

SCHOOL DISTRICT NO. 750  
COLD SPRING, MINNESOTA

**VOLUNTEER POLICY**

Adopted: February 2016

Revised: October 14, 2019  
Reviewed: October 14, 2019

**I. PURPOSE**

It is the policy of the ROCORI School District to promote and encourage school volunteers in order to expand and enhance parental and community involvement with the schools while maintaining an adequate level of safety and security. The school district recognizes that volunteers can be an integral part of the ROCORI school community to support high quality educational experiences

The School Board believes that volunteers are instrumental for implementation of the district mission statement. The ROCORI Strategic Roadmap emphasizes deepening community partnership and pride.

**II. GENERAL STATEMENT OF POLICY**

To support a nurturing and safe environment, ROCORI volunteers are expected to assist in the promotion of the district values and beliefs and adhere to the building discipline plans. Volunteers must also maintain confidentiality when working with students and staff.

**III. DEFINITIONS**

Volunteers are defined as any non-paid person who may be approved by the School Board or its designee. Volunteers are individuals who regularly report to school and may have unsupervised access to students.

One-time visitors to school are not considered volunteers. Chaperones on short-term trips, at dances or one-time supervisors for an event are not considered volunteers, although their actions may be done on a voluntary basis.

School volunteers may include, but are not limited to, parents, senior citizens, students and others who assist the teacher or other members of the school staff.

**IV. POLICY GUIDELINES AND EXPECTATIONS**

The school district will require that all volunteers who have direct, unsupervised student contact submit to a criminal history background check. Volunteerism will 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.

Adherence to this policy by the school district will not, in any way, limit the school district's right to require additional information, use procedures currently in place, or institute other procedures to gain additional background information concerning volunteers.

All school district policies pertain to volunteers. District liability insurance coverage applies to ROCORI

volunteers serving on or off school grounds in the same manner as it applies to ROCORI employees

### **VOLUNTEER REGISTRATION FORM AND PROCEDURES**

1. An individual who wishes to become a volunteer must sign a criminal history consent form. The consent form provides permission for the school district to conduct a criminal history background check. The volunteer candidate may have to provide a money order or check payable to the school district in an amount equal to the actual cost of conducting the criminal history background check.
2. The results of the criminal history background check must be received and on file at the district office prior to the individual having direct, unsupervised contact with a student.
3. All volunteers must sign in and out at the location designated by the principal before proceeding to the volunteer site. The volunteer must wear an identifying nametag as provided by the school.
4. Copies of this policy will be available in the school district's administrative office and will be distributed to applicants upon request.

Source: Ind. School District No. 750