

OSSEO AREA SCHOOLS

ISD  279



VOLUNTEER HANDBOOK



THANK YOU

Thank you for volunteering in Osseo Area Schools. Many of the schools' activities and projects would not be possible without your help. The work you do is vital to the success of our students.

Here are some of the many ways students benefit:

- Students see a clear relationship among families, school and community.
- Students develop a feeling that school is important when they see their parents and community members interested in their education and take an active part in it.
- Volunteers expand the variety of a student's educational opportunities.

It is our hope that the benefit to you is the knowledge that, no matter the job you take on, you are providing a valuable service for the school and promoting student success.

Thanks for all you do!

District 279 Staff

WHY VOLUNTEER

Volunteering is an opportunity for you to:

- Show your children or the youth of our community that you are interested in their school life and their future
- Show your commitment to the community
- Help others and develop new skills
- Meet new and interesting people and develop friendships
- Share your time and talents
- Open communication between you and your child when you're involved and know what is going on at school
- Give your child a boost -- studies show that parent and community involvement and volunteering enhances student success
- It's fun!





PURPOSE OF OUR VOLUNTEER PROGRAM

ISD 279 provides staffing support for our volunteer program in order to:

- Support student success
- Allow teachers time to offer more individual attention to their students
- Build and strengthen the partnership between families, community and the school
- Provide volunteers an opportunity to participate in a variety of activities within the school
- Provide a safe environment
- Organize appropriate, meaningful tasks for volunteers

GETTING STARTED

PROCEDURE FOR VOLUNTEERING

Volunteer Application – Each school year an online Volunteer Application form must be completed by every individual interested in volunteering in District 279. This application lets us know where you are interested in volunteering, and what opportunities you are interested in. By completing this application, you are not committing to volunteering but this is a starting place for us to contact you. The application can be found on the district website.

If you know the school where you would like to volunteer, please indicate the school on the application form, or contact the school directly.

If you would like to volunteer at a school in your neighborhood, go to the District 279 website and find a school near you. Once you've determined the school where you'd like to volunteer, go directly to the school's website to complete the volunteer application.

Sign in as a volunteer at the Kiosk every time you enter the school building. The staff needs to know who is in the building for security reasons, and in case of an emergency. We also record the number of volunteer hours in the school.

A volunteer name badge will be provided by the school and must be worn at all times when you are in the building. Wearing the name badge lets the staff know you are in the building to volunteer.



Go directly to the designated location and perform the volunteer task. Staff will provide volunteer assignment instructions.

Follow the school guidelines which are provided in this book.

Sign out when you leave the school. We like to recognize volunteers for their contribution to the community.

Call if you must cancel. Call the school's volunteer coordinator or front office as soon as possible if you are unable to come in when you're expected.

TIPS FOR WORKING WITH STUDENTS

As you work with students, here are tips/ideas to keep in mind to help make your work with students successful:

- Call students by name; be friendly and caring.
- Be enthusiastic, patient and kind.
- Praise success.
- Be honest with students. It's OK to say, "I don't know."
- Be comfortable with silence. Allow the student time to think and form answers.
- Do not give any student materials on your own without first discussing it with the teacher.
- Accept students as they are. Be sensitive to differences in background, culture, religion, values, vocabulary and aspirations.
- Never make a promise you can't fulfill.
- Do not eat candy, snacks or gum when working with students.
- Be dependable and prompt.
- Keep calm in an emergency.
- Maintain your sense of humor and smile!
- And by all means, enjoy yourself! You have the opportunity to make a positive difference in someone's life! How wonderful is that?!

STUDENTS OF OSSEO AREA SCHOOLS IN GRADES 9 – 12 ARE ENCOURAGED TO VOLUNTEER

In the community

Volunteering is helping out at school, helping a neighbor, or getting involved in the community. It is help without getting paid or receiving classroom credit.

In the schools

If you decide to volunteer at a school within District 279, you will be required to complete the Volunteer Application. The application is available on the district web page.

Getting Started

1. Decide what you are interested in.
2. Determine what fits your schedule.
3. Find a place to volunteer. Here are some ideas:
 - Contact a teacher you had in elementary or middle school and ask if they could use help in their classroom.
 - Search the internet for volunteer opportunities.
 - Call an organization directly and ask if they need volunteers in your area.
 - Ask friends or relatives for ideas and contacts or look on bulletin boards in school or the local library.

Why YOU should volunteer:

- Learn new skills and responsibility
- Invest in your future as Volunteer Hours can be included on your report card/transcript. Volunteer Hours on a transcript can look impressive on college applications, job applications or when applying for scholarships.

How do you get Volunteer Hours on your transcript?

- A Student Volunteer Hours form must be completed and given to the Site Administer at your school **before the end of the trimester**. The form is available through your Volunteer Coordinator or can be printed by accessing your school's web page.
- Remember: Students are responsible to give the completed Volunteer Hours form to their Site Administer one week before the end of the trimester to have the hours recorded on the transcript.

POLICIES AND GUIDELINES FOR VOLUNTEERS

ISD 279 Policies for Volunteers

School Volunteers

Policy 924 – School/Community Relations – School Volunteers

The school board encourages and promotes the involvement of volunteers to support programs and activities of ISD 279. Volunteers are individuals who are not paid for their services and who do not assume primary responsibility for instruction, but provide a supporting role in programs and activities.

Volunteers are required to comply with state and federal laws, ISD 279 Procedures and Policies, and Data Privacy Laws. This obligation is binding at all times, including at the volunteer's site, at other District sites, and in the community.

Bullying Prohibition

Policy 514 – Bullying Prohibition

It is a violation of Policy 514 for any student, employee, volunteer, or agent of the school district to bully a student, employee, volunteer or agent of the school district through conduct or communication in person or through misuse of technology including cyber bullying.

Communicable Diseases

Policy 420 - Communicable Diseases

Those with communicable diseases will not be excluded from volunteering as long as they are physically, mentally and emotionally able to safely perform tasks assigned to them, and so long as their employment does not constitute a health threat to other employees or to students of the district.

Confidentiality/Data Privacy

Policy 515 – Protection and Privacy of Education Records

Volunteers are bound by data privacy laws regarding student records and information. This obligation is binding at all times, including at the volunteer's site, at other District sites, and in the community.

You may observe, read or hear things about individual children while you are volunteering. Please do not repeat any of this to anyone. If you have a concern, talk to the volunteer coordinator, principal or teacher.

Public information is detailed in Policy 515 as a student's name, address, date of birth, school of attendance, dates of school attendance, grade level completed, awards and degrees, participation in officially recognized activities or sports, height and weight if a member of an athletic team, student's photograph. All other forms of information or records are either private or confidential. Private or confidential information may not be shared.

Policies (continued)

Racial Equity in Educational Achievement

Policy 101 - Racial Equity

The School District is committed to raising the achievement levels for each student by creating transformational system change that promotes educational excellence and educational equity. Through educational excellence and equity, each student in the School District will be empowered and equipped as a lifelong learner, with the necessary tools to achieve dreams and contribute to the community. The School District will establish and maintain a commitment to educational excellence and equity in its systemic practices, which will support its contribution toward a community free from racially predictable disparities.

Discipline

Policy 507 – Corporal Punishment

Volunteers may not discipline students beyond maintaining order in their group activity. Report any problems with students' behavior to a staff member.

Drug, Chemical, Alcohol and Weapon Free Schools

Policy 921 – Non-use of Tobacco on School Premises

Policy 922 – Non-use of Chemicals on School Premises

Policy 926 – Conceal and Carry on School Premises

ISD prohibits the distribution, transfer, possession or use of any defined prohibited drug, chemical, alcohol or weapon while on school property, in school vehicles or while accompanying students on a school affiliated activity.

Harassment and Violence

Policy 102– Harassment and Violence

ISD prohibits any form of sexual, religious or racial harassment and sexual, religious or racial violence.

Mandated Reporting

Policy 414 – Mandated Reporting of Maltreatment of Children or Vulnerable Adults

The state requires the reporting of suspected neglect and physical or sexual abuse of children in the home, school and community settings. Volunteers should report any incident or suspicions to the building principal.

Network/Internet Acceptable Use

Policy 441 – Technology and Internet Acceptable Use by Staff

Use of the district's network/internet resources is intended only for educational and informational purposes such as research, professional development, instruction, collaborative education projects and dissemination of district information.

ADDITIONAL GUIDELINES FOR VOLUNTEERS

Appearance

Volunteers are responsible for presenting a good image to students and to the community. Volunteers shall dress appropriately for the conditions and performance of their duties.

Application

A Volunteer Application must be completed EACH SCHOOL YEAR. A standardized volunteer application is available.

Background Checks

ISD 279 prohibits volunteers with prior sexual abuse records from volunteering within the schools. A formal background check may be required upon completing a volunteer application.

Communication

As a volunteer, questions or concerns may arise. Feel free to ask questions of the staff personnel you are working with or talk with the school's volunteer coordinator. Your input is always welcome.

Cultural Diversity

We believe that everyone benefits when cultural differences are acknowledged and understood, and individuals are treated respectfully and equitably.





Dependability

If you choose to volunteer it is our expectation that you will honor your commitment.

Field Trip Guidelines

A background check is required for all field trips. This is not only for the safety of students, but also for the safety of volunteers.

Fire, Severe Weather, Lockdown, Shelter in Place

Know where the interior and exterior meeting places are located, the emergency exits locations, and where you should be when a particular emergency arises. See “All-Hazard” Emergency Reference Guide, page 12.

Job Duties

We require all volunteers stay within the parameters of the assignment that the teacher, supervisor, or Site Administer has directed. Talk with the teacher, supervisor, or Site Administer if you have any questions regarding your assignment.

Job Assignment

If the assignment was not what you expected, please notify the assignment supervisor or the Volunteer Coordinator.

Restrooms

For the safety of our students and volunteers, all volunteers are requested to use the staff restrooms.

Sign in

- Sign in at the school office each time you enter the building
- Wear a volunteer name badge while in the building
- Sign out when you leave the building

This information supports safety in our schools and helps us to determine future program planning.

Student Contact / Line-of-sight

As a volunteer you may meet many students. However, volunteers cannot contact students without the express permission from parents and/or school principal. Examples of such contact are social media, telephone, visit to student's home, meet students off school grounds. While at school, volunteers must maintain line-of-sight with school staff or supervisor at all times.

Tax Deductions

Some of your out-of-pocket expenses connected with volunteering, i.e. mileage, auto expenses, parking fees, direct gifts of money, may be deductible when you file your income tax return. Consult with your own tax advisor concerning your personal tax situation.

Volunteer Program Risk Management Plan

Building Volunteer Coordinators or designated staff are assigned to support volunteer involvement in district programs and activities. Building Volunteer Coordinators and/or designees will work in consultation with principals and/or site leaders. A district-wide risk management plan will be maintained for the screening, placement and supervision of volunteers.



EMERGENCY TAKE ACTION GUIDE



EVACUATION!

Students

- Leave personal items behind
- Follow adult instruction

Staff

- Lead students to nearest exit
 - Assemble at least 100 feet from the school
 - Take attendance
 - Report missing, extra, or injured students
-



SHELTER IN PLACE!

Students

- If outside, go inside the school
- Continue learning

Staff

- Lead students inside as quickly as possible
 - Close and lock all exterior doors and windows
 - Do not allow anyone in or out of the school
 - Continue with classroom instruction
 - Take attendance
 - Report missing, extra, or injured students
 - Shut down ventilation if there is a chemical release
-



LOCKDOWN!

Students

- Inside, move away from sight of the door
- Stay quiet and silence devices
- Do not open door
- Outside, move away from building

Staff

- Scan hallway and bring in students
 - Lock classroom door and cover windows
 - Turn off lights
 - Spread students out and hide behind objects out of sight of the door
 - Remain quiet, do not open the door
 - Be aware of changing conditions that may require Run Hide Fight
-



SEVERE WEATHER SHELTER!

Students

- Follow adult instruction once sheltered
- Get in the tornado safe position

Staff

- Lead students to a designated shelter area
- Instruct students in the tornado safe position (sit or kneel with hands over the back of head/neck tucked into a ball)

I am a Volunteer



GET INVOLVED! BE A VOLUNTEER

Osseo Area Schools

Independent School District 279 does not discriminate on the basis of disability. If you need auxiliary aids or services in order to participate in or attend a district activity, please call your local school or the school district through Minnesota Relay Service (TTY/TDD) 1-800-627-3529 at least seventy-two (72) hours in advance (two-week advance notice preferred).

Your kindness
can change
the world



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ISD  279

11200 93rd Avenue North | Maple Grove, MN 55369

763.391.7000

www.district279.org