns with other District 270 policies.

I. PURPOSE

Volunteers play an increasingly important role in students' education as they help to individualize instruction, promote school/community interaction, provide multigenerational experiences, and enrich curriculum for all. Therefore, the Hopkins Public Schools promote volunteer efforts to the greatest extent possible by appropriate recruiting, screening, placement, orientation, training, monitoring, and recognition.

II. GENERAL STATEMENT OF POLICY

Hopkins Public Schools also recognize that those volunteers working with students do not assume primary responsibility for instruction but reinforce skills taught by the professional staff. Volunteers should be placed with careful consideration of how their presence relates to the educational objective of a class or the curriculum. Volunteers are subject to all standards set forth by Hopkins School District Policies.

III. VOLUNTEER MANAGEMENT

- A. Risk Management is the process of evaluating each volunteer position 1) against the potential risk imposed on the student, volunteer, and School District and 2) using appropriate management tools to prevent liability to these parties. In order to minimize risk exposure School District personnel will adhere to the following:
1. If the volunteer position has direct, unsupervised contact with students during the school day or with extra or co-curricular activities, the District will require the volunteer to have an application on file with the District. As part of this application, a criminal background check will be required.
 2. If the volunteer position does not have direct contact with students or has staff-supervised contact with students the necessity of the application and criminal background check will be determined by the building or program administrator or superintendent designee who will work with the District Volunteer coordinator when making the decision.

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- B. Building principals, program administrators, or building designee will be responsible for supervising volunteers. Administrators shall have the right to take any reasonable action deemed appropriate in the management and direction of volunteers.
- C. Should a volunteer have concern about the work being performed, incomplete training, or inadequate supervision, the volunteer should first seek resolution with the building or program administrator. If such efforts do not result in an effective resolution of the matter, the volunteer is advised to direct the request for resolution to the District Volunteer coordinator.

IV. VOLUNTEER SUPPORT

The District Volunteer coordinator will develop and distribute to each building and District program a best practices handbook. The handbook will include information that will assist the building or program administrator with volunteer management. The tools contained in the handbook will outline strategies and practices that will assist administrators in providing a high quality experience for the volunteer and for the students and staff.

Adopted: May 4, 1995

Revised: November 15, 2007, September 29, 2011, October 13, 2015