

Twin Cities International Elementary School

Volunteer Policy (145)

I. PURPOSE

The purpose of this policy is to establish standards regarding the measures to be taken when citizen volunteers are assisting sites to serve students so that the safety and security of our students, staff and volunteers are assured.

II. GENERAL STATEMENT OF POLICY

The Board of Education encourages the use of community resources and citizens as volunteers to assist in furthering the educational programs at our sites so that student achievement will be enhanced. While encouraging the involvement of community volunteers is important, the Board must also assure the safety of the students and staff. This policy is intended to provide the direction to accomplish this objective.

III. PROCEDURES FOR APPROVING VOLUNTEERS AT SITES

A. As part of maintaining a safe environment for students and staff, the following shall be adhered to:

1. Volunteers shall abide by applicable district policies and procedures while providing volunteer services at a district site.

2. Volunteer organizations shall maintain their own general liability insurance coverage. Individual volunteers shall hold the district harmless to liability to actions taken by the volunteer.

3. Volunteers shall be screened in accordance with the procedures to be developed by the School Board.

4. Volunteers who work with students in any capacity shall consent to a criminal background check; with the exception of parents, and school sponsored programs.

5. Students and/or minors serving as volunteers shall always be under the direct supervision of an adult staff member.

6. The selection and dismissal of volunteers shall be conducted consistent with the applicable federal and state regulations that govern employees;

7. Volunteers shall participate in an orientation session with TIES administration regarding state, federal and district policies about data practices and the rights of students to privacy and other appropriate district and site procedures; and,

8. Principals or other district officials who enter into partnerships with community based organizations, faith based organizations or any other organized group or agency shall sign an agreement that requires the organization or group to ensure that they follow District policies, included but not limited to volunteers.

B. This policy applies to the use of volunteers during the regular school day as well as before and after school and during the summer. Furthermore, it applies to district sponsored activities conducted outside of the district as well as to those on district premises.

IV. RESPONSIBILITIES OF THE DIRECTOR

A. The Director shall establish regulations necessary to implement this policy and shall communicate this policy and the regulations to all district employees.

B. The Director's regulations shall identify the consequences for employees who do not follow this policy.

Citations:

Minnesota Statutes Sections 13.43, 123B.02, 123B.03, 466.01, 466.0

Adopted: April 2008

TIES POLICIES AND PROCEDURES FOR VOLUNTEERS

As a volunteer at TIES, you are required to know the following district policies and procedures:

Volunteers must always serve as role models. When serving as a TIES volunteer, an individual must refrain from inappropriate behaviors including, but not limited to, the following:

- Use of profanity
- Use of drugs, alcohol, or tobacco
- Carrying weapons
- Discussion of inappropriate topics
- Making "sexual or emotional advances" to a student
- Selling merchandise or actively promoting his or her business
- Proselytizing (persuading to a way of thinking or acting)
- Giving or gifts of money

Volunteers' attire should comply with school's dress code.

Volunteers should not be left alone with a student. There should always be a visual or auditory contact between the volunteer and a staff member, unless other arrangements have been made through the administration.

With the exception of verbally and politely requesting the students' attention, volunteers are not to discipline students. It is all right to ask them not to use inappropriate or disrespectful language in your presence. All discipline concerns should be directed to the appropriate staff member.

Volunteers must respect privacy of the students and students' families by not talking about a student's academic progress, behavior, or a school-related incident with permission from the student (if over 18), or student's parents/guardians, for student under 18.

Background Checks:

Student volunteers from educational agencies and parents/guardians of TIES, MIMS, and UBAH students are not required to complete a criminal background check. Any other volunteers will be required to complete a criminal background check prior to their time spent with students. Individual volunteers will be responsible for obtaining their own criminal background check at their own expense.

Tobacco Use:

The use of tobacco products by staff, students, visitors (such as volunteers), or contractors is prohibited on school district property. School district property includes, but is not limited to, buildings, parking lots, grounds, and vehicles owned, leased or contracted by the school district and school sponsored functions.

Touch:

We strongly urge you to not initiate physical contact with your students. You may be working with young people who may not be aware of appropriate boundaries. Keep in mind that your student(s) may see your physical contact as a sign of preferential treatment.

Abuse:

As you build trust with your student, you may become aware of abuse in their lives. This abuse may be sexual, physical, or emotional. By law, you are required to report any suspected abuse if the learner is under 21. You can report such suspicions to the teacher, administrator, or other staff members. You CANNOT promise secrecy to your student, but you must maintain his/her confidentiality by not telling other students or your own friends.

Student Contact:

Do not ask students for their home phone number, address, or email address; do not give them yours. Do not socialize with your student(s) outside of school.

Volunteer Dismissal:

The school Director has the right to dismiss any volunteer who is deemed to have engaged in inappropriate behavior including, but not limited to, that described above. If a volunteer is dismissed, TIES reserves the right not to reassign the volunteer.

TIES VOLUNTEER

TEACHER _____

ROOM _____ TEACHER EMAIL _____

SPECIFICS ABOUT YOUR REQUEST

Class/Grade Level	Room #	Day(s) Needed	Time
_____	_____	_____	_____
_____	_____	_____	_____

Volunteer's relationship to the school:

_____ Parent/Guardian (no background check required)
_____ Community member (background check required)

Background Check:

_____ Effective date _____

What would you like the volunteer to do?

_____ Field Trip Chaperone _____ Lead small groups
_____ Work with learner(s) individually
_____ Do varied classroom work (circulate, answer questions, etc.)
_____ Be a guest speaker _____ Clerical work
_____ Other _____

Any further information about the volunteer's job, or personal qualities desired:

HOW WOULD YOU LIKE TO MEET THE VOLUNTEER:

_____ I would like to call the volunteer before he/she comes to my classroom.

_____ I would like the volunteer to meet me in my classroom. Just tell me when he/she is coming.

Working with a Volunteer—Responsibilities of the Teacher

The teacher is responsible for:

1. Supervising the volunteer:

- Setting the stage for a pleasant relationship with yourself and the class.
- Communicating expectations.
- Answering questions.
- Providing constructive, prompt feedback on performance, and offering tips when appropriate.
- Responding to any perceived or expressed concerns or issues.
- Contacting the volunteer if she/he does not show up.
- Communicating changes in calendar and schedule, including class cancellations.
- Informing him/her of fire drill procedures and any other crisis procedures and phone numbers.
- Explaining the classroom routines.

2. Providing meaningful work.

3. Communicating outside of the class as needed.

- Letting the volunteer know how she/he can contact you, especially in case of absence.
- Keeping a copy of the volunteer's contact information at work and home.
- Informing any reserve teachers of volunteer's responsibilities, and informing the volunteer about the reserve teacher.

4. Following required procedures if you want the volunteer to work outside of your view:

- Obtain the permission of the learner and the volunteer.
- Contact the volunteer coordinator so that the required background check can be done.

5. Showing Appreciation.

The only reward a volunteer generally gets is personal satisfaction. A nice welcome each day, a thank you after class, a note from yourself and/or learners, or a photo are a few ideas for letting the volunteer know his/her contribution is valued.

6. **Letting the volunteer coordinator know about any unresolved problems or concerns, or unexplained absences.**
7. **Referring prospective volunteers to the volunteer coordinator.**

Minnesota Government Data Practices Act Letter to Volunteers

Dear Volunteer:

The Twin Cities International Elementary School welcomes you and appreciates the services you offer as a volunteer. In your role, you will have access to date or information on students that is classified as “private” under the Minnesota Data Practices Act.

The purpose of this letter is to remind you that the information you will obtain through working with students is private and that you are responsible to treat this information as such. You should not discuss information about a student with anyone other than the student’s teacher.

Violation of a student’s data privacy rights can subject the school to liability and, if the release of information is intentional, constitutes as misdemeanor. If you violate this policy you can be terminated from your volunteer position.

Please read and sign the paragraph below.

Thank you for volunteering in our schools. Your efforts are much needed and appreciated.

By signing this I acknowledge that I have read and that I understand the foregoing information provided to me regarding the private nature of the student educational or personal data. I agree to treat the data as private and I will not disclose it to anyone other than those persons set forth above. I understand this information is given to me in my role as a classroom volunteer and I will use it only to perform these services for TIES. If I have any questions about the treatment or classification of any data, I will contact the teacher of Volunteer Coordinator.