



ALEXANDRIA
Public Schools

Community Education

Volunteer Handbook

Our Vision

To be an extraordinary school district that tailors learning for each child, by working together.

Our Mission

To achieve educational excellence and to inspire a lifelong passion for learning.

Alexandria Public Schools Community Education

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www.alexandria.k12.mn.us

Welcome

Welcome and thank you for caring about our schools and sharing your time and talents for the benefit of the students. Volunteers are important role models for our students who provide a variety of services that help enrich and enhance school curriculum while offering valuable life experiences. The rewards you receive may not be monetary, but by passing on a little bit of yourself, you will have the satisfaction of knowing that you may have influenced a student for a lifetime.

We hope you will enjoy your experience and the time spent in our schools!

Purpose

The purpose of the Volunteer Program is to:

- Assist in providing students with more individualization and enrichment of instruction
- Build an understanding of school programs and activities.
- Strengthen school/community relations through positive participation.

Opportunities

There are a variety of ways to volunteer in Alexandria Public Schools, from Pre-K through Transition Tech. Some opportunities you'll work directly with classroom teachers. For district-wide initiatives, you'll work with Alexandria Public School Schools Community Education.

- Classroom support for literacy, math or other core subjects
- District-wide events such as STEAM Expo and Water Festival
- Mentoring Programs; Lunch Buddy & Match 2 Mentor
- PACER Puppets
- Junior Achievement Program

Or share your interest and we'll work together to find opportunities!

Expectations

- Complete a volunteer application (www.alexandria.k12.mn.us)
- Always enter schools through the main doors and go through the office
- Sign-in and out and wear a volunteer identification badge during every visit
- Maintain confidentiality with any information shared by students
- Wear appropriate attire for service and working with students
- Maintain communication with immediate supervisor
- Adhere to all district policies
- Follow the District 206 Code of Conduct - Respect, Honesty, Kindness, Responsibility, and Fairness
- Refrain from any religious, racial or sexual harassment and violence of any kind
- Arrive promptly and communicate with staff if you have a conflict

Guidelines

Discipline

- Your immediate supervisor will be the staff person you are assisting
- Please refer any discipline problems to the person in charge of the area
- Reinforce positive behavior
- Keep students on task
- Ask for assistance
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Student Contact

- Avoid or minimize physical contact with students. Handshakes, high fives or an arm around the shoulder are your best options if the student initiates contact
- Work in a highly visible area where there is direct supervision of district staff
- Refrain from giving students gifts, rewards or food items without the teacher's permission
- Interact with students only at scheduled times and in the school
- Do not leave students unsupervised

Student Communication

- Address students by name
- Model techniques used by the teacher
- Be ready to accept differences in background values and aspirations
- Encourage and praise students
- Encourage students to do their own thinking and solve problems

Cell Phone Use

- Please turn off cell phones while volunteering
- Conduct cell phone conversation away from areas of learning
- Refrain from communicating with students via text or other social media

Photos

- Talk to your volunteer supervisor before taking any photos of students
- Do not share photos of students on social media. If you have photos you'd like shared, work with your supervisor

Accidents or Injury

- Immediately report any accident or injury to the school office or supervisor
- District coverage does not extend to use of personal automobiles for volunteers traveling to and from the site or transporting other while volunteering

Mandated Reporting

- A person who volunteers in Alexandria Public Schools automatically becomes a mandated reporter according to Minnesota Statutes
- In the event you have knowledge or reason to believe a child is being physically or sexually abused, that information is no longer confidential and need to be reported immediately to your volunteer supervisor

Children Not Registered at the School

- Volunteers may not bring non-registered or non-school-aged children with them on volunteer assignments

Parking

- Park in the school parking lot
- Work with school staff for best parking options

Personal Needs

- Work with the school staff to determine where to put your coat or other personal belongings
- Use the staff restroom facilities rather than the student facilities

Tax Records

- Some of your out-of-pocket expenses connected with volunteering (such as mileage) may be tax deductible
- Check with your tax preparer or the IRS for more information

Update Availability & Track Hours

- Keep your contact information, availability and interests current on MyVolunteerPage.com
- Track your hours on MyVolunteerPage.com

Lunch Buddy (Grades K-5)

Purpose

- Create a connection between elementary students and adults in the community
- Provide undivided, individual attention to students from an adult friend outside of their family.
- Support academic and social development for students through role modeling and interaction.

Responsibilities

- Commit to attend **every other week (40 min)** on a regular basis for the duration of the school year.
- Spend one-to-one time with your student. If the student asks to bring a friend to lunch, use your best judgment and work with their teacher to determine what's best
- Bring your lunch or enjoy a **FREE** school lunch donated by Geneva Capital and Elementary School Parent Advisory Committees (PAC).
- Communicate with the classroom teacher regarding behavioral concerns, absent or late.

Additional Guidelines

- Call the school or email the teacher the morning of your visit to ensure your student is in school that day
- Contact Community Education before connecting with your lunch buddy outside of school hours which includes any mailings.
- Stay inside with your student rather than going outside with them for recess, allowing them to maintain the one-to-one connection with you.
- Use your discretion on any gift giving. Although it's not expected, some choose to offer a *small*, thoughtful gesture. Contact their teacher with questions.
- Use your discretion when accepting gifts.

Match 2 Mentor (Grades 5-12)

Purpose

- Create a connection between middle/high students and adults in the community with similar interests
- Provide students with an opportunity to develop a supportive relationship with an adult who is not family
- Support academic and social development for students through role modeling and interaction

Responsibilities

- Commit to spend 4-6 hours per month on a regular basis with your mentee for the duration of the school year
- Attend a Match 2 Mentor training session
- Attend a first time meeting with Community Education, parent, mentor and mentee.
- Arrange your schedule with your mentee so it works for both of you
- Spend one-to-one time with your mentee outside of school hours
- Communicate any schedule changes with your mentee and/or their parents/guardians
- Cover the cost of any activities, unless otherwise arranged with your mentee and their parents/guardians

Additional Guidelines

- Provide transportation unless otherwise negotiated between you and your mentee
- Establish communication expectations with your mentee
- Use your discretion on any gift giving. Although it's not expected, some Mentors choose to offer a small, thoughtful gesture on occasion. Contact their parents/guardians with questions
- Use your discretion when accepting gifts from your mentee

Junior Achievement Classroom Leader

Purpose

- Inspire and prepare young people to succeed in a global economy.
- Help students learn the basic concepts of business and understand the important role of education in preparing for a future career.
- Lead hands-on programs that teach students financial literacy and equip them with the knowledge and skills to succeed in school and beyond.

Responsibilities

- Attend orientation to learn about Junior Achievement and your role.
- Commit to 5 lessons (30-45 minutes).
- Use the materials provided to you in the Junior Achievement Program Kit.
- Prepare for each lesson prior to teaching them.
- Work with the classroom teacher to make it a great experience for the students.
- Communicate with the classroom teacher and school staff regarding
 - Behavioral concerns
 - Suggestions for leading lessons
 - Being absent or late

Additional Guidelines

- Share your personal and professional experiences to help the kids connect with the content.
- Work with the classroom teacher to keep the students on track with the lessons.
- Visit jaum.org for tips and ideas.
- Utilize the name tents in your Junior Achievement Program Kit so you can get to know the students' names.