



Volunteer Guidelines

Thank you for sharing your time and talents volunteering in our schools. Your involvement and support in educating our students is greatly appreciated.

Standards for all individuals who volunteer within the school:

1. In order to maintain a safe and secure school environment, all volunteers are required to sign in at the school office, wear a visitor's badge while in the school or on school grounds and sign out when leaving the building. (see Board Policy 903)
2. To protect the learning environment, volunteers are asked not to bring younger children with them, nor utilize any personal electronic equipment such as audio or video recording devices and cell phones.
3. Volunteers must respect and observe the privacy rights of students as provided under state and federal law. (see Board Policy 515)
4. To help insure the safety of students in our schools, all volunteers must pass a Minnesota Bureau of Criminal Apprehension background check. (Volunteers supervising an overnight experience must pass a more in-depth background check, the same as persons seeking employment with the District.)

To protect the data privacy rights of students and to assure our schools are a safe environment for students, all volunteers are required to sign a Confidentiality Acknowledgement and an Informed Consent granting permission for the District to conduct a criminal background check

Confidentiality Acknowledgement

While in our schools, you may encounter or become aware of information about student grades, test scores or other information about specific students; overhear conversations between school staff regarding students; and observe student interactions, including behavioral incidents that may need to be addressed by school staff.

To protect the data privacy rights of students in compliance with state and federal laws, we ask that you sign this form indicating that any information you obtain related to any student will remain confidential.

Printed Name

Signature of Volunteer

Date

Background Screening Standards

An individual will be disqualified and prohibited from serving as an employee or volunteer for the Northfield Public Schools if that individual has been found guilty or entered a plea of guilty or nolo contendere (no contest), regardless of the adjudication for any of the following disqualifying offenses.

1. Sex Offenses

A) All Sex Offenses – Regardless of the amount of time since offense

- i. Examples: Child molestation, rape, sexual assault, sexual battery, sodomy, prostitution, solicitation, indecent exposure, etc.

2. Felonies

A) All Felony Violence – Regardless of the amount of time since offense

- i. Examples: Murder, manslaughter, aggravated assault, kidnapping, robbery, aggravated burglary, etc.

B) All Felony Offences other than violence or sex within the past 10 years.

- i. Examples: Drug offenses, theft, embezzlement, fraud, child endangerment, etc.

3. Misdemeanors

A) All Misdemeanor Violence offenses within the past 7 years or multiple offenses in the past 10 years.

- i. Examples: Driving under the influence, simple drug possession, drunk and disorderly, public intoxication, possession of drug paraphernalia, etc.

B) Any Other Misdemeanor within the past 5 years that would be considered a potential danger to children or is directly related to the functions of that employee or volunteer

- i. Examples: Contributing to the delinquency of a minor, providing alcohol to a minor, theft – if person is handling monies, etc.