



Volunteer Guidelines

We are committed to working with you to ensure volunteering is a rewarding experience for everyone. We ask that you follow the policies and expectations outlined below to help us maintain a safe and respectful environment for students, staff, and volunteers.

Confidentiality

Confidentiality is very important. While volunteering, you may observe, read or hear much about individual students and their school or home experience. Do not discuss your observations or opinions about a student with anyone other than the student's teacher or school principal. All information about student abilities, behavior, relationships, grades or background is confidential. We depend on our volunteers to maintain confidentiality of our students, staff and volunteers.

Sign-In/Out

You are required to sign-in before you begin your volunteer activity. Stop in the office immediately upon arrival each time you volunteer. For the safety of everyone, we need to know who is in the building and where to locate you in case of an emergency. Don't forget to sign out. If you do volunteer work at home, please keep track of the time and be sure these hours are recorded. A record of volunteer hours enables the school to evaluate its volunteer program and recognize volunteers for their contribution of time.

Name Badges

Volunteers must wear an official volunteer name badge while in the building. Name badges identify you to students, staff and other volunteers as a registered volunteer.

Dependability

In the event you will be late or unable to keep your commitment, notify the school office as soon as possible. Students and staff are counting on you; therefore, dependability and promptness are important.

Student Discipline

Volunteers may not discipline students beyond maintaining order in their group or activity. Please report any problems with a student's behavior to the supervising staff person. The professional staff of the school is always responsible for discipline.

Student Contact

For the protection of both you and the students, observe the following when working with students:

- ◆ Avoid being isolated with a child, such as a room with a closed door. Work only in areas of the school that are in continual, direct supervision of district staff.
- ◆ Use the staff/adult restroom facilities rather than the student facilities.
- ◆ Refrain from giving students gifts, rewards, or food items without the teacher's permission.
- ◆ Interactions between you and students may take place only at scheduled times and in the school.

Cultural Differences

Our school community is diverse. It is important that we work with one another without bias and consider cultural, moral, and value differences.

Younger Children

Many of the volunteer jobs require your undivided attention. If you have younger children, talk to your staff contact about volunteer projects that you can do at home.

Use of Controlled Substances

The distribution, possession or use of tobacco, alcohol or controlled substances by staff, students, visitors or volunteers is prohibited on school grounds.

Use of Cell Phones

In order to provide an optimum environment for learning, cell phones must be turned off while in or near the classrooms or the media center. Please conduct cell phone conversations away from areas of learning.

Religious, Racial, Sexual Harassment and Violence

Religious, racial or sexual harassment is a violation of Federal and State law and of school district policy. If you have information about the harassment or violence of any adult or student, report it to your staff contact or school principal.

Suspected Child Abuse

As you build trust with students, you may become aware of abuse in their lives. State law requires that education professionals and volunteers report any suspected abuse or neglect. If a student gives you information that causes alarm, notify the child's teacher or school principal immediately.

Criminal History Background Checks

Recognizing our responsibility to ensure the safety and security of our students and everyone connected with the schools, volunteers 18 years and older are subject to a criminal history background check. If your volunteer assignment warrants a background check, you will be contacted to complete a separate authorization form.

Dress

As a representative of Shakopee Public Schools, volunteers, like staff, are responsible for presenting a good image to students and the community. We ask that your attire be neat and conservative and appropriate for your assigned duties.

Accidents or Injury

Any accident or injury should be immediately reported to the school office.

Job Duties

It is important that volunteers stay within the parameters of your assignment. Meet with your staff contact before you begin to discuss your assignment, and learn about responsibilities and procedures.

Assignment

If your assignment does not prove to be what you expected, please notify the supervising staff person. If you feel hesitant to discuss it with the staff person, contact your school's site volunteer coordinator or the district volunteer coordinator.

Documentation

Let us know if you need documentation of your volunteer hours for academic or employment purposes. Many employers and colleges now recognize the marketable value of skills learned through volunteering.

Dismissal of a Volunteer

Volunteers who do not abide by the Shakopee School District's policies and procedures or who fail to perform their volunteer assignments may be subject to dismissal. Possible grounds for dismissal may include, but are not limited to: violating confidentiality, being under the influence of alcohol or drugs or failing to abide by policies and procedures.

Thank You! We hope you have a wonderful and rewarding volunteer experience. We are grateful for the important contribution you make to our school district and its students.