



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.



MINNEAPOLIS PUBLIC SCHOOLS VOLUNTEER INFORMATION FORM

Volunteer MPS, 1250 West Broadway Avenue, Minneapolis, MN 55411

Phone: (612) 668-3880 fax: (612) 668-2097

<http://www.volmps.mpls.k12.mn.us>

NAME: _____
Title First Last Maiden, Alias, or Former
ADDRESS: _____
Street (Apt) City State Zip Code
PHONE _____
Home Work Cell
EMAIL _____

Availability

Please be as detailed as you can regarding your availability as this will assist us with placement. Please note that K-12 opportunities are only available weekdays between 7:30 am – 4:30 pm.

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
From						
To						

My availability is (circle one)

Entire school year -or- Months (circle): Oct. Nov. Dec. Jan. Feb. Mar. Apr. May

Assignment Preferences

Volunteer programs that interest me (circle all that apply)

Early Literacy Tutoring Program

Aspiring Teachers

Community Volunteers

Volunteer roles that interest me (circle all that apply)

Math tutoring

English Language Learner (ELL) Tutoring

Classroom Assistant

Other (please specify): _____

Grade Levels preferred (circle all that apply)

Early Elementary (K-3)

Older Elementary (4-6)

Middle School (6-8)

High School (9-12)

Schools(s) or area(s) of Minneapolis preferred, if any: _____

We cannot guarantee that we will be able to accommodate all preferences listed.

Work and Volunteer Experience

Please provide a brief description of your current or last work experience.

Please provide a brief description of any volunteer work you have done.



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Reasons for Volunteering

Please explain why you would like to volunteer in the Minneapolis Public Schools.

Do you have any concerns about volunteering with young people?

Relevant Skills

Please circle any languages you speak besides English: Spanish Somali Hmong

Do you have any other special skills you think would be relevant for us to know in placing you as a volunteer?

Special Accommodations

Please list any special accommodations you would like us to be aware of. We cannot guarantee that we will be able to provide all accommodations requested.

Wheelchair Accessibility Limited Mobility On bus line

Other (please specify): _____

References

Please provide the names and contact information of two people you know well and can speak to your experience with youth (if possible).

Name: _____ Email: _____ Day Phone Number: _____

How do you know this person? _____

Name: _____ Email: _____ Day Phone Number: _____

How do you know this person? _____

Emergency Contact:

Name: _____ Phone Number: _____

Relationship to you: _____



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Criminal History

Have you ever been convicted of a misdemeanor or felony?

Yes No

If yes, please explain:

Demographic Information

The following information is optional and intended for reporting and program support purposes- responses do not determine placement.

Age range (circle one): Under 18 18 – 55 55 or over

Gender (circle one): Male Female

Education (circle one): High School/ GED Associates Degree Some College Trade School

Bachelor's Degree Master's Degree Doctoral Degree

I understand that the Minneapolis Public School District is an equal opportunity employer and does not discriminate on the basis of race, color, creed, religion, national origin, sex, sexual orientation, marital status, status with regard to public assistance, disability or age in its programs and activities.

I understand that submitting this information does not guarantee my acceptance into the Volunteer Program, and that assignment of volunteer work is based on the assessment made by the Volunteer MPS Staff.

I understand that if I have misrepresented the information and/or fail to adhere to program guidelines, I may have my application approval withdrawn. I understand the District may request a background check on me pursuant to the Minnesota Child Protection Background Check Act. Information will be provided regarding my rights and I will sign an appropriate release authorization if requested to do so. I have read and understand the appropriate Volunteer Job Description, Sexual Harassment Policy, and other information provided.

I understand that by signing this I acknowledge that I have read and that I understand the foregoing information provided to me regarding the private nature of student educational data. I agree to treat the data as private and I will not disclose it to anyone other than the student's teacher. If I have any questions, I will contact the teacher or Volunteer Program Coordinator.

I understand the district policies and procedures for volunteers and I agree to hold harmless the Minneapolis Public Schools for any actions taken by me.

Signature: _____ Date: _____