St. Louis Park
Community Education

St. Louis Park Public Schools Volunteer Orientation









Agenda

- Welcome & Introduction
- Mission & Core Values
- Roles & Responsibilities
- Student Wellness
- Racial Equity Transformation
- Inclusive Language
- Building Positive Relationships
- Emergency Procedures
- Policies

Welcome

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

We are excited to have you join our community of dedicated volunteers who play a vital role in supporting students' learning and well-being. Thank you for making a difference - we’re glad you’re here!



Our Mission & Core Values



At St. Louis Park Public Schools, we believe in the brilliance of every individual and the power of authentic community engagement to create meaningful change. We uphold high expectations for all, recognizing that success comes through persistent effort and collective responsibility. With a strong commitment to racial consciousness and cultural competence, we advocate for equity to ensure every student has the opportunity to thrive.

Volunteer Roles & Responsibilities

Arrive on time and be dependable.

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 a name tag provided by the front office staff.

In case of an emergency or emergency drill, follow the directions of the staff in your immediate area.

Use staff restrooms.

If you are unable to make your scheduled shift, please contact the teacher or staff you work with.

Volunteers are not allowed to divulge educational or personal information about students or staff. Volunteers are bound to privacy laws to keep confidential matter in the school.

Volunteers are not to take photos or videos of students.

Volunteer Roles & Responsibilities

Volunteers should never be totally isolated with a child.

Volunteers should never share phone number(s), email address(es), or home address(es) with students, or accept this from them.

Volunteers should not interact with students on social media.

Volunteers work under the supervision of teachers and/or staff and should follow their direction. Volunteers are supplementary support at our school sites.

Volunteers should accept children as they are. We have a wide range of cultural, socio-economic, and language backgrounds, as well as a wide range of mental and physical abilities. We strive to work with each child in the best and most positive, productive way possible!

Report violations of bullying or gender inclusion policies immediately to a teacher or staff member.

Discipline is the responsibility of the classroom teacher or principal.

Mental Health & Social-Emotional Learning: A Volunteer's Role



01 **Create a welcoming, inclusive environment.** Help every student feel seen, safe, and valued through kindness and respect.

02 **Model calm and caring behavior.** Show empathy, active listening, and emotional self-regulation during interactions.

03 **Notice and report concerns appropriately.** If a student seems emotionally distressed or withdrawn, share your observations with a staff member; don't try to solve it alone.

By helping students develop social-emotional learning skills, you empower them to build resilience and succeed academically and emotionally.

Race Equity Transformation: A Volunteer’s Role

Acknowledge Racial Inequities. Recognize the historical and systemic nature of racial disparities. Commit to learning and unlearning biases.

01

Foster Inclusive Spaces. Create environments where all students feel valued and heard. Promote respect, empathy, and cultural awareness.

02

Be an Ally and Advocate. Speak up against racial injustice and microaggressions. Support policies and practices that challenge inequity.

03

Understanding + Action = Impact

Your Impact: Small, consistent actions can help transform our school culture for all students

Effective Communication & Inclusive Language Tips

Collaboration and Inclusivity

- Encourage teamwork through group activities and play.
- Make sure every student feels included by using welcoming language and engaging all students.
- Celebrate differences and teach kindness through simple, relatable examples.

Continuous Learning and Growth

- Encourage questions, allow time for responses, and celebrate progress!
- Be patient and flexible, as students develop skills at different paces.
- Use age-appropriate encouragement like, "Mistakes help us learn!"

Open Communication and Transparency

- Use simple, clear instructions and repeat if needed.
- Get on their level (verbally) to make communication more engaging.
- Encourage students to express their thoughts and feelings by asking open-ended questions.



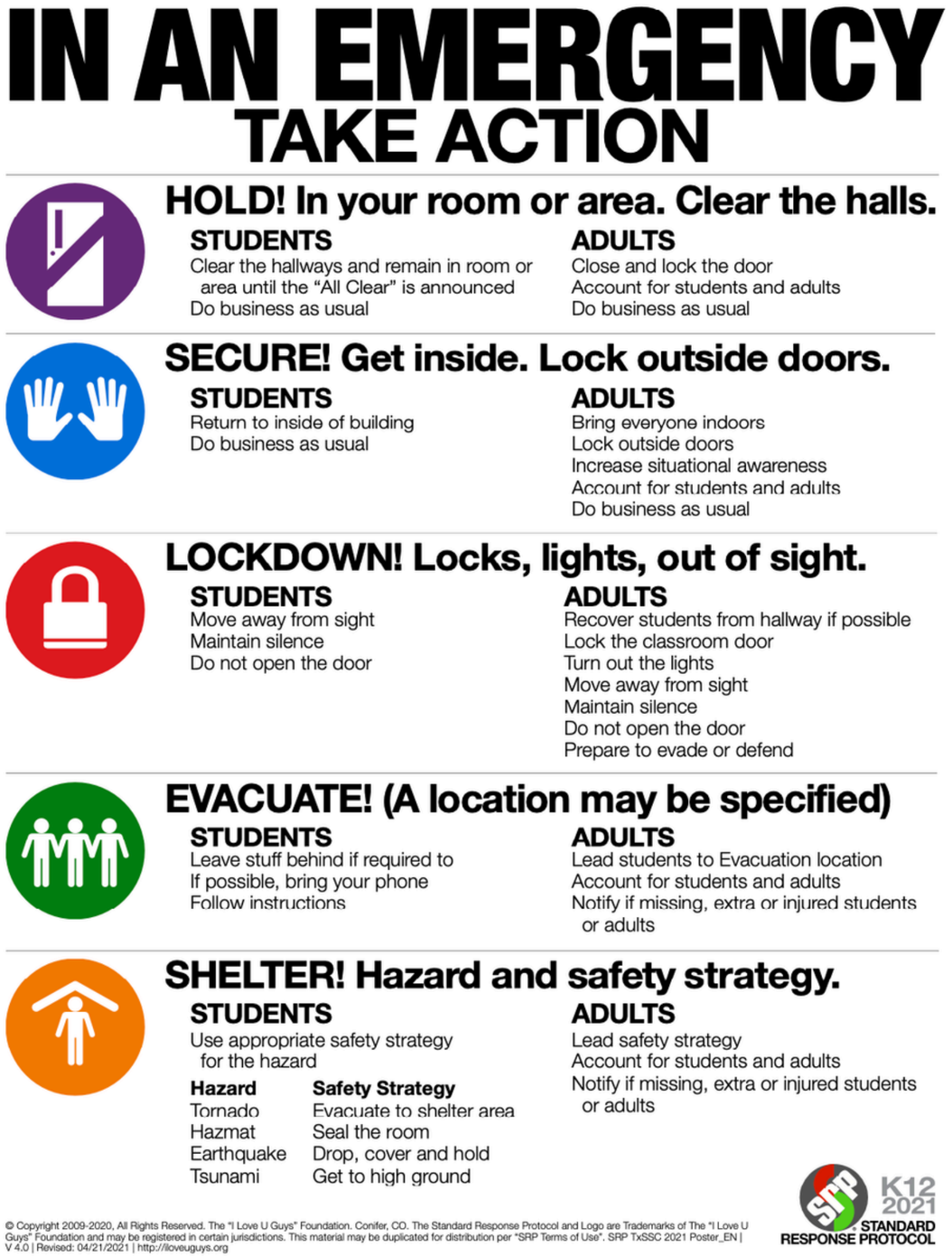
Build Positive Relationships

Creating positive relationships with students is essential for their learning, confidence, and overall well-being. As a volunteer, you play a key role in fostering a welcoming and supportive environment where students feel safe, valued, and motivated.

- **Create a safe & supportive space.** When students feel secure, they are more likely to engage in learning and express themselves.
- **Model positive interactions.** Set an example of kindness, patience, and respect in all interactions.
- **Encourage & motivate.** Praise effort, celebrate small achievements, and use play to build connections.
- **Build trust through play & engagement.** Games and activities can help strengthen relationships, making learning more fun and interactive.

Emergency Procedures

- Follow school safety protocols.
- Report any concerns about bullying or discrimination immediately.
- Be aware of emergency response guidelines posted in classrooms.
- In the event of an emergency, follow the lead of the teacher or staff that you're assigned to.



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

Policies

Policy 514: Bullying Prohibition Policy

The St. Louis Park Public Schools' Bullying Policy ensures a safe and supportive learning environment by prohibiting bullying, including cyberbullying, on school property, at school events, and online if it disrupts learning. The policy mandates immediate reporting, protects against retaliation, and enforces consequences ranging from interventions to expulsion or staff termination.

Policy 536: Gender Inclusion Policy

The Gender Inclusion Policy ensures that all students, including transgender and gender-diverse students, have a safe, respectful, and inclusive learning environment. The district is committed to affirming students’ gender identity and expression by using their preferred names and pronouns, providing access to gender-aligned facilities, and ensuring equal participation in academic and extracurricular activities.

What if I want a change?

We want your volunteer experience to be fulfilling!

If you have any concerns about your placement, role, or assigned teacher/staff, please contact the Volunteer Coordinator. We're here to support you and find the best fit for your skills and interests.

It's okay to request a change - we want you to feel comfortable and confident in your role.

Your time and effort are valuable, and we appreciate your commitment to our students!



St. Louis Park
Community Education
Your lifelong learning begins here!

THANK YOU!

