



MPS EXPECTATIONS FOR VOLUNTEERS, SERVICE PROVIDERS & GUEST PRESENTERS

NAME: _____ VISITING DEPT/TEACHER: _____ DATE: _____

Frequency of Visit: [circle] ONE TIME / WEEKLY / MONTHLY / OTHER: _____

As a volunteer in Minneapolis Public Schools, you are required to know the following district volunteer/speaker expectations. **Please initial each section and sign the back** indicating you've read each expectation and agree to follow those expectations.

Positive Role Models:

Volunteers/speakers/guests 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 or possession of drugs or alcohol; or under the influence of these substances
- Carrying weapons
- Discussion of inappropriate topics
- Making sexual or emotional advances to a student
- Selling merchandise or actively promoting any business
- Proselytizing (promoting a specific belief system)
- Giving gifts or money
- Inappropriate attire (volunteers' attire should follow school expectations for staff dress. Please check with your school to learn more)
- Disciplining students (With the exception of verbally and politely requesting the students' attention, volunteers are not to discipline students. It is permissible to ask students not to use inappropriate or disrespectful language in your presence. All discipline concerns should be directed to the appropriate school employee.)

Tobacco Use:

The use of tobacco products (including e-cigarettes) by staff, students, visitors, volunteers, or contractors is prohibited on school district property. School district property includes, but is not limited to; buildings, grounds, vehicles parked on grounds, and vehicles owned, leased or contracted by the school district and school sponsored functions.

Checking In/Out:

All volunteers/guests must sign in and out at the security desk at door 10. You will need to provide picture ID upon signing in. If you park in the school parking lot, you'll need to provide your vehicle license information.

Electronics & Social Media:

Volunteers/guests are expected to comply with all school rules regarding the use of personal electronic devices (PEDs). Please follow the direction of school staff or turn off/silence your PED during active volunteer time.

Volunteers/guests may not discuss or post any information pertaining to individual students, staff, or situations on social media sites. Do not interact with students on social media. Do not share photos of students not in your immediate family.

Confidentiality:

Volunteers/guests must respect the privacy of the students and students' families by not talking about a student's academic progress, behavior, or a school-related incident. All student information is confidential. When in doubt about whether information can be shared, check first with the student's teacher or school principal.

Suspected 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 have the right to follow up to ensure a report has been filed and can be held liable if a report is not filed. You CANNOT promise secrecy to your student, but you must maintain his/her confidentiality by not telling other students or your own friends.

Touch:

We strongly urge you not to initiate physical contact with any student not a member of your immediate family. 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.

Student Contact:

Volunteers/guests should not seek to be left alone with a student. There should always be visual or auditory contact between the volunteer and a school employee. All 1:1 student contact should be conducted under the direction of school staff. 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. Chances of misunderstanding are high and you do not want to be misunderstood.

Volunteer/Speaker Dismissal:

The school principal has the right to dismiss any volunteer/guest who is deemed to have engaged in inappropriate behavior including, but not limited to, those described above. If a volunteer/guest is dismissed, the MPS district and the Office of Volunteer Services reserve the right not to reassign the volunteer at another school.

While visiting Washburn and working with or around Washburn students, I agree to follow MPS policies and expectations outlined above:

Signature: _____

Date: _____

FOR ADMIN USE ONLY

Background Check:

Some volunteer positions require a criminal background check, which must be completed and processed before beginning.

To be completed by Volunteer Coordinator:

Volunteer or Guest Position/Role: _____

Background check required: Yes No

Background Check Expiration Date: _____