

# DISTRICT 882 MONTICELLO SCHOOLS

VOLUNTEER TRAINING PROGRAM



# MONTICELLO SCHOOL DISTRICT GOALS



# WE LOVE OUR VOLUNTEERS

VOLUNTEERS ARE VALUED

AND

WELCOMED

- Throughout the District, hundreds of volunteer positions have evolved.
- Volunteers bring value to the District, the schools, and most importantly our students.
- Welcome to our schools and thank you for your commitment to excellence.



# VOLUNTEER POSITIONS

THERE ARE MANY OPPORTUNITIES  
THAT YOU COULD EXPERIENCE  
IN ONE OF OUR SCHOOLS

- Book Fair
- Field Trip/Activity Night Chaperone
- Front Door Greeters
- Guest Reader/Presenter
- Track and Field Worker
- And Many Additional Opportunities



# SAFETY OF OUR STUDENTS FIRST

## BACKGROUND CHECKS

- All volunteers are required to complete a background check.
- Every District 882 employee, student teacher, volunteer, and coach must complete a background check.

## EVERY 4 YEARS

- All volunteers are required to undergo a background check every four years.
- Background checks from any organization outside of the Monticello School District approved agency will not be accepted.

## BACKGROUND CHECK FEE

- Background check screening process conducted by outside agency.
- Cost for the volunteer background check is \$10.00.
- Background checks are done online at the [District website](#).
- Allow up to one week for results and buildings to be notified of your status.

# SAFETY OF OUR STUDENTS FIRST

## VOLUNTEERS EXPECTATIONS

- Complete the Volunteer Training annually
- Sign in at the school office prior to volunteering
- Wear volunteer badge/visitor sticker as provided by the school
- May not transport students



# KEY PRINCIPLES FOR VOLUNTEERS

## IF YOU WITNESS SOMETHING QUESTIONABLE, REPORT IT

- If you witness student(s) or another adult disrespecting themselves, property, or others, please report it to a staff member immediately.

## BE A POSITIVE ROLE MODEL FOR OUR STUDENTS

- Volunteers are expected to dress appropriately and use appropriate language when helping in our school.
- Cell phones must be turned off.
- Tobacco products, including e-cigarettes, and alcohol (before) or during your time at school is absolutely prohibited.



# KEY PRINCIPLES FOR VOLUNTEERS

## BE AWARE OF THE SCHOOL'S STRICT DATA PRIVACY POLICY

- Student information may not be shared or discussed outside of school or with individuals not directly working with the students.
- If you have concerns, see or hear something that should be reported, please report anything you may hear from a student to a staff member.

## REPORT SUSPICION OF ABUSE OR NEGLECT TO A TEACHER, PRINCIPAL OR DIRECT SUPERVISOR IMMEDIATELY

- If a volunteer knows or has reason to believe that a child or vulnerable adult is being neglected, physically, or sexually abused, it should be reported immediately.
- Immediately means as soon as possible. The District has 24 hours to file such information with County officials and MDE.
- Additional information on mandated reporting, child neglect, and physical or sexual abuse can be found in the District Policy No. 414 and No 415.





# **BULLY PROHIBITION POLICY**

**DUE TO MINNESOTA STATE STATUTE, MONTICELLO SCHOOL DISTRICT IS REQUIRED TO INCLUDE THE DISTRICT'S BULLY PROHIBITION POLICY WITH ORIENTATION FOR ALL STAFF, COACHES AND VOLUNTEERS**



# GOAL OF THE BULLY PROHIBITION POLICY

To prevent and respond to acts of bullying, intimidation, violence, reprisal, retaliation, and other similar disruptive and detrimental behavior to create a safe environment conducive to learning

**BULLYING** means intimidating, threatening, abusive, or harming conduct that is objectively offensive



# WHAT IS BULLYING?

## REPEATED OR FORMS A PATTERN

- An actual or perceived imbalance of power exists between the student engaging in the prohibited conduct and the target of the prohibited conduct

## MATERIALLY AND SUBSTANTIALLY INTERFERES

- Materially and substantially interferes with a student's educational opportunities or performance or ability to participate in school functions or activities or receive school benefits, services, or privileges

## CYBERBULLYING

- Use of technology or other electronic communication to disrupt student learning or the school environment



# WHAT IS CYBERBULLYING?

## MEANS BULLYING

- Using technology or other electronic communication, including, but not limited to, a transfer of a sign, signal, writing, image, sound or data,

## PROHIBITED ELECTRONIC CONDUCT

- Transmitted through a computer, cell phone, or other electronic device.
- The term applies to prohibited conduct which occurs on school premises, on school district property, at school functions or activities, on school transportation, or on school computers, networks, forums, and mailing lists.

**“TO THE EXTENT THAT IT SUBSTANTIALLY AND MATERIALLY DISRUPTS STUDENT LEARNING OR THE SCHOOL ENVIRONMENT”**



# KEY COMPONENTS OF BULLYING

## APPLIES

- To students who directly engage in an act of bullying.

AND

- To students who, by their indirect behavior, condone or support another student's act of bullying.

## FOR ACTIVITY

- That takes place on school premises,
- On school district property,
- At school functions or activities,
- Or school transportation.

**“TO THE EXTENT THAT IT SUBSTANTIALLY AND MATERIALLY DISRUPTS STUDENT LEARNING OR THE SCHOOL ENVIRONMENT”**



# EXPECTATION AND RESPONSE

Staff	Be Alert	To Bullying	Address	Report
Teacher Administrator <b>Volunteer</b> Contractor Other School Employee	Be particularly alert to possible situations, circumstance, or events that might include bullying	Any such person who witnesses, observes, receives a report of, or has other knowledge or belief of conduct that may constitute bullying or other prohibited conduct	Make reasonable efforts to address and resolve the bullying or prohibited conduct	Inform the building principal or designees within 24 hours



# THE LAW SAYS IF YOU DON'T . . . .

- Volunteers who fail to inform the building principal or designee, of bullying conduct, will jeopardize the privilege of volunteering.
- School District personnel who fail to inform the building principal or designee of conduct that may constitute bullying or other prohibited conduct or who fail to make reasonable efforts to address and resolve the bullying or prohibited conduct in a timely manner may be subject to disciplinary action.



# **VOLUNTEERS CONTRIBUTE**

**TO THE SCHOOL DISTRICT VISION AND GOALS**

**AND TO THE MISSION**

**EVERY KID, EVERY DAY**





WE WANT THE STUDENTS AND THE ADULTS INVOLVED TO HAVE A MEANINGFUL EXPERIENCE

**THANK YOU FOR OFFERING STUDENTS  
UNIQUE OPPORTUNITIES AND MAKING  
OUR PROGRAMS EVEN BETTER**



**PLEASE COMPLETE THE SIGNATURE PAGE ON THE LINK BELOW**

[LINK TO SIGNATURE PAGE](#)

