



## MPS POLICIES AND PROCEDURES FOR VOLUNTEERS AND PRE-STUDENT TEACHERS

As a volunteer or pre-student teacher in the Minneapolis Public Schools (MPS), you are required to know the following district policies and procedures:

Volunteers and pre-student teachers must always serve as role models. When serving in MPS, an individual must refrain from inappropriate behaviors including, but not limited to, the following:

- Use of profanity
- Use of drugs or alcohol
- 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 gifts or money

Some volunteer and all pre-student teacher positions require a criminal background check, which must be completed and processed before beginning.

Volunteers' attire should comply with the school's dress code. Pre-student teachers should dress in business casual.

Volunteers and pre-student teachers are expected to comply with all school rules regarding the use of personal electronic devices (PEDs). Please turn off or silence your PEDs and store them for the duration of time that you are at a site.

All volunteers and pre-student teachers must sign in and out at a location designated by the principal before proceeding to their volunteer site and must wear an identifying nametag provided by the school.

With the exception of verbally and politely requesting the students' attention, volunteers and pre-student teachers 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 school employee.

Volunteers and pre-student teachers must respect privacy of the students and students' families by not talking about a student's academic progress, behavior, or a school-related incident without permission from the student (if emancipated or 18+) or student's parents/guardians. Any discussion of a student (other than the volunteer's own child) is restricted to the student's parent or guardian, the student's teacher, the guidance counselor or another school employee or volunteer who has a need to know. When in doubt about whether information can be shared, check first with the student's teacher. Volunteers and pre-student teachers may not discuss and/or post information pertaining to individual students, staff, or situations on social media sites.

### **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 report such suspicions to the teacher, principal, or school social worker. 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:**

Volunteers and pre-student teachers should not be left alone with a student. There should always be visual or auditory contact between the volunteer and a school employee. 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 your student(s) outside of school. Do not give your student(s) gifts. Do not interact with students on social media. Chances of misunderstanding are high and you do not want to be second-guessed.

### **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, grounds, and vehicles owned, leased or contracted by the school district and school sponsored functions.

### **Touch:**

We strongly urge you not to 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.

### **Volunteer Dismissal:**

The school principal has the right to dismiss any volunteer or pre-student teacher who is deemed to have engaged in inappropriate behavior including, but not limited to, that described above. If a volunteer or pre-student teacher is dismissed, the MPS district and the office of Volunteer Services reserve the right not to reassign the volunteer or pre-student teacher at another school.