



Volunteer Handbook

Independent School District 318

Together, Teaching and Learning for Life to Achieve Excellence



ISD 318 Volunteer Program Success for Each, Respect for All

The school district recognizes that educational excellence can only be achieved by using all of the resources in our community. We support the use of volunteers in the schools and programs as a method by which teachers and students may receive additional assistance.

We encourage parents/guardians and other members of the community to share their time, knowledge and abilities with our students. Caring members of our community bring new energies and resources into our schools.

The purpose of this volunteer program is:

1. To maintain a safe and healthy environment within the district's schools.
2. To promote the physical, social, and psychological well-being of its students.
3. To provide positive adult relationships to students.
4. To provide individualized attention to students.
5. To provide an added dimension of self-esteem and self-confidence for students.
6. To provide an opportunity for parents and community members to become more familiar with school activities and/or operations.

Common reasons for volunteering are:

1. To experience the satisfaction of helping someone.
2. To have an opportunity for personal growth.
3. To develop new skills.
4. To document experience for future occupational or academic pursuits.
5. To meet new people and make new friends.
6. To learn about your community.
7. To explore career options.
8. To use time in a meaningful way.
9. To remain active and productive in the community after retirement.
10. To pursue a personal interest or hobby.
11. To make a difference in another person's life.



VOLUNTEERING WITH DISTRICT 318

1. We recommend that all ongoing volunteers make a commitment to volunteer on a regular schedule. Individual schedules can be accommodated with your school of choice. If you would like to volunteer for a **one-time only event**—please contact your school of choice, you will only need to complete the volunteer background check form.
2. As a volunteer, you will be expected to sign in at the school office each time you report for your volunteer duties. You will be expected to wear a visitor badge, that will help everyone (students, staff and other visitors) feel safe. The school will also ask you to record your volunteer time in order to recognize your contribution to the success of the school.
3. Afterschool volunteers will be expected to report to their activity on a regular basis and commit to the length of the full program.
4. All ongoing daytime volunteers are asked to complete three forms: 1) volunteer application, 2) volunteer confidentiality statement and code of ethics, and 3) volunteer background check. Your forms will be kept in a secure, confidential location. Please also include a photocopy of your driver's license or I.D.
5. All ongoing afterschool volunteers are asked to complete two forms: 1) volunteer confidentiality statement and code of ethics, and 2) volunteer background check. Your forms will be kept in a secure, confidential location. Please also include a photocopy of your driver's license or I.D.
6. If you cannot keep your scheduled volunteer time due to illness or other circumstances, please call or email the teacher or director in advance. If you cannot directly reach them, please call the main office of the school you are volunteering in.
7. The school will make every effort to notify you in advance of changes in the schedule that affect your volunteer duties. Go to www.isd318.org to find the current year calendar. All holidays are noted on the calendar.
8. It is important that you arrive on time for your volunteer work. After signing in, please report to the volunteer location immediately. It is helpful to arrive to the school five minutes before your scheduled time to volunteer.
9. Check the radio, television or the ISD 318 website (www.isd318.org) for school closings due to inclement weather.



Please return the volunteer application and forms to
your school of choice.

VOLUNTEER APPLICATION

Name: _____ Date of Birth: _____

Address _____
Street City State Zip

Phone: _____ Email: _____

Emergency contact name and phone number: _____

Volunteer Placement (Check one box)

☐ I currently have a volunteer placement at: _____ with: _____
school teacher

☐ I am looking for a volunteer placement at: _____ with: _____
school teacher

☐ I am looking for a volunteer placement at: _____, but no teacher preference.
school

☐ I am looking for other volunteer placement: (please explain) _____

I would be willing to share my time/my occupation/my expertise: (Select all that apply):

☐ With a student/learner—tutoring science, math, special projects

☐ With a student/learner—tutoring reading, writing, literacy related projects

☐ In a classroom

☐ Other (please explain) _____

I am available to volunteer on: (Indicate your availability with an X)

___Monday AM ___Tuesday AM ___Wednesday AM ___Thursday AM ___Friday AM

___Monday PM ___Tuesday PM ___Wednesday PM ___Thursday PM ___Friday PM

Are there any health related conditions that should be considered when assigning you volunteer duties?

I acknowledge that the position for which I am applying is on a volunteer basis thereby releasing District 318 from any claim for financial reimbursement now or in the future for the time volunteered in this capacity.

Signature: _____ Date: _____

If you have any changes to your application during your service, please contact the school you are volunteering in.

Internal Use:

☐ Volunteer Application Received Date: _____

☐ Forms Returned:
___ Volunteer Confidentiality Statement and Code of Ethics
___ Volunteer Background Check
___ Photocopy of Driver's License or I.D.

☐ Background Check Approved Date: _____

Volunteer Placement

Classroom Assignment: _____



VOLUNTEER CONFIDENTIALITY STATEMENT AND CODE OF ETHICS

Students and parents have a legal and ethical right to data privacy. I shall respect the privacy concerns of students and staff, and I shall hold in confidence all private information learned in the course of my volunteer service, whether that information is obtained through written records or daily interaction.

Sensitive information regarding any student at a District 318 site is to be kept confidential. This includes but is not limited to:

- Any personal information (i.e. first and last names, birth date, address, phone number)
- Any educational information with reference to a student(s) or staff
- Any special accommodations for individual students.

I will not disclose an individual's confidences to anyone, except: 1) as mandated by law or 2) to prevent a clear and immediate danger to a person or persons.

If a student shares something that causes me concern, I will contact the classroom teacher or principal/director. That person will know the proper procedure to deal with the situation.

I shall possess a professional attitude which upholds confidentiality towards students and staff, and any sensitive situations within the school.

I will be a positive role model to students while volunteering my time.

I understand that any of the above stated information that I learn while observing or assisting students at ISD 318 area schools will be kept in the strictest confidentiality. Such may not be shared with anyone outside the building.

I understand that violation of this confidentiality statement may be grounds for immediate dismissal.

Signature

Date



VOLUNTEER BACKGROUND CHECK

To ensure the safety and security of our students, families and employees, ISD 318 reserves the right to conduct background checks on volunteers.

Full Name of Individual: _____
Last First Middle

Maiden, Previous, Alias: _____

I understand that a photocopy of this authorization would be accepted with the same authority as the original.

I authorize Independent School District 318 to conduct a criminal background check and a National Sex Offender Registry check for the purpose of volunteering with this school district. My ability to volunteer is contingent upon a satisfactory background investigation. I understand that the results will be kept confidential and will not be shared outside of the organization without my consent.

☐ I have included a photocopy of my driver's license to be used for the background check and confirmation of identification.

Signature of Volunteer

Date



Independent School District 318 Contact Information

ISD 318 Educational Services Center

601 SW 7th Street
Grand Rapids MN 55744
218-327-5700
www.isd318.org

Area Learning Center

601 SW 7th Street
Grand Rapids, MN 55744
218-327-5750
www.isd318.org/alc

Bigfork School

100 Huskie Blvd
P.O. Box 228
Bigfork, MN 56628
218-743-3444
www.isd318.org/bigfork

Cohasset Elementary School

450 Columbus Ave
Cohasset MN 55721
218-327-5860
www.isd318.org/cohasset

Community Education

601 SW 7th Street
Grand Rapids, MN 55744
218-327-5730
www.getlearning.org

East Rapids Elementary School

1195 NE 10th Street
Grand Rapids MN 55744
218-327-5880
www.isd318.org/eastrapids

Grand Rapids High School

800 Conifer Drive
Grand Rapids, MN 55744
218-327-5760
www.isd318.org/grhs

Robert J. Elkington Middle School

1000 NE 8th Ave
Grand Rapids, MN 55744
218-327-5800
www.isd318.org/rjems

West Rapids Elementary School

901 SW 22nd Avenue
Grand Rapids MN 55744
218-327-5870
www.isd318.org/westrapids

Please visit our website at www.isd318.org