

## MINNEAPOLIS PUBLIC SCHOOLS VOLUNTEER SCREENING LEVELS

Position Description	Screening Tools	Possible Examples	Party Responsible for ensuring screening is done
<b>LEVEL 1</b>			
<p>Position takes place under supervision and involves little or no student contact</p> <p>Descriptors:</p> <ol style="list-style-type: none"> <li>1. Public setting</li> <li>2. Staff or adults can enter and observe at any time</li> <li>3. No solitary time with student</li> <li>4. Always within unbroken view of school staff or multiple adults</li> </ol>	<ul style="list-style-type: none"> <li>▪ MPS Volunteer Information Form</li> <li>▪ Position Descriptions</li> <li>▪ List of volunteers and volunteer sign-in record</li> <li>▪ Name tags required to be worn</li> </ul>	<p>Resource speakers</p> <p>Read-a-thon</p> <p>Clerical assistance</p> <p>PTA fundraising activities</p> <p>Outdoor projects, i.e. landscaping, installing playground equipment</p> <p>Media center support</p> <p>School Carnival</p>	<p>School site: Principal or designee</p> <p>District site: Central office staff</p>
<b>LEVEL 2</b>			
<p>Position takes place under supervision in classroom or other group setting</p> <p>Descriptors:</p> <ol style="list-style-type: none"> <li>1. Public setting</li> <li>2. Staff or adults can enter and observe at any time</li> <li>3. No solitary time with student</li> <li>4. Always within sight of school staff or multiple adults, but ability of staff to monitor volunteer's interactions with students limited by own responsibilities or other factors</li> </ol>	<ul style="list-style-type: none"> <li>▪ MPS Volunteer Information Form</li> <li>▪ Position Descriptions</li> <li>▪ Attendance at volunteer orientation</li> <li>▪ Name tags required to be worn</li> <li>▪ List of volunteers and volunteer sign-in record</li> <li>▪ Personal interview with school staff or volunteer coordinator</li> <li>▪ Reference Check</li> <li>▪ Training</li> </ul>	<p>Classroom tutors</p> <p>Lunch buddies</p> <p>Reading buddies (in classroom)</p> <p>Classroom helpers</p> <p>Field Days</p> <p>Athletic concessions</p> <p>School fairs</p> <p>One-day field trip chaperone</p>	<p>School site: Principal or designee</p> <p>District site: Central office staff</p>

Position Description	Screening Tools	Possible Examples	Party Responsible for ensuring screening is done
<p><b>LEVEL 3</b></p> <p>Position involves direct contact with students under limited supervision by school staff</p> <p>Descriptors: Public setting Staff or adults can enter/observe at any time Could have solitary time with student(s) of short duration (less than 30 minutes) May be outside of view of school staff or multiple adults for brief periods May involve access to confidential student information (only if parent consents) Handles money or school funds</p>	<ul style="list-style-type: none"> <li>▪ MPS Volunteer Information form</li> <li>▪ Attendance at volunteer orientation</li> <li>▪ Name tags required to be worn</li> <li>▪ List of volunteers and volunteer sign-in record</li> <li>▪ Position description</li> <li>▪ Personal interview</li> <li>▪ Reference checks (minimum two non-family members)</li> <li>▪ Local criminal record checks conducted through date of birth of volunteer, race, gender and Social Security Number</li> <li>▪ Credit history</li> <li>▪ Training for volunteers by appropriate school staff, including thorough position descriptions</li> </ul>	<p>Athletic Coach Small group sessions (in separate room) Reading Buddies (in separate room) Health office volunteer Volunteers with access to significant sums of money</p>	<p>School site: Principal or designee</p> <p>District site: Central office staff</p>
<p><b>LEVEL 4</b></p> <p>Position allows unsupervised contact with student on or off campus*</p> <p>Descriptors: 1. Private setting in home or community, or 2. Access can be restricted by volunteer, or 3. Extended solitary time with a student on a regular basis, or 4. Overnight trips</p> <p>*Student must have a signed parental consent form</p>	<ul style="list-style-type: none"> <li>▪ MPS Volunteer Information form</li> <li>▪ Attendance at volunteer orientation</li> <li>▪ List of volunteers and volunteer sign-in record</li> <li>▪ Name tags required to be worn</li> <li>▪ Position descriptions</li> <li>▪ In-depth personal interview</li> <li>▪ Reference checks</li> <li>▪ Criminal History Records Check*</li> <li>▪ Training</li> </ul> <p>(Other screening methods such as home visits and driving history checks may be added as necessary)</p> <p>* MPS reserves the right to update records checks as needed.</p>	<p>Mentor Field trip chaperone on overnight trip Athletic coach</p>	<p>School site: Principal or designee</p> <p>District site: Central office staff</p>