



Volunteer MPS

Minneapolis Community Education

MPS Teacher/Staff Responsibilities Regarding Volunteers

- The teacher or a school staff person is responsible for directing the work of the volunteer.
- A teacher or other staff must always be present when volunteers are working with students.
- The teacher or other school staff is responsible for selecting students who can be successful working with a volunteer.
- The teacher or staff person is responsible for establishing a routine and regular method of communicating about the progress of the student or the project to the volunteer.
- The teacher or staff person will ensure all volunteers shall sign a data privacy letter regarding the confidentiality of any student information, academic or non-academic, they may have access to in the course of their volunteer work.
- The teacher or staff person must obtain a student's guardians/parents permission for them to participate in a mentoring or tutoring program.
- Mentor and tutor activities are restricted to a school's campus. Off site activities require special planning by school staff and permission for involvement from guardians/parents.
- Teachers will not allow volunteers to have contact with students without insuring the volunteers have been screened and given an orientation by the teacher, the school volunteer coordinator or a staff person in the Volunteer Services Office.
- Access to students via US mail or the internet must be conducted within MPS district policies and procedures.
- The teacher and/or school staff will show appreciation for the time and talents volunteers are sharing by thanking them.