



VOLUNTEER HANDBOOK





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Welcome



This handbook contains information to help you perform the services that may be required of you at your respective school. We hope you will find it helpful.

We appreciate your willingness to share your time and talents to increase educational opportunities for Bloomington Public Schools students. Your service helps students achieve academic success, provides assistance to teaching and learning and contributes to the general welfare of the schools.

We wish you a successful, rewarding and satisfying experience. For any additional questions and information, please call the teacher to whom you are assigned, or contact the Volunteer Connection office at 952-681-6383.

District Overview

Bloomington Public Schools Culture

At Bloomington Public Schools (BPS), we keep students at the center of everything we do. Nine of our schools are Blue Ribbon Schools of Excellence and another six have received Minnesota School of Excellence designations. The distinction is due to our dedicated and talented team of teachers, support staff, and school and district leaders, who consistently earn state and national recognition for outstanding achievements.

Our Schools

BPS is built of two early childhood buildings, ten elementary schools, three middle schools and two high schools. BPS offers options for computer science immersion, accelerated learning classes, artful learning, online education, pathways to career and college, pride in diversity and technology-enhanced learning.

Our Students

- 9,538 in person students , 264 New Code Academy students
- 14% English Language Learners (ELL)
- 55% ethnic diversity
- 47% free/reduced lunch
- 15% receive special education services
- A graduation average of 91% among BPS students

Strategic Plan

Mission Statement

Empower and equip each learner to succeed in a rapidly changing world.

Vision

We envision a united, inclusive community where all learners foster their dreams, explore their interests, and build their futures.

Core Values

- Learning for all
- Safety and well-being
- High standards and expectations
- Belonging and trusted relationships
- High levels of voice, choice and engagement
- Cultural proficiency and diversity
- Innovation and real-world relevance
- Communication and collaboration

Goals

Future Ready Instruction

- Align instruction to meet learner needs to prepare all students to be future ready.

Inclusive Environment

- Provide an inclusive environment to meet the needs of all students

Equitable Resources

- Maximize uses of equitable resources through careful planning and financial stewardship.

Family Partnerships

- Partner with families and the community to build trust, commitment, resources, unity and expand learning opportunities.

Quality Workforce

- Recruit, hire, develop and retain a high-quality, diverse workforce to ensure each learner is surrounded with personalized support.

Commitment to Educational Equity

The Bloomington Public School District is an educational leader developing in all our learners the ability to thrive in a rapidly changing world.

We believe that...

- Each person has inherent value.
- Diversity enriches a community.
- All people have the right to be treated with respect and dignity.
- A safe environment is essential to the well-being of the entire community.
- High expectations promote higher achievement.
- Families are the most important influence on the education of their children.
- Each family has the right to receive/request important educational information about their student(s) in their native language.

Volunteer Roles

01 Classroom Assistant

Assist a K-12 classroom teacher with fulfilling educational requirements for each student. This may require small group or one-on-one help; such as English Language (EL) and enrichment tutors. (Time commitment: 1-5 hours per week)

02 Study Buddies Tutor

Tutors help K-12 students with basic learning skills in the late afternoons. There are multiple Study Buddy locations around Bloomington. Service groups and family members are also welcome to volunteer! (Time commitment: 1-4 hours per week)

03 Educational Helpers

Throughout the school year, there are many areas such as sports and extracurricular activities, field trips, recess buddies, lunchroom helpers, and more! (Time commitment: 2-10 hours per month)

*Time commitments listed above are just suggestions. We will find a role that works with your availability!

Rights as a Volunteer

Policy 906: Volunteers

"To help individualize instruction, promote school/community interaction, support school activities and events, provide multi-generational and multi-cultural experiences, and enrich curriculum for all learners."

Bill of Rights for Volunteers

- The right to be treated as a co-worker, not as free help or a once-in-a-while convenience.
- The right to be treated with respect by students and staff. If students are unmanageable or disrespectful, alert the teacher immediately.
- The right to a suitable assignment, with consideration for personal preference, temperament, life experience, education availability, and employment background.
- The right to know as much about the organization's policies, its people and programs.
- The right to training for the job, offered through the specific role you are assigned.
- The right to continued information and new developments affecting your assignment.
- The right to a convenient place to work, conducive to learning, and worthy of the job to be done.
- The right to be heard; ask questions and receive answers.
- The right to recognition in the form of awards and through day-to-day expressions of appreciation.

Volunteer Guidelines

Respect for Human Dignity

Be respectful of a student's race, color, creed, religion, national origin, sex, familial status, status with regard to public assistance, sexual orientation, including gender identity or expression, immigration status, or disability. Harassment of any type should immediately be reported to district staff.

Dependability

Do not accept this responsibility lightly. Please give yourself enough time to get to school and become comfortable with the task so you may begin on time. If you must be absent, notify your staff supervisor as soon as possible.

Supervision

All volunteers work under the direct supervision of a Bloomington Schools staff member. That staff member will be your main contact in the district. Remember: As another adult, the students will see you as a mentor/role model. Please be cognizant of your actions.

Student Contact

A volunteer's contact with students is limited to the time scheduled during your volunteer assignment. Never share telephone numbers, email or home address information or accept from students. **Do not interact with students on social media.** Cell phones must be turned off when in the classroom.

Confidentiality

Due to privacy laws, consider all information about student progress, performance and behavior to be confidential. Please refrain from taking photos of students. You are **not** considered a mandated reporter. However, if you see or hear something alarming, please tell a staff member right away. Don't ignore it.

Dress

Remember you are acting as a role model for students and should dress and act appropriately. Wear practical and comfortable clothing. Follow the school dress code (i.e. no hoodies or hats).

Restrooms

If restroom facilities are needed, use only non student restrooms.

Safety Procedures

Routine Safety procedures are a proactive way to keep you, the students, and staff safe. Please practice each day you volunteer.



Parking and Entering

Please park in visitor parking and enter through the front door/main office of the building.



Sign in Procedure

Always sign in at the office when you arrive, and sign out when you leave. All visitors and volunteers are required to sign in and out.



Wear a name tag

Anyone entering the building needs to be properly identified. You must wear your BPS Volunteer Connection or visitor name tag at all times.

Emergency Response Guide

Located near the classroom entrance/exit.
Safety training is required in the first 30 days of assignment.

<p>★ Lockdown <i>The perceived threat is INSIDE or on the campus.</i></p> <ol style="list-style-type: none"> 1. Go to nearest classroom or secure location and take cover. 2. Scan hallway quickly; gather students and others into the nearest room. Classroom doors should be locked, lights turned off and shades/blinds closed. 3. Disperse students throughout the room, do not cluster together. Stay "out of sight." 4. Maintain SILENCE. Students TURN OFF cell phones. 5. DO NOT OPEN DOOR, even in the event of a fire alarm. If another hazard event occurs, communication will be made. 6. If in an unsecured location with no place to hide or take cover, evacuate the building immediately. Evacuate to a safe location and notify authorities. 7. If OUTSIDE when a lockdown is initiated, move immediately away from the area to a safe location and notify authorities. 8. If no other options exist when confronted in a life-and-death situation, prepare to evade, distract or defend with any object available. 9. Emergency personnel will knock, announce and unlock classroom doors once the lockdown has been lifted. <p>ACTIVATION METHOD: intercom announcement</p>	<p>Life Safety School Conditions</p>
<p>★ Shelter-in-Place <i>Initiated when a potential threat exists near the campus and requires police or fire response.</i></p> <ol style="list-style-type: none"> 1. Move all students and activities inside and ensure the building perimeter is secured - all doors and windows locked. 2. No visitors allowed on campus or inside the building unless otherwise directed. 3. Increase situational awareness while maintaining normal classroom and building activities, unless otherwise instructed. 4. Remain inside the building until an "All Clear" announcement. <p>ACTIVATION METHOD: intercom announcement</p>	
<p>★ Evacuation <i>Initiated when conditions are safer outside the building.</i></p> <ol style="list-style-type: none"> 1. Follow primary routes unless blocked by hazard. Know the alternate route. <ul style="list-style-type: none"> • Teachers take your cell phone and class roster • Allow students to stop for coats on cold-weather days, unless otherwise directed • Close classroom door when leaving 2. Assist those needing special assistance. 3. Proceed to designated assembly area; at least 100-ft from building. 4. When outside: Take attendance; report any missing, extra or injured students to BERT member. This info is reported to Incident Commander. 5. Wait for additional instructions or until the "All Clear" announcement. <p>ACTIVATION METHOD: fire alarm or intercom announcement</p>	
<p>★ Severe Weather</p> <ol style="list-style-type: none"> 1. Proceed to designated "safe harbor" shelter location. <ul style="list-style-type: none"> • Leave all personal items behind • Close classroom door when leaving • Once in shelter location: Take attendance; report any missing, extra or injured students to BERT member. 2. Instruct students to "duck and cover" with their backs to the wall. 3. Remain in shelter location until "All Clear" announcement. <p>ACTIVATION METHOD: intercom announcement</p>	
<p>★ Hold-in-Place <i>Initiated when an urgent or medical incident occurs to a student or staff. Response is intended to shelter students from the incident location.</i></p> <ol style="list-style-type: none"> 1. Move all students away from the incident location by returning to classroom, or evacuating to another location/room in the school. Students may remain outside under supervision if the incident is inside the school. 2. Scan hallway; gather students into the nearest room. 3. Maintain normal classroom and building activities, unless otherwise instructed. 4. Remain in location until an "All Clear" announcement. <p>ACTIVATION METHOD: intercom announcement</p>	<p>Urgent Incident Condition</p>

Version 3.0 - 01 AUG 2018

You may be required to make decisions. You are empowered to modify plans to save lives.

Volunteering Tips

How Can I Give as a Volunteer?

- Give a child time
- Help a child feel accepted
- Bring a child new experiences
- Expand a child's world of adult friendships
- Offer a child a listening ear
- Reinforce skills taught in the classroom
- Strengthen school-community relations through direct and positive participation in the school
- Give an educator a helping hand



VOLUNTEERS

Our Students' Need...

- To know that you will support each student. Patronizing can do more harm than good.
- To know you will handle minor behavior problems fairly, calmly and in a friendly manner. The BPS staff member must deal with disruptive behavior.
- To talk about their problems now and then. When this happens, just listen and refrain from prying.
- To feel safe at any district-sponsored activity or event.
- To find success in school work each session. Praise and acceptance will speed up that progress; ridicule and sarcasm do not.
- To succeed in learning by working with others and sharing ideas. "Lecturing" turns most students off.

Volunteering Tips

Giving Positive Individual Attention

1. If you don't understand the assignment, ask the teacher for help or ask to help with a different task.
2. If applicable, find a quiet space away from other students. Establish a relationship with the student by making small talk first.
3. Ask the student to explain the work that they need help with to see how much the student understands.
4. Let the student work out as much as they can on their own. Provide encouragement, but don't step in too soon.
5. Rather than giving the student the answer when they ask, direct the student's thinking so they can discover the answer on their own.

Examples:


Student: "How can I subtract \$.82 from a \$1.00?" **Volunteer replies:** "Well, how many cents are there in one dollar?"

Student: "Who made the first American flag?" **Volunteer replies:** "Does your social studies book have an index? Perhaps you could find the information if you look under 'flag.'"

Always remember to set a positive and open learning environment when working with any student. Be patient and never be afraid to ask for help. You are representing Bloomington Public Schools.





School Calendar





BLOOMINGTON
Public Schools

2023-24 District Calendar

 School in Session

 Elementary assessment day

 No school K-5; grades 6-12 in session

 Teacher professional development, conference* or work day

2023

JULY

M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

AUGUST

M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

SEPTEMBER

M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

OCTOBER

M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

NOVEMBER

M	T	W	T	F
		1	2	3
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13	14	15	16	17
20	21	22	23	24
27	28	29	30	

DECEMBER

M	T	W	T	F
				1
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18	19	20	21	22
25	26	27	28	29

2024

JANUARY

M	T	W	T	F
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8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

FEBRUARY

M	T	W	T	F
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12	13	14	15	16
19	20	21	22	23
26	27	28	29	

MARCH

M	T	W	T	F
				1
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11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

APRIL

M	T	W	T	F
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8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30			

MAY

M	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31


JUNE

M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

Individual schools determine actual school conference date. Approved by the School Board Dec 12, 2022

START AND END DATES

Aug. 28 First day of school K-12
Aug. 29 First day of school K-5
May 30 Last day of school



KEY DATES

AUGUST

Aug. 21-25 Teacher professional development
Aug. 23 Elementary assessment day
Aug. 28 No school K-5; Elementary assessment day
Aug. 28 First day of school K-12
Aug. 29 First day of school K-5

SEPTEMBER

Sept. 1 No school K-12
Sept. 4 No school K-12; Labor Day

OCTOBER

Oct. 18 No school: Elementary conference* comp day; secondary professional development day
Oct. 19-20 No school: Education Minnesota Conference
Oct. 27 End of Quarter 1: Middle school

NOVEMBER

Nov. 21 End of Trimester 1: High school
Nov. 22 No school K-12: Elementary/middle school conference* comp day; high school professional development/work day
Nov. 23-24 No school K-12: Thanksgiving break

DECEMBER

Dec. 18 - Jan. 1 No school K-12: Winter break

JANUARY

Jan. 15 No school K-12: Martin Luther King Jr. Day
Jan. 16 No school K-12: District-wide professional development day
Jan. 19 End of Quarter 2: Middle school

FEBRUARY

Feb. 9 No school K-12: Elementary professional development/work day; secondary conference* comp day
Feb. 19 No school K-12: Presidents Day

MARCH

Mar. 1 End of Trimester 2: High school
Mar. 4 No school K-12: Conference* comp day
Mar. 5 No school K-12: Elementary conference* comp day; secondary professional development/work day
Mar. 22 End of Quarter 3: Middle school
Mar. 25-29 No school K-12: Spring break

APRIL

Apr. 26 No school K-6: Elementary teacher professional development; grade 6-12 in session

MAY

May 27 No school K-12: Memorial Day
May 30 End of Quarter 4: Middle school
May 30 End of Trimester 3: High school
May 31 Teacher work day

The BPS Map



1 Hillcrest Community 9301 Thomas Rd. 952-681-5300	6 Poplar Bridge 8401 Palmer Rd. 952-681-5400	11 Oak Grove Mid. 1300 W. 106th St. 952-681-6600	16 Educational Service Center 1350 W. 106th St. 952-681-6400
2 Indian Mounds 9801 11th Ave. S. 952-681-6000	7 Ridgeview 9400 Nesbitt Ave. 952-806-7100	12 Olson Mid. 4551 W. 102nd St. 952-806-8600	17 Community Education Campus 2575 W. 88th St. 952-681-6100
3 Normandale Hills 9501 Toledo Ave. S. 952-806-7000	8 Valley View Elem. 351 E. 88th St. 952-681-5700	13 Valley View Mid. 8900 Portland Ave. 952-681-5800	18 District Support Services 4571 W. 102nd St. 952-681-6400
4 Oak Grove Elem. 1301 W. 104th St. 952-681-6800	9 Washburn 8401 Xerxes Ave. 952-681-5500	14 Jefferson High 4001 W. 102nd St. 952-806-7600	19 Transportation Center 4571 W. 102nd St. 952-681-6300
5 Olson Elem. 4501 W. 102nd St. 952-806-8800	10 Westwood 3701 W. 108th St. 952-806-7200	15 Kennedy High 9701 Nicollet Ave. 952-681-5000	20 Pond Center 9600 3rd Ave. S. 952-681-6200
			21 Southwood Center 4901 W. 112 St. 952-806-8900

Contact us

952-681-6383

www.bloomington.k12.mn.us/volunteer



Emily Gagnon

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Coordinator*

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- Oversees Volunteer Connection program
- Recruit, train, and place volunteers
- Head of the Study Buddies program

"People will forget what you said. People will forget what you did.
But people will never forget how you made them feel"

- Maya Angelou