

# Volunteer Orientation

2017-18 School Year



Thank you for your interest in volunteering  
with Minneapolis Public Schools.

We value the volunteer contribution of time  
and talent.



# MPS Mission & Vision

- MPS Mission: We exist to ensure that all students learn. We support their growth into knowledgeable, skilled and confident citizens capable of succeeding in their work, personal, family and community lives into the 21<sup>st</sup> century.
- MPS Vision: Every child college & career ready



# Opportunities

- We match volunteers with school/student need
- Teachers request volunteers based on need
- Some volunteers placed in classroom or other spots as determined by the school



# Volunteer Placement Process

## Steps:

### 1. **Application**

online or paper  
varies by school

### 2. **Orientation** – this is it!

### 3. **Background check**- if applicable

You will be notified by your school contact or volunteer liaison if this is required

[MPS Policy 1450](#)- Volunteers



# Background Checks

- Background checks are required of any volunteers that will be unsupervised with students; some schools choose to background check all volunteers
- Pursuant to the Minnesota Child Protection Background Check Act
- Background check results must be received by MPS before you can begin volunteering
- You will be notified of background check results
- Valid for two years



# Volunteer Expectations and Guidelines

- Volunteers are expected to follow all [MPS Expectations for Volunteers](#)
- Although volunteers are not paid MPS staff, they are expected to follow MPS policies, rules and procedures.



# Volunteers

- Follow sign in and sign out procedures as determined by the school
- Wear volunteer identification while on shift as determined by the school
- Follow MPS dress code for volunteers or school-based dress code





# Expectation- Positive Role Models

Volunteers must always serve as role models. When serving in MPS, volunteers **must refrain from inappropriate behaviors** including, but not limited to, the following:

- Use of profanity
- Use or possession of drugs or alcohol; or under the influence of these substances
- Carrying weapons
- Discussion of inappropriate topics
- Making sexual or emotional advances to a student
- Selling merchandise or actively promoting any business
- Proselytizing (promoting a specific belief system)
- Giving gifts or money
- Inappropriate attire- volunteer attire should follow school expectations for staff
- Disciplining students- with the exception of verbally and politely requesting the students' attention, volunteers are not to discipline students. It



# Electronic and Social Media

- Volunteers are expected to comply with all school rules regarding the use of cell phones or other personal electronic devices. Please follow the direction of school staff or turn off/silence your phone during active volunteer time.
- Volunteers may not discuss and/or post any information pertaining to individual students, staff, or situations on social media sites. Do not share photos of students not in your immediate family on social media.
- Do not interact with students on social media.



# Confidentiality

- Volunteers must respect the privacy of the students and students' families by not talking about a student's academic progress, behavior, or a school-related incident.
- All student information is confidential. When in doubt about whether information can be shared, check first with the student's teacher or school principal.



# Suspected abuse

- As you build trust with your students, 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. You can contact the teacher, principal, or school social worker to help you with that report.
- You have the right to follow up to ensure a report has been filed and can be held liable if a report is not filed.
- You CANNOT promise secrecy to your student, but you must maintain his/her confidentiality by not telling other students or your own friends.



# Physical Contact

We strongly urge you not to initiate physical contact with any student not a member of your immediate family. 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.



# Student Contact

- Volunteers should not seek to be left alone with a student. There should always be visual or auditory contact between the volunteer and a school employee.
- All 1:1 student contact should be conducted under the direction of school staff.
- Do not ask students for their home or cell phone number, address, email address or social media information; do not give them yours. Do not socialize with students outside of school.



# Volunteer Dismissal

- The school principal has the right to dismiss any volunteer who is deemed to have engaged in inappropriate behavior.
- If a volunteer is dismissed, the MPS district and the Office of Volunteer Services reserve the right not to reassign the volunteer at another school.



# How to be a successful volunteer



- Be prompt. Teachers are counting on you!
- Show up ready to serve students and schools each day
- Remember, the teacher is in charge of the classroom
- Communication is important, but needs to happen at appropriate times
- If you don't understand something—please ask!



# Thank you- we look forward to connecting with you

Connect with us:  
Website/email/phone

