

All about...



ANOKA-HENNEPIN
SCHOOLS
A future without limit



- Job description
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- What to say and do
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Middle School Ambassadors

What is the job of Middle School Ambassadors?

Middle School Ambassadors greet students in a casual, friendly way during passing times or lunch. They do not play a disciplinary role.

Why are we doing this?

Volunteers help staff build a positive atmosphere at the school, letting students know that they are noticed and belong. This positive dynamic with adults, especially in strategically designated places and times, can increase student safety and decrease negative student behaviors.

How, when and where does this job take place?

Volunteers will join staff in being part of the “all in the halls” effort. This means that when classes are dismissed teachers and other staff move into the halls to make sure passing time is safe. Volunteers can come in to do this assignment on its own or they could combine it with volunteer activities that have already pulled them into the school. If they are in the school working on a task and the bell rings, they break from the task and move out to the halls, giving friendly greetings and smiles and making eye contact.

How do I become an Ambassador, or find out more information?

Contact a middle school’s volunteer services coordinator.

Anoka Middle School for the Arts.....	763-506-5153
Coon Rapids Middle School	763-506-4842
Jackson Middle School	763-506-5231
Northdale Middle School	763-506-5432
Oak View Middle School	763-506-5730
Roosevelt Middle School.....	763-506-5970

Your Volunteer Services Coordinator (VSC) will

- Make sure your application is complete, including signing off for a criminal history check
- Give you the district Volunteer Handbook with necessary information and guidelines
- Go over your school’s sign-in and emergency procedures
- Give you information specific to being an ambassador at your particular school
- Answer questions

What will I say or do as a Middle School Ambassador?

Smile, wave or give a thumbs up sign, and say things like:

- Hi.
- It's good to see you.
- Have a great day.
- Here you are getting smarter again.
- Have a good class.
- Have a good lunch.
- Be safe.
- Hope your day is great.
- Hope things are good with you.

Are there things I should not say or do as an Ambassador?

Do not touch students other than a high five or fist bump.

Do not comment on students' physical appearance or clothing.

Here are appropriate responses to specific situations an Ambassador might encounter.

I know it's not my job to discipline students, but what if inappropriate behavior is happening, such as running or swearing? Should I say or do anything?

You can encourage the student to move to positive behavior.

- Look at the student.
- Speak in a tone lower than the student is speaking.
- Speak slowly.
- State the behavior you want to see, with no emotional words, for example
 - Thanks for walking.
 - Please walk.
 - Is everything okay?
 - What's up?

The behavior might not stop in the moment, but the next time you see that student, smile and give a cheery greeting, thus decreasing the likelihood the behavior will reoccur.



What if I see a student being aggressive, such as shoving, hitting or fighting?

Your task is to immediately find a staff member to handle the situation. State, "I'm going to get a teacher" as you leave to get a teacher or office staff.

Are there any kinds of inappropriate behaviors I should report to staff?

Report if you see actions or hear words from a student that feel unsafe to others—behaviors that violate district policy. They are more specifically described in several district policies that are attached.

To whom would I report?

This will be covered by your VSC in your training.

What happens after I report?

Administration will review the situation and follow up with the appropriate process. Due to confidentiality you will not be informed of the specific follow-up with students. Our schools are held to high expectations and documentation regarding follow-up; information you share will be taken seriously and handled responsibly.

I won't necessarily know a student's name to report behavior. How can I report?

Cameras can be consulted to identify a student at the time and place you reported the behavior occurring.

Do I need to do anything more?

No.



Middle School Ambassadors and Confidentiality

Confidentiality is required by law. All information regarding our students is classified as private educational data, according to the Minnesota Government Data Practices Act. Confidentiality is also a matter of trust between families and schools. Only teachers and principals are sanctioned to discuss private student information with parents. Any information about students or about their performance is to be shared only with the classroom teacher or principal or designee. Any questions that might be posed to the volunteer, including those of parents, are to be directed to the classroom teacher or to the principal or designee.

Middle School Ambassadors and school district policies

The Anoka-Hennepin school district strives to provide safety and confidentiality in our schools through its policies. Volunteers, staff, families and students are held to these standards. The full texts of all school district policies are available online at www.anoka.k12.mn.us, select Policies in the pull-down menu under About A-H. Volunteer Services Coordinators can provide a hardcopy of any district policy as well. Questions can be directed to Dr. Jennifer Cherry, Title IX/equity coordinator, at 763.506.1120 or Jennifer.Cherry@anoka.k12.mn.us.

Summaries of relevant school district policies:

Harassment, Violence and Discrimination, No. 413.0

It is the policy of the school district to maintain a learning and working environment that is free from harassment, violence or discrimination based on actual or perceived race, color, creed, religion, national origin, sex/gender/nonconforming, marital status, disability, status with regard to public assistance, sexual orientation, age, family care leave status or veteran status.

Bullying Prohibition, No. 514.0

The purpose of this policy to prevent and respond to acts of bullying, intimidation, violence and other similar disruptive behavior.

Acceptable Use of Electronic Information, Communication, and Technology Resources, No. 524.2

Use of all voice, video and data systems must be consistent with the mission of the Anoka-Hennepin School District.* The intent of the policy is not to protect employees and the students and families we serve by establishing expectations for behavior and boundaries we need to keep with our students and families. More specific information can be found in the Acceptable Use Guideline document, 524.2G.

*It is the primary mission of the Anoka-Hennepin school district to effectively educate each of our students for success.

Child Neglect or Abuse (Mandatory Reporting), No. 414.0

Volunteers are considered “mandated reporters”. That means you must report when you have knowledge or reason to believe that a child is being or has been neglected or physically or sexually abused. Report any incident or suspicion immediately to a staff person.

Drug Free Workplace and Tobacco Free Environment, No. 417.0 and 419.0

In accordance with the Drug Free Workplace Act of 1988, it is the policy of the district to prohibit the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in the workplace. All school district facilities and property are tobacco free (use of tobacco, nicotine products, electronic cigarettes or look-alikes is prohibited). This policy applies to paid staff, volunteers and students.

Respectful Learning Environment, No. 604.40

This district is committed to a safe and respectful learning environment for all students and education that respects all students and their families.

Policy on Weapons, No. 506.0, Section IV B

Weapons or look-alike weapons of any kind are not tolerated on school property or in the school zone, including district owned buildings and grounds; leased or rented facilities, school sponsored activities, field trips; school buses and other vehicles; and school bus loading and unloading areas. If you suspect that a student or anyone else has a weapon, report it to the principal or another administrator immediately.





*I have read through "All About . . . Middle School Ambassadors",
and have received a summary of relevant school district policies with which
I will comply. If I have further questions or ideas for the program I will
share them with my school's volunteer services coordinator.*

Ambassador's name: _____

Date: _____

