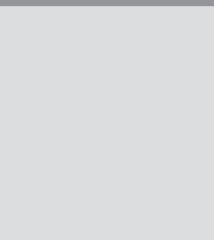
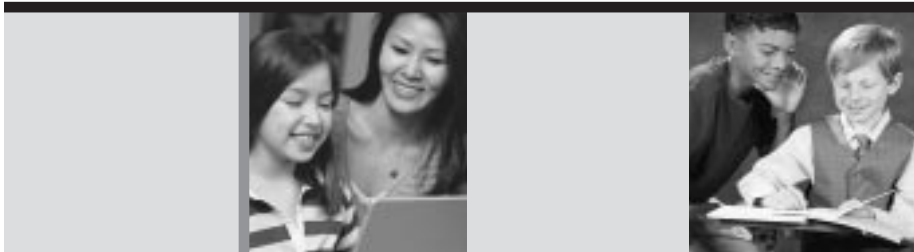


ANOKA-HENNEPIN SCHOOL DISTRICT
PARENT INVOLVEMENT/VOLUNTEER SERVICES

Volunteer

H A N D B O O K



ANOKA-HENNEPIN
SCHOOLS
A future without limits

**“ Volunteering is the ultimate exercise in democracy...
when you volunteer, you vote every day about the
kind of community you want to live in. ”**

- Unknown

Thank you for your interest in volunteering with children and adults in the Anoka-Hennepin School District. Your work, alongside staff members, will impact thousands of families. We're glad to have you on board delivering educational services.

Take a few moments to read through the handbook and be sure to ask any questions or share your ideas with the staff which whom you are working. If there are any other programs you might be interested in volunteering with let us know. We want to make sure you have a positive experience volunteering with our organization. Thanks again!

Steve Kerr

Community Education Director, Anoka-Hennepin School District

Community Education Services:

Adult Learning Classes	763-506-1290
Adult Recreational Athletics	763-506-1267
Adventures Plus - School Age Child Care	763-506-7562
Aquatics - Pools and Swimming Classes.	763-506-5980
Community Schools	763-506-1260
Early Childhood Family Education	763-506-1275
Metro North Adult Basic Education (ABE).	763-506-4870
Parent Involvement/Volunteer Services	763-506-1278
People with Disabilities/Project Power	763-506-1279
School Readiness/Preschool.	763-506-2480
Tutor Connect	763-506-1265
Youth Development and Service.	763-506-1263

Our Mission: The Anoka-Hennepin School District Community Education Department is dedicated to lifelong learning, involving people and enriching communities.



PURPOSE OF VOLUNTEER PROGRAM

- Enrich and enhance students' learning.
- Enable teachers to offer more individual attention to their students.
- Provide individuals an opportunity to participate in a variety of activities within the school.
- Promote and strengthen the partnership between families, community and the school.

Why Volunteer

Volunteering is an opportunity for you to show children . . .

- Your interest in their school life.
- Your commitment to the community.
- Your belief that education is a partnership between family and school.
- Your belief that learning is a lifelong process.

Personal Benefits of Volunteering

- Experience the satisfaction of helping people.
- Develop new skills.
- Meet new and interesting people, develop new friendships.
- Share your time and talent.

Student Benefits

- Students will see a clear relationship between families, community and school.
- Students will develop a feeling that school is important because they see their parents and community showing an interest and becoming involved.
- Students' self-confidence improves when they notice the interest and involvement their families and community have in their school activities.
- Students are able to demonstrate first hand their activities to their families and community.
- Statistics prove that students' achievements are higher when their families are involved in their school activities.

PROCEDURES WHEN VOLUNTEERING

Volunteer Application Form

Complete and return your Volunteer Application Form and Criminal Record History Release Form to the school Volunteer Services Coordinator before starting your volunteer assignment.

Sign-In

Stop in the office immediately upon entering school. Volunteers are asked to sign-in each time they work at the school. The sign-in book is located in the office. For security reasons, and in case of an emergency, it is important for the principal to know who is in the school and why.

Please be sure to record the time you volunteered before you leave. If you do volunteer work at home keep track of the time and be sure these hours are recorded. The hours you volunteer are calculated and sent to the district office, so it's important that we have all your time recorded. In addition, a record of our volunteer hours enables the school to evaluate its volunteer program and recognize volunteers for their contribution of time. The hours spent volunteering are an example of the commitment to quality education at our school.

Name Badges

Pick-up a name badge when you sign-in. By wearing a name badge designated for volunteers, you will immediately be recognized as a person whose specific purpose is to help the students and staff.

DON'T FORGET!

1. Complete and return your Volunteer Application Form and Criminal Record History Release Form before starting your volunteer assignment.
2. Sign-in when you enter school.
3. Wear your name badge.
4. Ask questions.
5. If you have constructive criticism...tell us! We welcome your comments.
6. If you are unhappy with the assignments tell us.

GUIDELINES FOR VOLUNTEERING

Accept Direction

Accept direction and supervision. While recognizing that you are an important leader, you do not take the place of a staff member, but are a supplementary person who offers assistance and enrichment with your personal skill and competence.

Appearance

As representatives of Anoka-Hennepin School District, volunteers, like staff, are responsible for presenting a positive image to students and to the community. Volunteers shall dress appropriately for the conditions and performance of their duties. Please do not use cell phones or text message while volunteering.

Assignment

If the 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, please contact the volunteer services coordinator or school principal.

Be Dependable

Come when promised and on time. Students, staff and other volunteers count on you. If you are unable to keep a volunteer commitment, call the office and leave a message for the appropriate teacher, chairperson or volunteer services coordinator as far in advance as possible.

Communications

Keep good communications with staff, building volunteer services coordinator and other volunteers. Any question is a good question - be sure to ask! Make every effort to arrange a time to talk with the teacher when there are problems or questions.

Confidentiality

Information regarding our students is confidential. Anoka-Hennepin School District is regulated by the Minnesota Government Data Practices Act which may be viewed online at: www.anoka.k12.mn.us. This law states:

1. No information can be shared regarding a student, without the written and witnessed signed consent of the adult student or underage student's parent or guardian.

2. Discussing personal information regarding an adult student or underage student will be cause for disciplinary action and/or lead to termination of the volunteer.

Confidentiality is important to the integrity of our program. It is important to respect the privacy of all students, staff and other volunteers. Never repeat anything you have heard or seen about individuals while volunteering.

Crisis Plans

Crisis Plans are in place for all locations. Plans include steps to take in case of a medical emergency, fire, tornado, lock down, building evacuation, power outage, bomb threat, shooting, weapons, assault, or lost child. Be certain you are familiar with all the information on your site's crisis plan.

Cultural Awareness

Our communities are culturally diverse. It is important that we work with one another positively and be aware of cultural differences.

Discipline

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

Job Duties

It is important that all volunteers work within the parameter of the assignment that the teacher or supervisor has directed. Consult with the teacher or supervisor if you have any questions regarding your assignment. Personal injuries occurred while volunteering must be reported immediately to the building health professional, volunteer services coordinator, or the supervising staff.

Record Keeping

Keeping accurate records is an important part of the volunteer program. Accurate records allow us to assist volunteers who might request records for use on job applications, they allow us to track how, when, and where volunteers are utilized in the district and they serve in future program planning. Accurate records enable us to recognize the contributions of all volunteers. All volunteers must sign-in when reporting for their volunteer assignment and sign-out when they have completed their assignment and are leaving the premises. Volunteer services performed off-site will use an alternative method of capturing volunteer hours.

Staff Responsibilities

Volunteers are an important part of the educational team. The suggestions and opinions of volunteers are always welcome. It is the professional staff, however, that is held responsible by law for the decisions that are made regarding the instruction of students and school management. For this reason, volunteers always work under the direct supervision of the professional staff. The professional staff is responsible for everything that goes on in the building including student instruction, safety and discipline.

Student Contact

As a volunteer you will meet many students and will enjoy working with them! However, volunteers should not contact students, outside of their volunteer assignment. In addition, when working with students whether individually or in small groups, we ask that you work in a highly visible area. This is not only for the protection of students but volunteers as well.

Tax Deductions

Some of your out-of-pocket expenses connected with volunteering may be deductible when you file your income tax. Consult with your tax advisor concerning your personal tax situation.

Value in Dollars and Sense

Volunteers are a valuable asset to our schools. They dedicate many hours of their time to give teachers more time to teach and to provide opportunities for students to learn and enjoy school. Volunteers are a great gift to the district and to the children who attend its schools!

What I Shouldn't Do as a Volunteer

Volunteers supplement and support education, but may not:

- have access to student permanent record files
- diagnose student needs
- make final evaluations on student achievement
- counsel students
- discuss student progress with anyone outside of the program including family members

SCHOOL DISTRICT POLICIES

To view all School Board Policies online go to www.anoka.k12.mn.us, click on the School Board tab, then select School Board Policies. It is your volunteer responsibility to read, understand and comply with all School Board Policies. Contact your Volunteer Services Coordinator or building principal if you have any questions.

Acceptable Use of Electronic Information, Communication, and Technology Resources

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 interfere with efficient work habits but to protect employees and the students and families we serve by establishing expectations for behavior as well as the boundaries we need to keep with our students and families. More specific information can be found in the Acceptable Use Guideline document.

Bullying Prohibition

The purpose of this policy is to assist Anoka-Hennepin in its goal of preventing and responding to acts of bullying, intimidation, violence, and other similar disruptive behavior.

Child Neglect or Abuse (Mandatory Reporting)

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

In accordance with the Drug Free Workplace Act of 1988, it is the policy of the Anoka-Hennepin School 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 is prohibited). This policy applies to paid staff, volunteers and students.

Harassment, Violence and Discrimination

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, marital status, disability, status with regard to public assistance, sexual orientation, age, family care leave status or veteran status.

Respectful Learning Environment

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

Student Discipline - Policy on Weapons

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.

Transportation

Minnesota State Rules require students to be transported in a school bus for any transportation arranged by district employees. This includes anything sponsored by or arranged by the school district including extracurricular activities, field trips, or work-study transportation.

TIPS FOR WORKING WITH STUDENTS

- Call students by name; be friendly and caring.
- Be enthusiastic, patient and kind.
- Praise success.
- Be honest with students. It is OK to say, "I don't know".
- Be comfortable with silence. Allow students time to think and form answers.
- Do not give any student materials on your own without first discussing it with the teacher.
- Accept students as they are. Be sensitive to differences in background, culture, religion, values, vocabulary and aspirations.
- Never make a promise you can't fulfill.
- Do not eat candy, snacks or gum when working with students unless it is part of programming.
- Be dependable and prompt.
- Keep calm in an emergency.
- Maintain your sense of humor!
- And by all means, enjoy yourself! You have the opportunity to make a positive difference in someone's life! How wonderful is that?!

Adapted from Sauk Rapids - Rice Public Schools.

It is the primary mission of the Anoka-Hennepin School District to effectively educate each of our students for success.



*parents & schools
working together*

General Information

Parents are their children's most important educators throughout their learning years!

That's what the Parent Involvement Program of Anoka-Hennepin is all about supporting parents and other family members as involved educators of their children and supporting school staff in working with parents as partners.

For information about Parent Involvement...

Program Information	763-506-1278
Volunteering in Schools	763-506-1585
Parent Resource Centers	763-506-1567
Parent Leadership Assistance	763-506-1216
Legislative Efforts	763-506-1216
Program Coordinator	763-506-1282



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SCHOOLS**
A future without limit

PARENT INVOLVEMENT

Community Education Department
Educational Service Center

2727 North Ferry Street, Anoka, MN 55303
763-506-1278

www.anoka.k12.mn.us/ParentInvolvement
www.DiscoverCommunityEd.com

EDUCATING FOR CHARACTER

Anoka-Hennepin's Core Values

RESPECT

- to show consideration for self, others and property.

RESPONSIBILITY

- to carry out obligations in a dependable manner; to acknowledge the consequences and rewards of one's choices; to contribute to society.

COMPASSION

- to show empathy, generosity, kindness, patience and sensitivity.

INTEGRITY

- to display honesty, perseverance, confidence and pride, trustworthiness, and the courage of one's convictions.

APPRECIATION OF DIVERSITY

- to recognize and honor the dignity of each individual; to celebrate differences among culture, gender, ability; to work cooperatively with others and to resolve conflicts.