



ORONO PUBLIC SCHOOLS

-- Volunteer Handbook --



The beginning of endless possibilities!

www.oronoschools.org | 952-449-8300



Welcome & Thank You!

Thank you for volunteering for the Orono Public Schools! We appreciate your willingness to share your time and talents to increase opportunities for our students.

Our work is driven by our mission “Our students will maximize their potential in life because of their experiences in Orono Schools.” Supporting the maximum potential for each student involves school staff, parents and community members.

These collaborative efforts of school, family and community are essential to success. That is why we value your time and dedication.

Whatever your interests or talents, there is important work for you to do in our schools. We wish for each of you a successful and rewarding experience and look forward to working with you.

Thank you for your commitment!

Table of Contents

- 3 District
- 4 Purpose
- 5 Procedures
- 6 Responsibilities
- 8 Tips for Success



Orono School District

Serves over 2,800 students E-12 within six communities

Independence, Long Lake, Maple Plain, Medina, Minnetonka Beach and Orono

Consists of five buildings on one central campus

- Orono Schumann Elementary: Grades K-2
- Orono Intermediate School: Grades 3-5
- Orono Middle School: Grades 6-8
- Orono High School: Grades 9-12
- Orono Discovery Center: Birth - Adult (in Maple Plain)

Mission Statement

Our students will maximize their potential in life because of their experiences in Orono Schools.

Values

Excellence: Encourage students, staff and administration to reach their highest levels of personal achievement.

Fortitude: Building qualities of courage, perseverance and resilience.

Relationships: Promote respectful and caring relationships.

Inclusion: Embracing diverse and unique needs, backgrounds, ideas and talents.

Global Perspective: Inspire learners to be engaged citizens in the modern world.

Stewardship: Demonstrate constant accountability through responsible planning and use of resources.

Strategic Goals

Scholarship: Through personalized and rigorous learning, students and staff will apply high levels of interdisciplinary knowledge across all content areas.

Character: Students and staff members will understand and model core ethical values for a life of integrity.

Relationships: Students and staff will engage in strong academic relationships.



Purpose & Value

Volunteers within Orono Public Schools support the learning and growth of students on their academic journey and strengthen the relationship between the school and community.

How do volunteers benefit schools?

- Enrich the school district's learning objectives
- Provide individual attention to students
- Help build esteem and confidence within students
- Support classroom curriculum
- Support school district programs
- Create partnerships with the community
- Establish multi--generational relationships

Value of volunteering:

- Meet the varied needs of students
- Give back to the community
- Enhance the learning experience for students
- Build and maintain supportive relationships
- Provide a diversity of experiences
- Enhance programs serving students and community



District Procedures

We are committed to working with you to ensure volunteering is a positive experience for everyone.

Tier 1 (Program Volunteer)	Interview Screening Application Background Check Program Onboarding
Tier 2 (Classroom Volunteer)	Application Background Check Program Onboarding
Tier 3 (Event Volunteer)	Application

Screening Policy

- All volunteers are required to read this Volunteer Handbooks and complete the Volunteer Application.
- Background checks are required for Tier 1 and Tier 2 volunteers.

Placement

- Tier 1 volunteers (Program Volunteers) will have an interview screening to help determine placement.
- After initial screening, program staff will match volunteers with the most appropriate classroom, program, or student.
- Volunteers will be placed where there is an identified need.

Orientation & Training

Orientation or volunteer specific information will be provided. This orientation will familiarize volunteers with the facility, materials, and tasks. It will answer any questions you may have and indicate who the contact person is for additional information.



Volunteer Responsibilities

Specific duties will vary based on event/program:

Dependability

It is important to be on time and available when promised. Most standards for employee interactions with students and the public also apply to volunteers. If you are unable to volunteer, notify school staff or program contact person as soon as possible. Your time is respected and appreciated. Staff and students count on you.

Discipline

Please report any problems with student behavior to the supervising staff. The school staff is always responsible for any disciplinary actions.

Orono Schools Policies for Volunteers

All policies are located on our website
www.oronoschools.org > About Us > School Board > District Policies

Acceptance & Respect

It is the policy of the school district to maintain an environment that is free from religious, racial or sexual harassment and violence. The school district prohibits any form of religious, racial or sexual harassment and violence.

Orono School Board Policy #410

Confidentiality

Due to privacy laws, all information about student progress, performance or behavior must be kept confidential. In addition, personal details about staff, families, or students are considered private information.

Orono School Board Policy #512

Tobacco, Alcohol & Controlled Substances

No staff, student or member of the public will use, possess or be under the influence of tobacco, alcohol or other controlled substances. The school district will enforce this policy against any member of the public in violation of this policy.

Orono School Board Policy #414, #416

Volunteer Checklist

Parking & Entering

Only the front doors of the school buildings will be unlocked. All entry to a building must be by the front door. If you are parked by the Orono Education Link in the bus loading zone “circle”, please move your vehicle by 3:15 p.m.

Arrive on Time

Please give yourself enough time to get to school and get comfortable so you may begin with students or your task on time.

Sign In/Out Procedure

For security reasons, we ask all visitors and volunteers to sign in at the school office. It is important for the school to have a record of who is in the building, for what reason, and for how long. All visitors must sign out as requested before exiting the building.

Visitor Name Tags

Anyone entering the school building needs to be properly identified. When you sign in, please put on a name tag and wear it while you are in the building.

Emergency Drills

If there is an emergency drill (fire, lock down or tornado), you must follow the procedures. Emergency plans and exit maps are located in each room.

Restrooms

There are specific staff restrooms in each building, contact your volunteer contact to understand where staff restrooms are located and how to access.



Tips for Success

We value your time and commitment to volunteering in our schools.

To ensure success for everyone:

- Observe the teacher or other adult in the room and how they interact with students. Consistency for students is important.
- Show an interest in students work by asking questions and listening.
- Learn the names of students. Call students by their name at every opportunity.
- Have a positive attitude and be patient and reassuring.
- Accept students as individuals. Be prepared to accept differences in background, culture, learning style, and behavior.
- Praise students honestly. Help build their self--confidence by pointing out improvements you see.
- It's okay to tell students you don't understand something. It's an adventure to find the answer together.
- Consult with supervising staff or teacher before giving students any food or gifts.
- Keep calm and talk in a quiet voice.
- Finally, maintain your sense of humor and have fun!

Contact Information

Orono Schumann Elementary School

765 Old Crystal Bay Rd. N.
Long Lake, MN 55356
952-449-8480

Orono High School

795 Old Crystal Bay Rd. N.
Long Lake, MN 55356
952-449-8400

Orono Intermediate School

685 Old Crystal Bay Rd. N.
Long Lake, MN 55356
952-449-8470

Orono Community Education

705 Old Crystal Bay Rd. N.
Long Lake, MN 55356
952-449-8350

Orono Middle School

800 Old Crystal Bay Rd. N.
Long Lake, MN 55356
952-449-8450

Orono Discovery Center

5050 Independence St.
Maple Plain, MN 55359
763-479-1530

Orono Schools District Office

685 Old Crystal Bay Rd. N.
Long Lake, MN 55356
952-449-8300

Orono Volunteer Website

<https://oronoschools.org/partners>

Orono Elementary Parent Teacher Organization (PTO)

<https://sites.google.com/view/orono-mn-pto/>

Orono Middle School Parent Association (OMSPA)

<https://sites.google.com/a/orono.k12.mn.us/omspa/>

Orono High School Spartan Parent Association (SPA)

<https://sites.google.com/a/orono.k12.mn.us/spa>

Sign & Return:

I acknowledge that I have received a copy of the Orono Public Schools, Volunteer Handbook (Manual), which describes important information about Orono Schools, and understand that I should consult the Human Resource Department if I have questions. I understand that neither this Manual nor any other Orono Schools policy, practice or procedure is intended to provide any contractual or compensation obligations to me in my role as a volunteer.

Since the information, policies, and benefits described here are necessarily subject to change, I acknowledge that revisions to the Manual may occur. I understand that Orono Schools ISD #278 may change, modify, suspend, interpret, or cancel, in whole or part, with or without notice, at its sole discretion, without giving notice, cause, or justification, to me in my role as a volunteer.

I understand and agree that this manual does not constitute or represent all District policies that govern the roles of volunteers or employees, and that it is my responsibility to act in accordance with the provisions of all policies and procedures.

Volunteer Name (Printed)

Volunteer Signature

Date