



Volunteer Handbook



Community Volunteer Program
Office of Family and Community Engagement
110 Fulton Street, Room 210
Mankato, Mn 56001
507-387-5501 or volunteer@isd77.org

Make a Difference in a Child's Life....
Support Education and Volunteer Today!

Welcome and thank you for your interest in
volunteering with Mankato Area Public
Schools. This handbook is intended to give you
the information you need to get started as a
MAPS volunteer and to help you have a great
experience doing it!



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Community Volunteer Program Mission

The Community Volunteer Program is dedicated to building a community partnership to foster volunteer opportunities within Mankato Area Public Schools to promote, support and strengthen the school district's mission of assuring learning excellence and readiness for a changing world.

Why Volunteer?

Impact of Volunteers

Volunteers play a very important role in Mankato Area Public Schools (MAPS). Volunteers help extend the resources of the school district by supporting teachers and staff. Volunteers increase adult to student ratios in the classroom. Volunteers help to enrich academic achievement and self-esteem of students by making them feel important by facilitating one-on-one opportunities and extra instruction.

Benefits of Volunteering

People volunteer for various reasons. Volunteering in MAPS can benefit the volunteer in many ways including personal fulfillment, skill building, community enhancement, increasing personal networks, work experience, overcoming challenges, increasing responsibility, bridges to new job opportunities, as well as having a great time. Students benefit from volunteer work in many ways including more one-on-one time with teachers and mentors, bigger support system at school, positive role models, increased self-esteem, increased academic achievement, community support/involvement and much more!

"I think volunteering is important because you can make such an impact on those you are helping without even realizing what you can do!"
—Monroe Volunteer

Program Background

History

The Community Volunteer Program (CVP) began in August 2011, and is a part of the Family and Community Engagement office. CVP was started as an initiative of the Community Education and Recreation department of Mankato Area Public Schools and was designed to connect volunteers with opportunities in MAPS. CVP recruits, screens, trains, places, monitors and supports volunteers.

Purpose

"I appreciate the positive influence [volunteers] have as role models... I also enjoy the perspective of my classroom from a non-educator."

*-Hoover
Elementary
Teacher*

The purpose of this program is designed to connect reliable volunteers with essential classroom and support placements which are mutually beneficial to the students, staff and volunteers. This program is also a way to directly support the district's Response to Intervention (RTI) efforts by supporting not only children who are falling behind, but also by challenging gifted and talented students who need the extra attention to keep pushing ahead.

Programs and Placements Supported by CVP

Many programs throughout MAPS utilize volunteers placed through CVP. These programs and placements have an extensive variety of students, learning abilities and purposes.

- Mainstream Classrooms
- Early Childhood
- After School Programs
- Adopt a Classroom Model
- TAPP Infant Daycare Room
- English Language Learners
- AVID

Intake Procedure

Volunteer Application

All volunteers must fill out the volunteer application online located on our website (www.isd77.org) under the Volunteer Opportunities link or the web address listed below. A hard copy can be obtained from the volunteer specialist upon request.

Volunteer application web address: <https://www.volgistics.com/ex/portal.dll/ap?AP=1733348687>.

Background Check

All MAPS volunteers need to have a back ground check conducted. This does include an online national sex offender check. Community volunteers can fill out the background check information at the interview or request a copy to be sent to you from the volunteer specialist. These back ground checks are conducted through the Bureau of Criminal Apprehension. There is a \$15 fee.

Minnesota State University, Mankato students can fill out the MSU back ground check release form. These are conducted through the Field of Experience office at MSU specifically for MSU students for no fee. Forms can be obtained at the interview or by request from the volunteer specialist.

Volunteer Interview

All volunteers need to schedule an interview with the volunteer placement specialist. At the interview you and the specialist will cover your interests, skills and schedule to help match you up with an appropriate volunteer assignment that works with your schedule and that you will enjoy.

District Handbook

All volunteers are required to abide by all policies and procedures contained in the district handbook located online at www.isd77.org/page/4234 or can be accessed by hardcopy in the volunteer coordinators office upon request.

Volunteer Placement

After all of the intake procedures are complete, the volunteer specialist will match you up with an appropriate placement taking into consideration your interests, skills, talents and schedule in combination with the needs of school staff and students. Please keep in mind that the volunteer specialist is always there to assist with questions, concerns and volunteer support.

Volunteer Duties Examples

There are many types of placements and programs throughout the school district that utilize volunteer help. Some examples of duties within these placement types and programs include:

- Monitor and support students during teacher directed, whole class instruction.
- Monitor and support students during independent work or cooperative learning activities.
- Provide follow-up instruction individually or in small groups after teacher directed instruction.
- Volunteers may also support students' instructional program through the preparation of learning materials and the fulfillment of other clerical tasks.

Volunteer Placement Examples

There are typically four placements through the CVP office. Each placement will have varied tasks and responsibilities depending on the classroom or event. There are specialized placements within these categories including specific age and grade level, abilities and programming.

- Classroom Grandparents
- Weekly Classroom Volunteers
- Classroom Speakers
- Special Events Volunteers
- Clerical Support

Volunteer Responsibilities

There are specific responsibilities every volunteer must maintain and respect. Most importantly, we expect that all volunteers will act professionally and maintain communication with the volunteer office and school staff so that everyone can experience a successful volunteer partnership.

Training

General volunteer training will be completed with the CVP office before beginning volunteer services. Additional training may be required upon placement at the discretion of the teacher and the volunteer office. Volunteers are responsible for completing this training and applying that knowledge to volunteer experience.

Professionalism

All volunteers are expected to act in a professional manner, and look the part as well. You are in a school setting, so please dress appropriately. Examples of this are no low necklines, no short skirts or shorts, no low-hanging pants, no hats and no revealing clothes. Nice looking jeans are acceptable in most cases. Cell phones should not be taken into the schools, but if you must, make sure the ringer is turned to silent or turned off.

Confidentiality

All volunteers must understand the confidentiality agreement you signed when applying as a MAPS volunteer. Volunteers should be aware of what confidential information is and keeping student records and your experiences with students confidential. If you need to discuss a student with a teacher, make sure to do so in a private setting. Most appropriate is in the classroom during quiet or down times, not in the hallways where other staff or students may overhear. No photos without written consent from the teachers and students (a photo release form can be obtained from the volunteer office.) If you need to write a paper for an educational class based on your volunteer experience, do not use the names of the students. Initials or an alias is advised. All volunteers must also abide by all applicable MAPS' policies and procedures that can be accessed on the district website at www.isd77.org/page/4234 or by hard copy in the volunteer specialist's office.

Cancellation

Please email the volunteer office at volunteer@isd77.org and copy the cooperating teacher if you have an unforeseen cancellation due to an illness or emergency. Please try to make the cancellation at least 24 hours in advance. You can also call 507-387-5501 to report an absence by phone. Once you are on the volunteer schedule, the teachers plan for you to be there and include

"There is much that can be done by volunteers to allow staff to dedicate more of their time to our students' education."

-Former
Roosevelt
Volunteer

you in the lesson plans. It is difficult for them if you cancel last minute. The students also get used to having you in the classroom on certain days and get very disappointed when you are not there. The extra attention and help a volunteer can give is very beneficial and important to the students, and many students look forward to seeing the volunteers on a weekly basis.

No Show Policy

Volunteers who do not show up for a scheduled volunteer assignment with no notice beforehand of the absence, may be subject to removal from the volunteer program. This is a strict policy of CVP.

Volunteer Resignation or Removal

If for any reason volunteers do not show up, have repeat tardiness, or have violated any other rules, they may be subject to immediate removal. Volunteer removal is rare. However, when a volunteer is removed they are dismissed immediately. To resign from volunteer responsibilities, volunteers are requested to give a two week notice.

School District Procedures

Sign-In Procedures

All volunteers should go directly to the school office when starting your volunteer day and sign in on the school's visitor log. This protects our students by creating an accurate record of who is in the building at any given time. You also need to either pick up a visitor sticker or wear the name tag provided by the volunteer office. This will allow you to be easily recognized by all staff as a person welcome in the school building.

Sign-In Books and Nametags

A name tag will be provided for you to wear in the school identifying you as a school volunteer. Please wear this each day that you volunteer. If you forget to bring it with you at any point, please get a visitor's sticker from the school office.

It is very important to keep an accurate count of all volunteer hours in the district. When you enter the school office, you will log in to our Volgistics system on the office computer by using the number assigned to you by the Volunteer Placement Specialist. If you need assistance, please ask the school secretary or the Engagement office for help. Please make sure all volunteer hours get reported to the volunteer office. If you miss a punch in or out, let the Engagement office know and we will update your file. Thank you in advance for helping us keep accurate records.

Emergency Procedures

Volunteers should be well aware of all emergency procedures at their placement site. These procedures can be found in the school office or by asking the partnering teacher. Volunteers are

responsible for knowing these procedures. If volunteers have any questions or concerns, volunteers should bring those up to the partnering teacher or staff member, or to the volunteer office. If there is an emergency while you are at the school, please know how to assist the teacher with the situation. However, please note that volunteers are not responsible in these situations, but aid to the teacher from another adult is very helpful in emergency situations.

Below are general procedures that are common among all district schools:

Lockdown:

When you hear someone come on the PA system to announce a lockdown, please enter the closest room possible with a school staff member present and follow their directions. All present should stay away from any windows and keep the door locked and closed. Do not open the door for any reason. An all-clear message will come over the PA at the end of each drill and school personnel will know when it is okay to open a door if it is not a drill. **Please** refrain from using your cell phone during a lockdown.

Tornado:

Each school has a specialized tornado drill procedure. Follow the teacher's instruction, and help to make sure all the kids stay together. A staff member will announce when it is okay to go back to classrooms.

Fire:

Each classroom will have a pre-determined route to leave the building. Follow the classroom teacher's lead. Once outside, assist in counting heads to be sure all the children are present. A staff member will announce when it is okay to re-enter the building.

Weather Related School Closings

If school is closed, dismissed early or has started late due to inclement weather, all volunteer assignments are canceled for that day. Please watch or listen to local TV or radio broadcasts for emergency closing announcements or call the Mankato Area Public Schools Hotline at 507-386-4777.

Scheduled Late Start Days

There is one late start day each month (typically the second Tuesday of the month.) There will be no volunteer assignments on these days unless it is previously arranged on a case by case basis. Please talk to the volunteer office and the cooperating teacher regarding late start days if you volunteer on Tuesdays.

Helpful Hints!

“As an ELL teacher, I appreciate the different backgrounds and interests that volunteers bring to my classroom because it helps my students learn more about the community and culture they live in. Volunteers also set a very positive example by giving their time and talent to help others succeed.”

-ELL Teacher

Be Realistic...

...About the hours you can commit to volunteering and the total hours you are interested in fulfilling.

Be Dependable...

...Show up on time, every time. Be a volunteer that the teachers can rely on to complete a variety of tasks. Do your best at everything!

Be Honest...

...Let the supervisor or the volunteer specialist know if it is ever too much or overwhelming. Let your supervisor know if you are not able to complete a task given to you.

Be Positive and Enthusiastic...

...Bringing positivity to your volunteer experience will make it better for you and the students. You will enjoy your time more and the teachers will appreciate your enthusiasm.

Go for it!

...Just throw yourself into the experience 100%. Do your best. Enjoy your time and get a meaningful experience out of every day!

You are making a huge impact on the education of children in the school district. The children look up to you, and the teachers look forward to your help. With the right attitude you can have a great time while doing a lot of good. On behalf of Mankato Area Public Schools, thank you for your time and your interest in volunteering with the district!

Frequently Asked Questions

1. What if I can't make it to my placement?

We understand that things come up. As a general rule, you should tell us as soon as you know you will be absent. Email both the volunteer office (volunteer@isd77.org) and your teacher as soon as possible.

If you have an unexcused absence, it may be grounds for dismissal. Remember: You are important. We need to know when you'll be around and the students so get disappointed when you cannot show up.

2. How do I know when school is closed?

To find pre-scheduled days off, you can check out the online calendar for the given school year at the Mankato Area Public Schools website here: <http://www.isd77.org/page/3985>.

To check for weather cancellations, you can call the following number:

For E-12 volunteers: 507-386-4777

If you are confused or have any questions, please contact the Engagement office at 507-387-5501.

3. What happens after the interview?

After you complete your interview, the volunteer specialist will communicate with teachers to find a placement that matches your schedule, skills and interest. When the final decision is made, the specialist will then email or call you with all the details of your placement, including teacher name, school, parking procedures, schedule, etc. If you have questions beyond what is provided in the follow-up email, be sure to ask the volunteer specialist.

4. What do I do when I arrive at the school?

In some schools in Mankato, you may need to press an intercom system in order to enter in the building. When they ask who you are, announce that you are a volunteer.

Once you are in the building, always be sure to go to the main office first. There should be signage directing you there; if not, ask faculty or staff. In the office, you should sign in on the office computer using your Volgistics number provided to you from the Volunteer Placement Specialist. Ask the school secretary or the Engagement office if you need help or have questions

on this system. You also need to either wear the provided name tag or get a visitor's sticker to put on. You should do this every time you come to the school.

5. What do I do on my first day?

On your first day, take time to understand the culture of the classroom. What are the rules? How does the teacher get the students' attention? What is the schedule like? Allow yourself time to observe and find your place.

Follow the teacher's instruction to know what your tasks will be. If you still have questions and/or concerns, be sure to ask the teacher for some time to discuss them. Teachers are busy but will make time for you; just be sure you ask, if you need some.

6. How should I dress?

You will be working within a professional setting, so dress accordingly. Please do not wear short skirts, low-cut shirts, low-hanging pants, etc. It is always better to over-dress than under-dress.

If you are in an elementary setting, it's important to consider that you may be moving around a lot and sitting in small chairs and/or on the ground. Try to wear clothes suitable for sitting cross-legged.

7. What if my teacher asks me to do something I'm uncomfortable doing?

We recognize and appreciate that you are donating your time to our community, and we want to be sure you are comfortable. If you are able, please communicate to your teacher that you are uncomfortable doing the task. If you are not comfortable talking to the teacher about it, please contact the volunteer office and talk to the specialist. We take pride in being connected to our volunteers, so do not ever hesitate in contacting the Engagement office.

8. Who do I contact if I have a concern?

Your first line of defense should be communicating with your teacher, if it is regarding your classroom experience. If you are uncomfortable doing so, the volunteer specialist is available as a support for you.

If you have any other questions regarding the volunteer program, contact the Engagement office.

Mankato Area Public Schools

Bridges Community School

820 Hubbel Ave.
Mankato MN 56001
507-387-2800

Central School

110 Fulton Street
Mankato, MN 56001
507-387-3047

Dakota Meadows Middle School

1900 Howard Drive
North Mankato, Mn 56003
507-387-5077

Eagle Lake Elementary School

500 LeSueur Ave.
Eagle Lake, MN 56024
507-257-3530

East High School

2600 Hoffman Road
Mankato, MN 56001
507-387-5671

Early Childhood Center

2077 Lookout Drive
North Mankato, MN 56003
507-387-4817

Franklin Elementary School

1000 North Broad St.
Mankato, MN 56001
507-345-4287

Hoover Elementary School

1524 Hoover Drive
North Mankato, MN 56003
507-388-5202

Jefferson Elementary School

100 James Ave.
Mankato, MN 56001
507-388-5480

Kennedy Elementary School

2600 East Main St.
Mankato, MN 56001
507-387-2122

Monroe Elementary School

441 Monroe Ave.
North Mankato, MN 56003
507-387-7889

Prairie Winds Middle School

1200 Prairie Winds Drive
Mankato, MN 56001
507-345-6625

Roosevelt Elementary School

300 West 6th Street
Mankato, MN 56001
507-345-4285

Rosa Parks Elementary

1001 Heron Drive
Mankato, MN 56001
507-387-7672

Washington Elementary School

1100 Anderson Drive
Mankato, MN 56001
507-345-3059

West High School

1351 South Riverfront Drive
Mankato, MN 56001
507-387-3461