



Jane Goodall
**Environmental
Sciences Academy**

Volunteer Handbook



Dear potential volunteer,

Thank you for your interest in joining our team. Studies show that parental involvement in a child's education is one of the most important factors in raising student self-esteem and academic achievement. All of us here at Jane Goodall Environmental Sciences Academy appreciate your generous gift of time and attention to help children learn. As with most things in life, there is a bit of paperwork to get started. Please note that the information following is as much for your safety as it is for the safety of our students. Volunteers are a precious resource. We want your experience to be a positive one for both the children attending our school and yourself. Most of this information is just good common sense, but some wording is required specifically by law, so please let us know if anything appears unclear or confusing.

Thank you again for making time for our students. We look forward to seeing you at our school!

Sincerely,

Jess Paulson

Personnel Committee Chair

Jpaulson@jgesa.org

952-852-0129

Volunteerism

Volunteers who accompany students off-campus must complete a packet as noted above (see No. 3 below). In addition, all volunteers, 14 years of age and older, must complete a packet (e.g., high school student mentors or other students who will be more than a one-time volunteer in a school).

1. Volunteer application packets must be renewed on a biennially year.

Volunteer interests, availability and emergency contact information may change from year to year and should be current at each site where a volunteer works.

2. Visitors and one-time volunteers do not need to complete an application UNLESS they accompany students off campus (field trips).

One-time volunteers and visitors who remain under the direct supervision of teachers and staff while at school DO NOT need to complete the application packet. These volunteers should not be left alone with or have unsupervised contact with individual or groups of students. Examples of one-time volunteers: grandparent visiting a classroom; person presenting information to the class on a one-time basis; parents, friends or relatives who attend a class party or one-time event in the classroom.

Any volunteers accompanying students off campus, however, must complete a volunteer packet including JGESA screening prior to the field trip. Volunteers on field trips are more likely to be alone with students, take students in small groups, and are responsible at a different level than at school. District staff who work at the school participating in the field trip do not need to complete a volunteer packet. However, staff accompanying students on a field trip for a site other than where they work should complete a packet, including JGESA screening, so that emergency contact and other information is readily available.

3. All volunteers, including one-time volunteers and visitors must:

- Sign in and out at their school/site location.
- Wear identification badges during their volunteer activity or experience.
- Acknowledge that “relationships developed with children at school need to remain at school” and that, for their own protection, “volunteers should never be left alone with a child that is out of view of school personnel or another adult volunteer.”

Volunteer Rules, Requirements, and Agreement

Volunteers agree and commit to do the following:

- Follow district/school policies and procedures
- Comply with all directives of school administrators and staff
- Report any student health or safety concerns to school administrators before leaving the school that day
- Engage in positive and supportive relationships with students
- Respect culture, religion, and lifestyle diversity
- Be respectful of teachers’/coaches’ time constraints and their authority



- Respect students' dignity
- Be positive role models
- Be good listeners, patient, flexible, and nurturing
- Be non-judgmental and allow students to make mistakes
- Separate personal goals from those of the students
- Respect the confidentiality of students and staff
- Ask for help when needed and follow directions of school staff
- Support, not replace, the role of parents or guardians
- Remain calm, cool, and collected in frustrating and stressful situations
- Reinforce students' successes
- Overcome setbacks or disappointments
- Be reliable, prompt, and dependable
- Conform to federal and state laws prohibiting discrimination on the basis of race, color, national origin, sex or disability

Volunteers will NOT engage in any of the following while in their volunteer capacity:

- Share information about students, except with appropriate school personnel
- Recommend or recruit students for non-school-sponsored activities
- Express, promote, or share **personal** agendas (e.g., religious or political) during their volunteer experience
- Meet with students outside of school and/or school sponsored activities or when directed not to do so
- Make contact with students outside of school, via phone, email, or any social networks
- Use cell phones or cameras to photograph or make videos of students
- Violate school policies and procedures or directives of school employees
- Engage in any illegal activity while volunteering
- Miss scheduled meetings/appointments unless impossible to keep and then will give as much notice as possible

Essential Information – Please Read

Volunteer Hours/Shifts:

Participating in our children's education and developing the strong sense of community that comes from working with others toward a common goal are central to the mission and vision of the Jane Goodall Environmental Sciences Academy ("JGESA"). Parents' active participation is vital to the challenging work of educating all children at JGESA.

It is important to continue tracking your hours because the TOTAL number of parent hours is used for grant writing applications and it shows the school district the level of parent participation. Posting all of your hours will ensure that you and your children will be properly recognized for your generous contributions of time. To help you and us, we are using YourVolunteer.com to track hours and shifts.

What Qualifies as Volunteer Hours

If your activity contributes toward the betterment of the school as a whole (or a class), it counts toward your volunteer hours. If it is work for your own child or family, it does not count toward your hours.

Signing up for shifts and logging hours:

- Use the online volunteer hour submission form found under our Volunteer section of the website.



Your Role as a Volunteer:

"Volunteers don't interfere." If you volunteer in a classroom, you should make prior arrangements with the advisor with whom you will work. When working with students, individually or in small groups, be sure to follow instructions from the teacher very carefully. While parents' involvement in their children's education is very beneficial, students and advisors need to focus on their work. We ask that volunteers come and go quietly in order to avoid interrupting instructions.

Identification and Sign-In:

Student safety is a high priority at our school. Therefore, you must always report to the office before you begin your volunteer activity. Volunteer badges will be provided to individuals who have completed their paperwork, and submitted it to be kept on file in the office. Volunteers must wear their name badges while in the building and during the duration of the activity. This will ensure that students and staff can easily identify you. Any adult without a badge will be sent to the office to sign in. Safety is vital to all of us, and will give our students the best possible school environment. We appreciate your cooperation!

Suggestions for Starting Your Volunteer Experience

The following are suggestions that should prove helpful in developing a successful partnership with our students and teachers.

1) Meet with the advisor/staff member before you start.

- Ask questions of your advisor (or other staff member) if you are unclear about something
- Keep communication open.

2) Get to know the school grounds.

- Know the location and phone number of the school office
- Know the location of important rooms such as the multipurpose room, office, bathrooms, and other classrooms.
- Determine where to park

3) If you are volunteering in a classroom, spend some time observing the class.

- Become familiar with classroom routines.
- Identify the location of supplies within the classroom.

4) Establish positive relationships with the students

- Be friendly; let them know you are glad to be there!
- Be encouraging to students.

Tips for working with students:

As you are working with students, here are a few quick tips/ideas to keep in mind to help you make your work with students successful:

- Call students by name; be friendly and caring.
- Be enthusiastic, patient and kind.
- Praise success.



- Be honest with students. It's OK to say, "I don't know."
- Be comfortable with silence. Allow the student time to think and form answers.
- Do not give any student materials on your own without first discussing it with the advisor.
- Accept students as they are. Be sensitive to differences in background, culture, religion, values, vocabulary and aspirations.
- Never make a promise you can't fulfill.
- Be dependable and prompt.
- Keep calm in an emergency.
- Maintain your sense of humor and smile!
- And by all means, enjoy yourself! You have the opportunity to make a positive difference in someone's life! How wonderful is that?!

Expectations of Parent Volunteers:

1. Please dress appropriately for working with children! Low cut blouses, see through clothing, tight fitting clothing, or short shorts are not appropriate!
2. Parents/ volunteers may not "discipline" another parent's student.
 - a. If a situation occurs between two children while at home, please talk with the parent or child while at home. Rules for adults are quite different when on school grounds.
 - b. If a situation between two children occurs at school – whether it involves your child or other children, please notify the advisor and let the school officials take care of the discipline.
3. If you cannot make the pre-arranged time, please let the advisor/school know as soon as possible so lesson plans can be changed.
4. Please do not just drop in to offer help unless the advisor/school says this is okay. All volunteering should be pre-arranged. Advisors will not have time to put together work for you to do while attending to the children in the classroom.
5. Parents should not offer rides to students unless they have prior arrangements with that student's parent(s) and the parent(s)/ guardian(s) of the child has/have notified (in writing) the school.
6. Cell phones should be off while you are working with children, except in case of emergencies. If you must take or make a call, please do so outside of the classroom. Talking on the phone is very distracting to the students. It can also give them impression that what they are doing is not as important as the conversation.
7. Parent Volunteers should make other arrangements for siblings and/or other children in their care while volunteering in the classroom. Younger children and older siblings are distracting to the educational environment.

Important Policies (details can be found online in our student handbook):

501 SCHOOL WEAPONS POLICY

I. PURPOSE

The purpose of this policy is to assure a safe school environment for students, staff and the public.

II. GENERAL STATEMENT OF POLICY



No student or non-student, including adults and visitors, shall possess, use or distribute a weapon when in a school location.

506 STUDENT DISCIPLINE

I. PURPOSE

The purpose of this policy is to ensure that students are aware of and comply with the school's expectations for student conduct. Such compliance will enhance the school's ability to maintain discipline and ensure that there is no interference with the educational process. The school will take appropriate disciplinary action when students fail to adhere to the Code of Student Conduct established by this policy.

II. GENERAL STATEMENT OF POLICY

The school board recognizes that individual responsibility and mutual respect are essential components of the educational process.

In view of the foregoing and in accordance with Minn. Stat. § 121A.61, the school board, with the participation of service providers, students, parents and community members and such other individuals and organizations as appropriate, has developed this policy which governs student conduct and applies to all students of the school.

JGESA has adopted a restorative justice model that empowers students to be accountable for their actions, make positive choices, and reach appropriate solutions to repair harm done to oneself, other individuals, and/or the community as a whole. Our restorative justice model invites all affected parties (victims, offenders, and community members) to participate in resolving the issue, and the process aims to repair harm rather than seek out punishment. The ultimate goal of restorative justice is to create a community of peaceful, conscientious, and respectful individuals who take active responsibility in maintaining, improving, and (when harm is done) repairing a safe and welcoming learning environment.

514 BULLYING PROHIBITION POLICY

I. PURPOSE

A safe and civil environment is needed for students to learn and attain high academic standards and to promote healthy human relationships. Bullying, like other violent or disruptive behavior, is conduct that interferes with students' ability to learn and teachers' ability to educate students in a safe environment. The school district cannot monitor the activities of students at all times and eliminate all incidents of bullying between students, particularly when students are not under the direct supervision of school personnel. However, to the extent such conduct affects the educational environment of the school district and the rights and welfare of its students and is within the control of the school district in its normal operations, it is the school district's intent to prevent bullying and to take action to investigate, respond, remediate, and discipline those acts of bullying which have not been successfully prevented. The purpose of this policy is to assist the school district in its goal of preventing and responding to acts of bullying, intimidation, violence, and other similar disruptive behavior.

II. GENERAL STATEMENT OF POLICY

A. An act of bullying, by either an individual student or a group of students, is expressly prohibited through the use of school district property or at school-related functions. This policy applies not only to students who directly engage in an act of bullying but also to students who, by their indirect behavior, condone or support another student's act of bullying. This policy also applies to any student whose conduct at any time or in any place constitutes bullying that interferes with or obstructs the mission or operations of the school district or the safety or welfare of the student, other students, or



employees. This policy includes intimidation and bullying in all forms, including, but not limited to, electronic forms and forms involving Internet use.

B. No teacher, administrator, volunteer, contractor, or other employee of the school district shall permit, condone, or tolerate bullying.

C. Apparent permission or consent by a student being bullied does not lessen the prohibitions contained in this policy.

D. Retaliation against a victim, good faith reporter, or a witness of bullying is prohibited.

E. False accusations or reports of bullying against another student are prohibited.

F. A person who engages in an act of bullying, reprisal, or false reporting of bullying or permits, condones, or tolerates bullying shall be subject to discipline for that act in accordance with school district's policies and procedures. The school district may take into account the following factors:

1. The developmental and maturity levels of the parties involved;
2. The levels of harm, surrounding circumstances, and nature of the behavior;
3. Past incidences or past or continuing patterns of behavior;
4. The relationship between the parties involved; and
5. The context in which the alleged incidents occurred.

521 STUDENT DISABILITY NONDISCRIMINATION

I. PURPOSE

The purpose of this policy is to protect disabled students from discrimination on the basis of disability and to identify and evaluate learners who, within the intent of Section 504 of the Rehabilitation Act of 1973, need special services, accommodations, or programs in order that such learners may receive a free appropriate public education.

II. GENERAL STATEMENT OF POLICY

A. Disabled students are protected from discrimination on the basis of a disability.

B It is the responsibility of the school district to identify and evaluate learners who, within the intent of Section 504 of the Rehabilitation Act of 1973, need special services, accommodations, or programs in order that such learners may receive a free appropriate public education.

C. For this policy, a learner who is protected under Section 504 is one who:

1. has a physical or mental impairment that substantially limits one or more major life activities, including learning; or
2. has a record of such impairment; or



3. is regarded as having such impairment.

D. Learners may be protected from disability discrimination and be eligible for services, accommodations, or programs under the provisions of Section 504 even though they are not eligible for special education pursuant to the Individuals with Disabilities Education Act.

522 STUDENT SEX NONDISCRIMINATION

I. PURPOSE

Students are protected from discrimination on the basis of sex pursuant to Title IX of the Education Amendments of 1972 and the Minnesota Human Rights Act. The purpose of this policy is to provide equal educational opportunity for all students and to prohibit discrimination on the basis of sex.

II. GENERAL STATEMENT OF POLICY

A. Jane Goodall Sciences Academy provides equal educational opportunity for all students, and does not unlawfully discriminate on the basis of sex. No student will be excluded from participation in, denied the benefits of, or otherwise subjected to discrimination under any educational program or activity operated by the school district on the basis of sex.

B. It is the responsibility of every school district employee to comply with this policy.

C. The school board hereby designates HUMAN RIGHTS OFFICER (Alice Worthington) as its Title IX coordinator. This employee coordinates the school district's efforts to comply with and carry out its responsibilities under Title IX.

D. Any student, parent or guardian having questions regarding the application of Title IX and its regulations and/or this policy should discuss them with the Title IX coordinator. Questions relating solely to Title IX and its regulations may be referred to the Assistant Secretary for Civil Rights of the United States Department of Education. In the absence of a specific designee, an inquiry or complaint should be referred to the superintendent or the school district human rights officer.

524 SCHOOL DISTRICT COMPUTER SYSTEM AND INTERNET ACCEPTABLE USE AND SAFETY POLICY

I. PURPOSE

The purpose of this policy is to set forth policies and guidelines for access to the school district computer system and acceptable and safe use of the electronic communications (social media and school email) . Internet use is monitored at home by the guardians of students. This policy provides guidelines to staff, students and parent on use of social media at Jane Goodall Environmental Sciences Academy.

II. GENERAL STATEMENT OF POLICY

In making decisions regarding student and employee access to the school district computer system and electronic communications, the school district considers its own stated educational mission, goals, and objectives. Electronic information research skills are now fundamental to preparation of citizens and future employees. Access to the school district computer system and to electronic communications enable students and employees to explore thousands of resources while exchanging messages with people around the world. The school district expects that



faculty will blend thoughtful use of the school district computer system and electronic communications throughout the curriculum and will provide guidance and instruction to students in their use.

525 HARASSMENT AND VIOLENCE

I. PURPOSE

The purpose of this policy is to maintain a learning and working environment that is free from any form of harassment including but not limited to: religious, racial or sexual harassment and violence. The school district prohibits any form of religious, racial or sexual harassment and violence or any type of behavior, verbal or written, which causes chronic or continual annoyance.

II. GENERAL STATEMENT OF POLICY

A. It is the policy of the school to maintain a learning and working environment that is free from harassment and violence. The school prohibits any form of religious, racial, sexual, or chronic harassment and violence.

B. It shall be a violation of this policy for any pupil or staff member to harass a pupil or staff member through conduct or communication of a sexual nature or regarding religion and race or considered a chronic annoyance as defined by this policy. (For purposes of this policy, school staff includes school board members, staff, agents, volunteers, contractors or persons subject to the supervision and control of the district.)

C. It shall be a violation of this policy for any pupils or staff members to inflict, threaten to inflict, or attempt to inflict religious, racial, sexual, or chronic violence upon any pupil or staff member.

D. The school will act to investigate all complaints, either formal or informal, verbal or written, of religious, racial, sexual, or continual/chronic harassment or violence, and to discipline or take appropriate action against any pupil or staff member who is found to have violated this policy.

MSBA/MASA Model Policy 414 414 MANDATED REPORTING OF CHILD NEGLECT OR PHYSICAL OR SEXUAL ABUSE

I. PURPOSE

The purpose of this policy is to make clear the statutory requirements of school personnel to report suspected child neglect or physical or sexual abuse.

II. GENERAL STATEMENT OF POLICY

A. The policy of the school district is to fully comply with Minn. Stat. § 626.556 requiring school personnel to report suspected child neglect or physical or sexual abuse.

B. A violation of this policy occurs when any school personnel fails to immediately report instances of child neglect or physical or sexual abuse when the school personnel knows or has reason to believe a child is being neglected or physically or sexually abused or has been neglected or physically or sexually abused within the preceding three years.