



# Volunteer Guidelines

Thank you for your willingness to share your time and talents to benefit Chisago Lakes Schools. We consider your involvement very important and ask that you follow the guidelines outlined below to help us maintain a safe and respectful environment for all.

## **Confidentiality**

Confidentiality is very important. While volunteering, you may observe, read or hear much about individual students and their school or home experience. Do not discuss your observations or opinions about a student with anyone other than the student's teacher or school administrator. All information about student abilities, behavior, relationships, grades or background is confidential. We depend on our volunteers to maintain confidentiality of our students, staff and volunteers.

## **Sign-In/Out**

You are required to sign-in using the Hall Pass security system before you begin your volunteer activity. Stop in the building's check-in point immediately upon arrival each time you volunteer. For the safety of everyone, we need to know who is in the building and where to locate you in case of an emergency. Don't forget to sign out.

## **Name Badges/Stickers**

Volunteers must wear a Hall Pass name badge/sticker while in the building. These badges identify you to students, staff and other volunteers as a registered volunteer.

## **Hall Pass Security System**

Recognizing our responsibility to ensure the safety and security of our students and everyone connected with the schools, volunteers and visitors are subject to a security check through the Hall Pass Security System. This program requires a person to present his/her driver's license or other government issued identification card in order to obtain a pass to enter the school. The system runs a check of all National databases pertaining to sex offenders and child trafficking. Once you have been entered into the Hall Pass System, you are in the database for ALL schools who utilize Hall Pass. There is also an optional "key fob" which you can purchase for \$3.00 which makes checking in to any building go a little quicker if you so desire. (Just let the person checking you in that you would like to purchase a key fob and they can set you up with one.) If you have any questions about security checks that cannot be answered by the building administrator, please contact Andy Wilhelmy at the District Office at 651-213-2009 or via email at [awilhelmy@isd2144.org](mailto:awilhelmy@isd2144.org) You can also visit the Hall Pass website at [www.HallPassID.com](http://www.HallPassID.com).

## **Dependability**

In the event you will be late or unable to keep your commitment, please call the school office as soon as possible. Students and staff are counting on you; therefore, dependability and promptness are important.

## **Student Discipline**

Discipline is the responsibility of the classroom teacher or administrator. Volunteers should maintain order in their group or activity, but all discipline should be left to the school employees. Please report any problems with a student's behavior to the supervising staff person.

## **Contact with Students**

For safety reasons, please observe the following when working with students:

- ◆ Avoid being totally isolated with a child, such as a room with a closed door. Work only in areas of the school building which are in continual, direct supervision of district professional staff.
- ◆ Use the staff/adult restroom facilities rather than the student facilities.
- ◆ Refrain from giving students gifts, rewards, or food items of any kind without the teacher's permission.
- ◆ All interactions between you and students must take place only at scheduled times and in the school.

## **Diversity**

Our school community is diverse. It is important that we work with one another without bias and be considerate of cultural, economic, moral and value differences.

## **Tobacco Free/Chemical Free**

Smoking and use of tobacco products, alcohol and chemicals are prohibited on school district property.

## **Use of Cell Phones**

In order to provide an optimum environment for learning, cell phones must be turned off while in or near classrooms or the media center. Please conduct cell phone conversations away from areas of learning.

## **Religious, Racial and Sexual Harassment**

Religious, racial or sexual harassment is a violation of state law and school district policy. If you believe that you have been a victim of harassment or violence or have information about the harassment or violence of any adult or student, report it to a school administrator.

## **Suspected Child Abuse**

As you build trust with students, you may become aware of abuse in their lives. State law requires that education professionals and volunteers report any suspected abuse or neglect. If a student gives you information that causes alarm, notify the child's teacher or school administrator immediately.

## **Dress**

As a representative of Chisago Lakes Schools, volunteers, like staff, are responsible for presenting a good image to students and the community. We ask that your attire be neat and conservative and appropriate for the task you are doing.

## **Accidents or Injury**

Any accident or injury should be immediately reported to the school office. District coverage does not extend to use of personal automobiles for volunteers traveling to and from the site or for transporting others while serving as a volunteer.

## **Job Duties**

It is important that volunteers stay within the parameters of their assignment. If possible, meet with your staff contact before you begin. This will give you an opportunity to discuss your assignment, and learn about responsibilities and procedures.

## **Other Considerations**

### **Assignment**

If your assignment does not prove to be what you expected or if you have a problem you are reluctant to discuss with the teacher or a school administrator, please contact Sarah Schmidt - Director of Curriculum at the District Office (651) 213-2005.

### **Documentation**

You may want to keep track of your volunteer time. Expenses connected with volunteering are deductible on your Federal tax return. Also, many employers now recognize the marketable value of skills learned through volunteering; and some colleges allow credit for volunteer experiences.

Thank You! We hope you have a wonderful and rewarding volunteer experience. Your presence in our schools sends a strong message that our community values education. Thanks for making a difference for the students and staff of Chisago Lakes Schools.