VOLUNTEER HANDBOOK

WELCOME TO ST. LOUIS PARK COMMUNITY EDUCATION

LENOX COMMUNITY CENTER | 6715 MINNETONKA BLVD.
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Welcome Message



Dr. Carlondrea Hines
Superintendent,
St. Louis Park Schools

Welcome to the St. Louis Park Public Schools Volunteer Handbook!

We are thrilled to have you join our community of dedicated volunteers committed to enriching the educational experience for every student and community member in our district.

This handbook is designed to provide you with essential information and guidelines to ensure a fulfilling and successful volunteer experience.

At St. Louis Park Public Schools, we celebrate the diversity of each volunteer and what you bring to our classrooms and community centers. Your unique talents and contributions are valued and appreciated as we work together to support our students' growth and development.

Thank you for choosing to make a difference in the lives of our students and community. We look forward to partnering with you and creating positive impacts within our district sites!

QUICK FACTS 2025

St. Louis Park Public Schools

5,110
Number of students in grades E-12

135
Years since the St. Louis Park School District was founded.



6
Number of schools including 4 elementary, 1 middle, and 1 high school

70.46%
Percentage of voters who supported the 2022 referendum

49+
Different languages spoken at home by families

18.4%
Percentage of students who qualify for Special Education services



7.1
Miles from the District Office to Downtown Minneapolis

26
Varsity athletic teams offered at the high school

289
teachers with advanced degrees

690
Number of school district employees



STUDENT DEMOGRAPHICS

White	50.3%
Black/African American	20.6%
Hispanic/Latino	14.1%
Multiracial	10.5%
Asian	2.9%
American Indian/Alaskan Native	>1%

For more information, visit:
slpschools.org

St. Louis Park Public Schools

District Information

Welcome to St. Louis Park Public Schools!
St. Louis Park Public Schools is a nationally recognized suburban public school district, serving approximately 5,000 students. The district serves K-12 learners across four elementary schools, one middle school and one high school, and also educates children ages 0-5 and their families through Early Learning programs and services provided by Community Education. School age childcare and adult programs are also offered through Community Education, and an award-winning senior program provides activities and engagement for seniors.

The St. Louis Park Public Schools and the City of St. Louis Park boundaries are nearly identical and both public entities work closely and collaboratively to support residents of all ages. The City of St. Louis Park is a first-tier Minneapolis suburb of approximately 50,010 residents. Both the schools and the city are growing, and is expected to continue growth at its current rate.

Our mission at St. Louis Park Public Schools is to see, inspire, and empower each student to achieve academic excellence and live their brilliance in a racially equitable learning environment that centers student voice and experience to energize and enhance the spirit of our community.

District Core Values

We believe in:

- **The brilliance of ourselves and others.** Everyone has the capacity and responsibility to inspire and nurture the growth and potential of our students and each other.
- **Authentic community engagement.** We are collectively responsible for partnering with our staff, families, and communities to support and enhance each learner's growth and success.
- **High expectations.** We will raise the bar and build a legacy. We believe in setting and reaching achievement goals that help each student and staff achieve their full potential.
- **Advocacy for equity.** We stand for the dignity of each student and staff and actively work to remove barriers so everyone can succeed.
- **Collective responsibility.** We collectively share the responsibility to create educational opportunities for each student by removing barriers to create an equitable and welcoming learning environment where everyone feels they belong.
- **Persistent effort.** We are committed to building a cohesive, culturally responsive, data-driven educational system where all students and staff can thrive and adapt to the changing needs of learners and society.
- **Racial consciousness and cultural competence.** Recognizing and valuing our different backgrounds strengthens our ability to inspire and engage each student and staff member to reach their full academic potential and cultivate a sense of belonging.

2026-27 Family Calendar-At-A-Glance

St. Louis Park Public Schools

July 2026

3	Holiday (District closed - Independence Day)
4	Holiday (District closed - Independence Day)

August 2026

31	First day of school Gr. 1-12

September 2026

1	First day of school Kindergarten
7	Holiday (District closed - Labor Day)
8	First day of school Early Learning programs
12	District Recognized Holiday - Rosh Hashanah (Weekend)
21	No school E-12 (District Recognized Holiday - Yom Kippur)

October 2026

15-16	No school E-12 (Teacher Convention)
30	End of Quarter 1

November 2026

2	No school E-12
3	No school E-12
25	No school E-12
26-27	Holiday (District closed - Thanksgiving Day, Native American Heritage Day)

December 2026

4	No school E-12
21-31	No school E-12 (winter break)
24-25	Holiday (District closed - Christmas Eve/Day)
31	Holiday (District closed - New Year's Eve)

January 2027

1	Holiday (District closed - New Year's Day)
18	Holiday (District closed - Martin Luther King Jr. Day)
22	End of Quarter 2
25	No school E-12

February 2027

4	No school K-5 (Gr. 6-12 in school, Gr. K-5 Conferences)
5	No school E-12
15	Holiday (District closed - President's Day)

March 2027

10	No school E-12 (District Recognized Holiday - Eid-al-Fitar)
26	End of Quarter 3
29-31	No school E-12 (Spring Break)

April 2027

1-2	No school E-12 (Spring Break)
5-6	No school E-12

May 2027

17	District Recognized Holiday - Eid-al-Adha (School in Session)
31	Holiday (District closed - Memorial Day)

June 2027

4	Last day of E-11, End of Quarter 4
18	Holiday (District closed - Juneteenth)
19	Holiday (District closed - Juneteenth)

Dates To Be Determined: *ACT, Last Day for Seniors, and Graduation*

- No School
- First/Last Day of School
- District Recognized Holiday (School in Session)
- No School for K-5
- District Holiday - all buildings closed

July 2026

M	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	

August 2026

M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

September 2026

M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		

October 2026

M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

November 2026

M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30				

December 2026

M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

January 2027

M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

February 2027

M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26

March 2027

M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

April 2027

M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

May 2027

M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

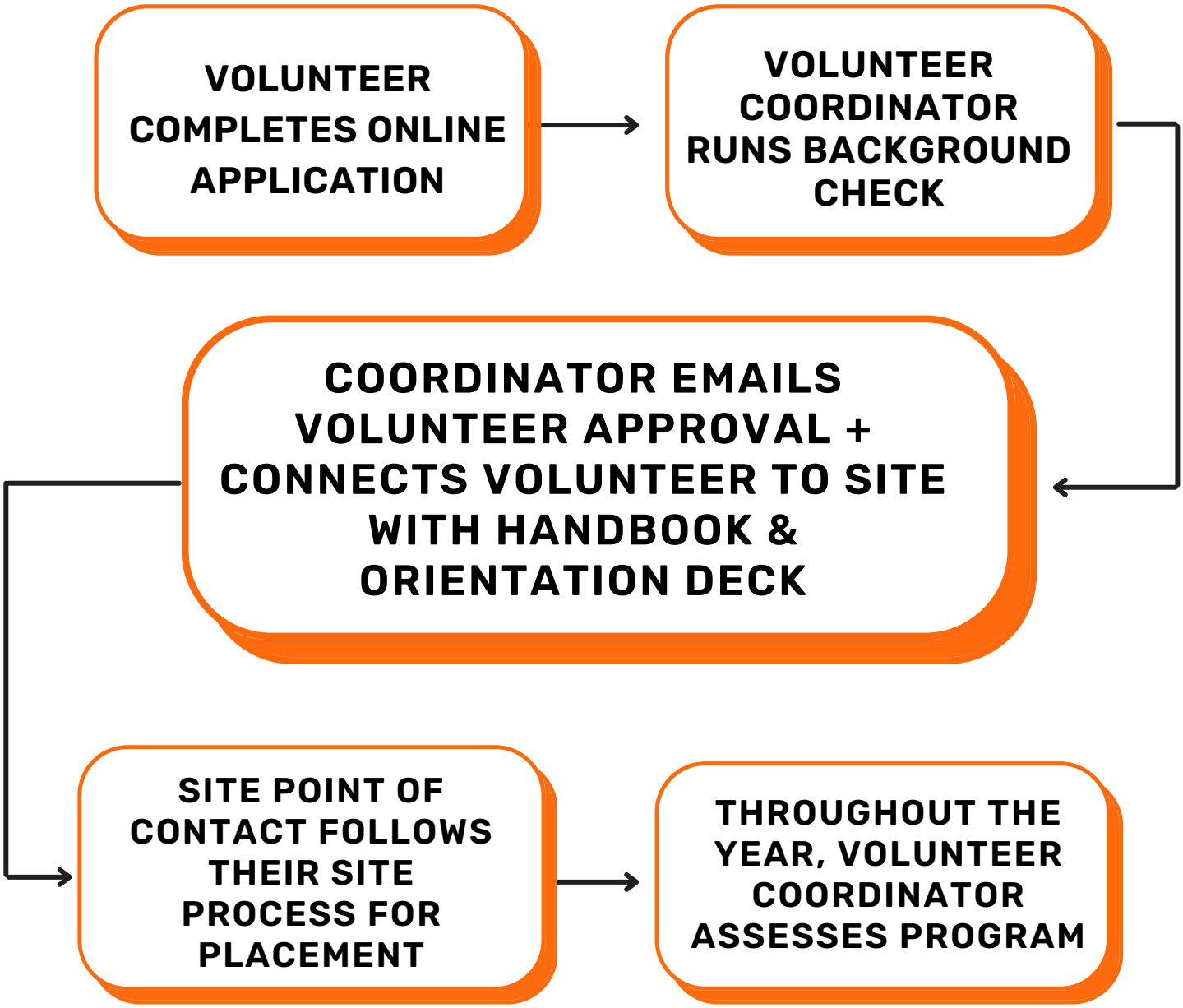
June 2027

M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		

Updated: 12-16-2025

[PDF version can be found here.]

ST. LOUIS PARK PUBLIC SCHOOLS VOLUNTEER PROGRAM FLOW CHART



St. Louis Park Community Education

Volunteer Process FAQs

Who is a district volunteer?
A district volunteer is generally defined as *someone 18 years or older who is providing direct support to teachers, staff, admin, or a class within St. Louis Park Public Schools.*

What's the difference between a visitor and a volunteer?
Visitors are generally at school buildings for reasons other than what is listed in the volunteer definition above. They do not need to submit a volunteer application. Please see the graphic on page 10 for more details.

Do I still have to submit a volunteer application if I'm...

- ***A district employee?*** Yes, though the process will not include a background check. Please reach out to the volunteer office.
- ***Under 18 years old?*** Yes, though the process will not include a background check. Please reach out to the volunteer office.
- ***Not volunteering around students?*** Yes, though the process will not include a background check. Please reach out to the volunteer office.
- ***Pursuing field experience for college credit?*** Yes. Please reach out to site leadership if you have any special requests required to fulfill your professional goals.
- ***Shadowing a job position?*** Please reach out to site leadership. Unless you are volunteering your time to assist St. Louis Park Public School personnel with school events and operations, there is no need to complete an application.

Volunteer Process FAQs

Do I still have to submit a volunteer application if I'm...

- ***Conducting professional student observations?*** Please reach out to site leadership. Unless you are volunteering your time to assist St. Louis Park Public School personnel with school events and operations, there is no need to complete an application. Background checks can be performed outside of the application process upon request by site leadership.
- ***Volunteering as part of a community group?*** Yes, everyone in the group must have an application on file. Please have the group's leader or facilitator reach out to volunteer office.

Final decision on who needs to fill out an application will lie with each site's leadership.

Are there any fees for submitting an application?
No, the application and background check are processed free of charge!

Can I provide a background check completed at a previous time?
Yes, as long as it was processed within the last two years of the submission date of your volunteer application.

Volunteer Process FAQs

It's been a few weeks and no one has gotten back to me about volunteer opportunities. What should I do?
Each volunteer site has a different placement process. Please reach out your preferred site's volunteer contact listed on pages 18-19 to learn more. If you would like assistance with the connection, please contact the volunteer office.

I'm an approved volunteer, but I'm not on the list of approved volunteers at my preferred volunteer site! What should I do?
Please contact the volunteer office to get yourself added. The sites our volunteer system approves you for is determined by what you indicated in your initial application, but if you are an approved district volunteer, you will be able to pursue any SLPPS volunteer opportunity within the district regardless of where it is.

Will I need to resubmit my application to volunteer next year?
No, you only need to go through the volunteer approval process once. Background checks will be done at regular intervals, but nothing will be required from you to perform them.

I prefer to speak a language other than English. Are there any resources for me?
Yes! We have Spanish and Somali versions of our volunteer application on our website. District multicultural liaisons are also available for assistance. Their contact information can be found on page 20.

How can I get a copy of the number of hours I've volunteered for?
Please contact the volunteer office. Reports of hours volunteered can be emailed to you upon request.

St. Louis Park Community Education

VOLUNTEER OR VISITOR?

Volunteers may...	Visitors may...
Help teachers and staff put on or run school-led events and activities	Attend or participate in school events and activities
Primarily be at school to support teachers, staff, and students (ie, lunchroom helper, classroom tutor)	Primarily be at school to spend time with a specific student (ie, lunch visits, classroom visits)
Work under the instruction and supervision of onsite SLP school district personnel	Be part of a program or activity not overseen by the SLP school district (ie, guest speakers, observations)

Vistors check in through Raptor.
Volunteers must go through our volunteer application process first.

This document is meant to serve as a guide.
Final authority lies with each site's leadership.

Volunteer Guidelines

1 General Practices

- Dress appropriately and comfortably for your role.
- Arrive on time and be as dependable as possible. If you are unable to make your scheduled shift, please contact the teacher or staff you work with ASAP.
- Park in the designated visitor parking area and sign-in at the front office.
- Follow the volunteer check-in and check-out process at your site. Make sure to always wear the name tag provided by the front office staff.
- You are responsible for your personal belongings while at your volunteer site. Please plan accordingly.
- Use staff restrooms at all school sites.
- In the case of an emergency or emergency drill, follow the directions of the staff in your immediate area.
- Report violations of bullying or gender inclusion policies immediately to a teacher or another staff member.
- For the safety and security of our students, volunteers are not permitted to bring additional individuals - such as spouses, children, friends, or other guests - to their volunteer shifts.

2 Confidentiality

Volunteers are not allowed to divulge educational or personal information about students or staff including grades, behavior, health, medications, etc., except with an appropriate person such as a child's teacher. Like other staff, volunteers are bound by privacy laws to keep confidential matters within the school.

Volunteer Guidelines

3 Onsite Volunteering

All volunteers work under the supervision of teachers and/or staff and should follow their direction. Volunteers act as supplementary support, and should not take the place of a staff member. Please connect with your teacher or staff within the first week to learn more about their needs for your placement and how they would like you to handle certain situations (i.e. student behaviors, etc.). Teachers and staff members may not always be free to speak with you while you're volunteering, so consider sending them an email, leaving a voicemail, or scheduling a one-on-one meeting beforehand.

Once you become acclimated to the space, students, and expectations, you can often walk right into the room and start helping.

4 Conduct with Students

The help and support of caring adults can have a great impact on student success. Learn students' names and how to pronounce them as best you can. Do not be afraid to ask if you don't remember them. A positive response such as "that is a beautiful/strong name" would be appropriate.

Remember you are a role model for students. Be positive, reassuring, and patient. Show interest and enthusiasm. Help students see their successes.

Volunteer Guidelines

4 Conduct with Students (continued)

Volunteers should never to be totally isolated with a child, for their mutual protection. A volunteer's contact with students is limited to their scheduled time at school.

Never share phone numbers, emails, or a home address with students, or accept this information from students. Do not interact with students on social media. Do not take photos or videos of students without express permission from staff.

Under no circumstance should a volunteer physically pick-up a child. Some children are huggers, some are not. You should never initiate a hug, however if a student gives you a hug, please give them a gentle hug back. Children may sit next to you and will often snuggle up - that is OK - but they cannot sit on your lap. If a child tries to do that, please tell them that they can sit right next to you.

Playtime is an important tool for building relationships and promoting development. The Play Library is a collection of games at each elementary school that is available to you as a resource. For more information on Play Libraries, please visit our website at https://slpcommunityed.com/volunteer/.

Volunteer Guidelines

5 Discipline

Discipline is the responsibility of teachers, staff, or principal. The school discipline policy is available in the front office should you have questions. Instead, volunteers may provide guidance on student behavior. For example:

- Ask students to use soft voices rather than “Don’t yell.”
- Tell students to keep their hands to themselves rather than “Quit poking your neighbor.”
- Tell students to walk rather than “Stop running!”

It is always best to tell students the behavior you want. If you have any questions on your role at your volunteer site, please touch base with your teacher or staff supervisor.

District Policies

Bullying Prohibition Policy
A safe and civil environment is needed for students to learn and attain high academic standards and to promote healthy human relationships. Bullying, like other violent or disruptive behavior, is conduct that interferes with students' ability to learn and teachers' ability to educate students in a safe environment.

An act of bullying, either by an individual student or group of students, is expressly prohibited on school district property or at school-related functions.

No teacher, administrator, volunteer, contractor, or other employee of the school district shall permit, condone, or tolerate bullying.

"Bullying" means any written or verbal, physical act or gesture, or pattern thereof by a student that is intended to cause or is perceived as causing distress to a student or a group of students.

If you are a victim of or witness to bullying, please report alleged acts to the building principal immediately.

Gender Inclusion Policy
All students of the school district, including transgender and gender-diverse students, deserve respectful and inclusive learning environments that value students' gender identity and gender expression. The school district strives to provide programming and facilities where all students feel safe and supported.

Respect all students' gender identity and gender expression. Identify and address all students by their preferred names and pronouns. Report any violation immediately to a school official.

District Policies

Tobacco, Alcohol and Drug Free Schools
The school district is free from tobacco, non-prescribed controlled substances and alcohol use. No member of the public will use tobacco or use, possess or be under the influence of alcohol or a non-prescribed controlled substance while on district property.

Illnesses and Communicable Diseases
St. Louis Park Public Schools follows the infectious disease guidelines as outlined in the Hennepin County infectious diseases in childcare settings and schools manual. Updates and information can be found at: https://www.slpschools.org/about/departments/health-services

School Policy Information
The School Board continuously reviews all district policies as appropriate for St. Louis Park and to reflect current state statute. For additional details on these and other policies not listed here, please visit https://www.slpschools.org/who-we-are/policies-and-procedures.

Emergency Response Guide

In an emergency, follow the direction of staff in your immediate area. You may familiarize yourself with the response guides located near each classroom's entrance/exit and discuss these protocols with your teacher or staff supervisor.

IN AN EMERGENCY
TAKE ACTION



HOLD! In your room or area. Clear the halls.

STUDENTS
Clear the hallways and remain in room or area until the "All Clear" is announced
Do business as usual

ADULTS
Close and lock the door
Account for students and adults
Do business as usual



SECURE! Get inside. Lock outside doors.

STUDENTS
Return to inside of building
Do business as usual

ADULTS
Bring everyone indoors
Lock outside doors
Increase situational awareness
Account for students and adults
Do business as usual



LOCKDOWN! Locks, lights, out of sight.

STUDENTS
Move away from sight
Maintain silence
Do not open the door

ADULTS
Recover students from hallway if possible
Lock the classroom door
Turn out the lights
Move away from sight
Maintain silence
Do not open the door
Prepare to evade or defend



EVACUATE! (A location may be specified)

STUDENTS
Leave stuff behind if required to
If possible, bring your phone
Follow instructions

ADULTS
Lead students to Evacuation location
Account for students and adults
Notify if missing, extra or injured students or adults



SHELTER! Hazard and safety strategy.

STUDENTS
Use appropriate safety strategy for the hazard

Hazard	Safety Strategy
Tornado	Evacuate to shelter area
Hazmat	Seal the room
Earthquake	Drop, cover and hold
Tsunami	Get to high ground

ADULTS
Lead safety strategy
Account for students and adults
Notify if missing, extra or injured students or adults

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K12 2021 STANDARD RESPONSE PROTOCOL

Site Contacts

Aquila Elementary

Mia Stewart, Administrative Assistant

stewart.mia@slpschools.org

Monte'Sha Carter, Community School Coordinator

carter.montesha@slpschools.org

Maria Graver, Principal

graver.maria@slpschools.org

Park Spanish Immersion Elementary

Megan Paulis de Rangel, Assistant Principal

paulis.megan@slpschools.org

Peter Hobart Elementary

Connie Reyerson, Administrative Assistant

reyerson.connie@slpschools.org

Kelsey Clark, Assistant Principal

clark.kelsey@slpschools.org

Aaron Monson, Principal

monson.aaron@slpschools.org

Susan Lindgren Elementary

Jane Watts, Administrative Assistant

watts.jane@slpschools.org

Rebecca Bang, Principal

bang.rebecca@slpschools.org

Site Contacts

St. Louis Park Middle School

Cam Muata, Assistant Principal

muata.cameron@slpschools.org

St. Louis Park High School

Alonzo Parks, Assistant Principal

parks.alonzo@slpschools.org

Athletics - Rob Griffin, Athletics Coordinator

griffin.robert@slpschools.org

Lenox Community Center

Katie Elsbernd, Adult Programs Manager

elsbernd.katie@slpschools.org

Central Community Center

Tajtianna Bell, Children, Youth, and Family Services Manager

bell.tajtianna@slpschools.org

Special Education - Jodi Miller, Early Childhood Special Education Teacher

miller.jodi@slpschools.org

More contact information can be found through our website's Staff Directory.

Multicultural Liaisons

Carmen Rudin, Spanish Liaison (Español)

rudin.maria@slpschools.org

952-836-7237 (cell)

952-928-6018 (office)

Tarabi Jama, Somali Liaison (Soomaali)

jama.tarabi@slpschools.org

952-847-0446 (cell)

952-928-6017 (office)

Nique Evans, African American Liaison

evans.nique@slpschools.org

952-836-7237 (cell)

952-928-6018 (office)

Deanna Beaulieu, American Indian Liaison

beaulieu.deanna@slpschools.org

612-541-8102 (cell)

For more information, visit:

https://www.slpschools.org/resources/multilingual-support

Contact Us

Volunteer Program

952-848-5504

6715 Minnetonka Blvd.
St. Louis Park, MN 55426

www.slpcommunityed.com/volunteer

Our Schools

www.slpschools.org/schools