



1450 A

Application Procedures

Regulation 1450 A

Original Adoption: 09/29/2009
Revision Dates: 8/17/2015
Review Dates:

Effective Date: 09/30/2009

I. PURPOSE

The purpose of this regulation is to establish the procedure to follow for volunteering at a Minneapolis Public School or a program sponsored by the same. While volunteers in the Minneapolis Public Schools are a welcome adjunct to the educational process, the safety of students and appropriate support of the educational plan are the primary considerations of the District when accepting offers of volunteer time.

II. APPLICATIONS

- A. Persons interested in serving as a volunteer shall use the District provided application form. The form may be in either electronic or paper format.
- B. All applications are submitted to the Volunteer Services Coordinator or designee for processing.
- C. No volunteer may work in a MPS school or program until their application has been approved.
- D. Any individual school or program that solicits volunteers on its individual website shall electronically link their page to the MPS Volunteers page to allow prospective volunteers to access the appropriate forms and process.

III. PROCEDURE

- A. The Volunteer Services Coordinator or designee will review, approve or disapprove applications for volunteering with MPS. Review shall include, but is not limited to:
 1. whether or not the individual or group should more properly apply to be a community partner;
 - a) If the determination is made that the individual or group should more properly apply to be a community partner, the volunteer services coordinator will inform the individual or group, and guide them to the appropriate procedure.
 - b) If the determination is made that the individual or group has properly applied to be a volunteer in MPS, the individual or group shall be scheduled for an orientation meeting.
 2. whether or not the individual or group will be supplying services that require a criminal background check;
 - a) If the determination is made that the individual or group must have a criminal background check the volunteer services coordinator will contact the applicant(s) and guide them through the process;



- b) The volunteer services coordinator will work with the Human Resources Department on all criminal background check evaluations;
 - c) The applicant will be informed of the results of any criminal background check conducted. If the criminal background check results in a finding that will prevent the District from accepting the offer of volunteer services, the Volunteer Services Coordinator will inform appropriate school personnel only that the application has not been approved.
3. what special skills or interests are expressed by the applicant to better match applicant and program. If the applicant(s) identify special skills or interests that complement curricular goals, the applicant may be referred to the District for inclusion on the Minneapolis Public Schools Community Resources lists.
- B. Any criminal background check deemed necessary must be repeated every two years.
 - C. If no specific school or program is designated by the applicant as their school of interest, the Volunteer Services Coordinator will work with the applicant and known volunteer needs in the District to find possible matches for the applicant.
 - D. The Volunteer Services Coordinator shall maintain a list of currently approved volunteers and may make that list available to schools for the recruitment of volunteers for their programs.

IV. RESPONSIBILITY

- A. The Superintendent, or Superintendent's designee, will designate a district employee to act as Volunteer Services Coordinator.
- B. All school staff shall refer any person offering volunteer services to a school or to the district to the Volunteer Services Coordinator prior to accepting the offer of services, and prior to allowing a prospective volunteer to be in contact with students.

Legal References:

Minn. Stat. §13.43 (Personnel Data)
Minn. Stat. §123B.02 (General Powers of Independent School Districts)
Minn. Stat. §123B.03 (Background Check)
Minn. Stat. §466.01 (Definitions)
Minn. Stat. §466.07 (Indemnification)

Cross References:

MPS Policy 1040 (Student and Staff Data Protection)
MPS Policy 1301 (Community Partners)
MPS Policy 4000 (Equal Employment Opportunity)
MPS Policy 4001 (Disability Non-Discrimination)
MPS Policy 4002 (Harassment and Violence Prohibition)



MPS Policy 4010 (Communicable and Infectious Diseases Affecting Employees)
MPS Policy 4020 (Tobacco Use, Non-Student)
MPS Policy 4021 (Weapons Free Workplace)
MPS Policy 4025 (Drug-Free Workplace)
MPS Policy 5200 (Citywide Discipline Policy)
MPS Policy 5201 (Bully and Hazing Prohibition)
MPS Policy 5221 (Weapons Free Schools)
MPS Policy 5631 (Drug-Free Schools)
MPS Policy 5635 (Reporting Maltreatment of Minors and Vulnerable Adults)
MPS Policy 6230 (Field Trips)
MPS Policy 6415 (Internet and Educational Network Use)
MPS Policy 6682 (Emergency Health Care)