



**BROOKLYN
CENTER
COMMUNITY
SCHOOLS**
WE STAND FRONT AND CENTER

VOLUNTEER HANDBOOK

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THANK YOU

Thank you for volunteering for Brooklyn Center Community Schools. Your presence in our school community shows our students that you believe in the importance of and support their learning. Each volunteer brings unique value to our district and our students. Your dedication is vital to the success of our students and is very much appreciated!

- Brooklyn Center Community Schools Staff

ABOUT BCCS

MISSION

To become a justice-centered school community who fuels the unique genius of each student.

VISION STATEMENT

Brooklyn Center Community Schools endeavors to be a collective who demonstrates passion, pride, and perseverance. We will fiercely lead the way in justice-centered education, striving against the permanence of racism and oppressive systems while embracing a future where our diversity fuels learning. With every breath in our bodies, every ounce of influence we possess, and through every challenge, we stand front and center with the young people we love and serve.

CORE VALUES

Written on a foundation of student voice, our district's core values communicate the culture and character of Brooklyn Center Community Schools.

- We stand front and center
- We demonstrate passion, pride, and perseverance
- We acknowledge and disrupt oppressive systems
- Our diversity fuels learning
- We fiercely lead in justice-centered education

COMMUNITY SCHOOLS FRAMEWORK

The Community Schools Framework has six key practices:

1. Powerful student and family engagement
2. Expanded and enriched learning opportunities
3. Integrated systems of supports
4. Collaborative leadership, shared power and voice
5. Rigorous, community-connected classroom instruction
6. Culture of safety, belonging and care

Volunteers deepen our schools' connections with the community, strengthening our community schools work. BCCS Volunteers also:

- Contribute to student success. Studies show this!
- Provide support so teachers and staff can give additional individual attention to students.
- Increase the safety of our school community.

BECOME A VOLUNTEER

The Volunteer Application must be completed annually. After submitting an application, you will be invited to complete a background check and then contacted by a BCCS staff member with further information, including when you can begin volunteering.

VOLUNTEER RESPONSIBILITIES

Specific volunteer expectations will vary depending on the classroom, field trip, program, or event one is supporting. Each volunteer can expect to learn more as they begin their volunteer work. What follows are general guidelines for all BCCS volunteers.

- Always sign in and out at the main office when you arrive. If the main office is not open, find the Volunteer Check In table.
- Wear a visitor/volunteer badge while in the building.
- Go directly to the designated location and perform the volunteer task you were instructed to help with. Staff will provide volunteer assignment instructions.
- We require that all volunteers stay within the parameters of the assignment that the teacher or staff has assigned.

- 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 Facebook, 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. Volunteers are never allowed to be alone with students.
- Volunteers are not permitted to use student restrooms. Please ask your volunteer contact which restrooms are available for volunteers.
- When you have questions or concerns, please communicate these to your volunteer contact. BCCS seeks to continuously improve all aspects of what we do, and also want to ensure volunteers have a positive experience.
- If you cannot make a volunteer shift you signed up for, please call and let district staff know as soon as possible so other arrangements can be made.
- Familiarize yourself with BCCS emergency procedures, described in detail below.
- Familiarize yourself with our [Front and Center agreements](#) and do your best to model them for students and those around you.
- Use [restorative language](#).
- Familiarize yourself with the [restorative conversations checklist](#).
- Learn how to run a [restorative circle](#).
- 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.

TIPS FOR WORKING WITH STUDENTS

As you are working with students, here are a few quick tips/ideas to keep in mind to help you 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 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 share or give candy, snacks, food or gum to students. Do not eat candy, snacks, or food when working with students unless it is part of programming.
- Do not touch students.
- You may redirect students you are working with. You may not discipline students. You must call a staff member for any disciplinary concerns.
- 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?!



ISD 286 POLICIES AND GUIDELINES FOR VOLUNTEERS

Volunteers are required to comply with state and federal laws, ISD 286 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 Policy](#)

- 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.

Confidentiality/Data

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.

Discipline

Volunteers may not discipline students beyond maintaining order in their group activity. Report any problems with students' behavior to a staff member. Only specifically trained staff may use holds or restraints if needed. All volunteers and any untrained staff members must not touch students.

Drug, Chemical, Alcohol and Weapon Free Schools

[Policy 417 - Chemical Use and Abuse](#)

- The purpose of this policy is to assist the school district in its goal to prevent chemical use and abuse by providing procedures for education and intervention.

[Policy 418 - Drug-free Workplace/ Drug-free School](#)

- The purpose of this policy is to maintain a safe and healthful environment for employees and students by prohibiting the use of alcohol, toxic substances, medical cannabis and controlled substances without a physician's prescription.

[Policy 419 - Tobacco- Free School](#)

- The district recognizes that personnel and school visitors serve as role models to students and therefore, adopts this Tobacco Free Environment Policy to endorse the prevention of tobacco use and exposure.

[Policy 501 - School Weapons Policy](#)

- No student or nonstudent, including adults and visitors, shall possess, use or distribute a weapon when in a school location except as provided in this policy.

Harassment and Violence

[Policy 413 - Harassment and Violence](#)

- The district prohibits any form of sexual, religious or racial harassment and sexual, religious or racial violence.

Mandated Reporting

[Policy 414- Mandated Reporting of Child Neglect or Physical or Sexual Abuse](#)

- The district complies with Minn. Stat. § 626.556 which requires the reporting of suspected child neglect or physical or sexual abuse.

[Policy 415 - Mandated Reporting of Maltreatment of Vulnerable Adults](#)

- The district complies with Minn. Stat. § 626.557 which requires the reporting of suspected neglect maltreatment of vulnerable adults.

Network/Internet Acceptable Use

[Policy 524 - Internet Acceptable Use and Safety Policy](#)

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

Transportation

[Policy 709 - Student Transportation Safety Policy](#)

- Only district transportation is allowed to transport students.

Communicable Diseases

Policy 420 - Students and Employees with Communicable Diseases and Infectious Conditions

A communicable disease is a disease that can be transmitted from one individual to another via: (1) direct physical contact, (2) the air (cough, sneeze, or particle inhaled), (3) through a transmission vehicle (either ingested or injected) or (4) through a vector (animals or insects). Examples of some of the most common communicable diseases include: measles, influenza, viral hepatitis-A (infectious hepatitis), viral hepatitis-B (serum hepatitis), human immunodeficiency virus (HIV), AIDS, AIDS-Related Complex (ARC), leprosy, Severe Acute Respiratory Syndrome (SARS) and tuberculosis (TB). This definition may be broadened in accordance with the recommendations and information provided by the Centers for Disease Control and Prevention (CDC). Brooklyn Center Community Schools District will make decisions involving those with communicable diseases based on medical information concerning the disease in question, the risks of transmission to others, symptoms, and any special circumstances of the individuals involved. BCCS will weigh potential risks and available alternatives before making any decisions. Communicable Diseases Reporting volunteer/non-employee who demonstrates signs or symptoms of a communicable disease that poses a credible threat of transmission in the Brooklyn Center Community School District workplace should report that potential infection or disease immediately to the Human Resources Department. The volunteer is then responsible for keeping the district informed of their condition which may require extended care, missed work, etc. The volunteer may also be required to provide written documentation from a physician to return to the worksite.

Communicable Disease Hiring and Employment BCCS will not discriminate against volunteers with a communicable disease. These individuals will not be denied access to the worksite solely because they have a communicable disease but may be excluded from BCCS facilities, programs, and functions if Brooklyn Center Community Schools District determines that restriction is necessary to protect the welfare of the infected individual or the welfare of others.

Brooklyn Center Community Schools District will comply with all applicable statutes that protect the privacy of individuals with communicable diseases. Abuse of this policy will result in disciplinary action up to and including termination.

Brooklyn Center Community Schools District reserves the right to revise this policy without notice during changing pandemic conditions. State Laws All employees, as a condition of employment, shall demonstrate freedom from communicable disease as may be required by Minnesota law or appropriate rules and regulations promulgated hereunder.

Wellness

Policy 533- Wellness

BCCS promotes the holistic wellbeing of all students. Edible items should never be used as a reward or incentive. Physical activity may not be withheld as a consequence for student behavior.



ADDITIONAL GUIDELINES FOR VOLUNTEERS

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

CRISIS RESPONSE PROTOCOLS

Crisis Response Protocols



HOLD! Temporary hold in your classroom based on an incident/situation, or investigation, in the building. Clear the hallways and close/lock classroom doors. Within the classroom, continue as normal. Take attendance and determine which students, if any, are missing.



SECURE! Threat outside the building where it is safer inside with the doors secure. Regular schedule and building movement inside the building, but exterior doors are secure. Limited entrance and exit access to the building.



LOCKDOWN! Verified threat inside or potentially approaching the building. Lock doors, lights off, out of sight. Take attendance and determine which students, if any, are missing. No exit or entrance into the building.



EVACUATION! Conditions are not safe within the building. Evacuate with your class through the closest exit, meet in the designated location and take attendance to determine which students, if any, are missing.



SHELTER! Weather or environmental conditions are not safe outside the building and sheltering within the building is required. Stay with your class to the directed shelter location, take attendance and determine which students, if any, are missing.

CONTACT INFORMATION

School/Site	Address	Phone Number
Brooklyn Center Elementary and Early Learning	1500 59th Ave N	763-561-4480
Brooklyn Center Middle/High School	1600 Humboldt Ave N	763-561-2120
Early College Academy	5910 Shingle Creek Pkwy	763-450-3383
Brooklyn Center Community Schools District Office	5910 Shingle Creek Pkwy	763-450-3386

The Community Schools Site Coordinator is the contact for Volunteers at each site.

Independent School District 286 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).