



Volunteer Guidelines and Procedures

Buffalo-Hanover-Montrose Schools



www.bhmschools.org



Making a Difference!





Working With Students

1. Be warm and friendly — learn the childrens' names and show interest in what they are doing and telling — you are very important as a listener.
2. When working with children, encourage them to do their own thinking — give them plenty of time to answer; silence often means they are thinking and organizing what they want to say or write.
3. If you don't know an answer or are unsure of what to do, admit it to the children and work it out together — feel free to ask the student's teacher for help when you need it.
4. Use tact and positive comments — encourage children — give compliments, especially when children are having difficulties.
5. Accept each child as he/she is — you do not need to feel responsible for judging a child's abilities, progress or behavior unless you suspect abuse or neglect. Then you need to report it to Wright County Human Services.
6. Respect a child's privacy — if a child or teacher reveals personal information, regard it as a confidence unless you suspect abuse or neglect, then you must report it to Wright County Human Services.
7. Maintaining a sense of humor is very important.
8. Be consistent with the teacher's rules for classroom behavior, schedule and atmosphere.
9. Wear comfortable clothes and get down to a child's level.
10. Keep your commitment; the children will expect you and look forward to you coming. If you know you will be gone, tell them in advance. Keep all promises and make none that you cannot keep — children never forget.

For safety reasons, please observe the following when working with students:

- Avoid being totally isolated with a child such as a room with a closed door. Work only in areas of the school building which are in continual, direct supervision by district professional staff.
- Use the staff/adult restroom facilities rather than student facilities.
- Do not give students gifts, rewards, or food items of any kind without the teacher's permission.
- All interactions between you and the students must take place only at scheduled times and on school property.



Staff Responsibilities

Volunteers are an important part of the educational team. The suggestions and opinions of volunteers are always welcome. It is the professional staff, however, that is held responsible by law for the decisions that are made regarding the instruction of students and school management. For this reason, volunteers always work under the supervision of the professional staff.

Is there anything volunteers shouldn't do? YES! The professional staff at your school is responsible for everything that goes on in your building including student instruction, safety and discipline. A volunteer is never considered a substitute for a member of the school staff. Volunteers supplement and support the program, but may not:

- Discipline students
- Have access to materials in students' permanent record files
- Diagnose student needs
- Evaluate achievement
- Counsel students
- Discuss student progress with parents

Data Privacy

Most of the data school employees know or create about students is private data and includes academic, personal, attendance, medical, disability, special education, and disciplinary information. Logically, it is in these areas where breaches of data privacy occur. A good rule of thumb is to remember that almost all information on a student kept by school employees in any form is subject to federal and state data privacy laws. School district employees are bound by data privacy laws regarding student records at all times including at the employee's work site, other district sites, and in the community.

To avoid data privacy violations, it is important to remember that private educational data can only be shared with staff members who have a "professional need to know." Good practice would be to refuse to discuss a particular student with any other student or with parents/guardians other than his/her own. Violations of data privacy laws may result in criminal penalties, civil penalties, and/or disciplinary action related to employment.



Chaperone Responsibilities

- Chaperones must ride the bus or walk with students to and from the field trip destination and pay bus and admittance fees that are required. Only designated chaperones who accompany the class to and from school will be allowed with the group on the field trip.
- Chaperones helping with a class field trip or outing must read and follow all directions pertinent to the particular site you are visiting as well as follow teacher instructions.
- Take responsibility for your entire group of assigned students for the duration of the field trip and always know where the children in your group are. Keep your group together and do not let them run ahead of you. Take a head count occasionally to be sure you have everyone with you who was assigned.
- Children need to behave in a respectful way at all times. Any students who have difficulty following your directives should be taken to a teacher.
- Remember that field trips are meant to be fun, but their primary purpose is to provide educational experiences that we cannot provide at school. Chaperones are brought along so that the class can be broken up into smaller groups thus allowing students to gain the most from the experience.
- Follow the schedule and rules given to you and meet the teacher at designated spots on time.
- Field trips provide an opportunity for you to see other parents, but please keep in mind your responsibility is to the children in your group. Please do not neglect them for the sake of conversing with other chaperones. **Always set a good example.**
- Cell phones should only be used for emergencies. Your focus needs to be the students you are assigned.
- Do not purchase food or gift shop items for your child and/or the members of your group unless approved by the teacher for all students. Generally students and chaperones have a packed a lunch eliminating the need for purchasing food.
- Siblings are not able to attend field trips. Be sure to find alternate care.



Criminal Background Process

Buffalo-Hanover-Montrose Schools is required to conduct a criminal history background check on all individuals who are offered employment in the district, any type III bus drivers, and on all individuals, except District 877 student volunteers, who provide athletic coaching or other extracurricular services (i. e. such as volunteers), regardless of whether they receive compensation from the school district.

Recognizing our responsibility to ensure the safety and security of our students and everyone connected with the Buffalo-Hanover-Montrose Schools, we require a criminal history background check for school volunteers and chaperones. Any volunteer or chaperone supervising students or responsible for them will be required to have a background check. The cost of this background check is \$14 and is paid by the person requesting to volunteer in the District.

Potential volunteers/chaperones need to fill out a **Background Investigation Form**. This can be done one of two ways:

- 1). Complete the form online www.bhmschools.org/departments/human-resources (under forms). Once your form is submitted, you will receive an email to log on and complete your background check. A credit card will be needed for payment.
- 2). If you do not have access to a computer, or credit card, you can complete the form at your child's school and attach a check made payable to ISD 877.

The background check will include a county, state and national search. If you have been charged or convicted of anything, please answer yes to this question on the consent form and give specifics. If something shows up on the Criminal Background Check and you did not answer yes, even if it was dismissed, it may prevent you from volunteering. Final approval will be up to the building principal. Questions can be directed to BHM Human Resources at 763-682-8712.



BACKGROUND INVESTIGATION DIRECTIONS

The following information is required to start the background check process. Once this form has been returned, applicants will receive an email with a link to complete and pay for the background check online. Applicants are not eligible to work or volunteer until Trusted Employees has completed the background check and the District has approved it. Please print clearly and complete all fields.

Last Name: _____ First Name: _____ M.I. _____

Building/Site: _____ Reason for Background Check: Volunteer BHM Employee

(For Volunteers) Please list the first & last name of the student(s) and your relationship to the student(s): _____

Email Address: _____ Phone: _____

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I hereby agree to regard all information received in the performance of my volunteer work for Buffalo-Hanover-Montrose Schools as confidential. I understand that Buffalo-Hanover-Montrose Schools respects its students, staff and volunteer's rights with regard to privacy of information and I agree to respect these rights in the performance of my volunteer duties and to keep "professional" confidentiality in all my statements outside the school district.

Signature: _____ Date: _____

Background Check Type	*Cost	Return Form For Processing To
Activities / Coaches – Includes applicants over age 18 who will receive payment.	\$22.75	Activities Director or office of department you will be working for.
Volunteer – Volunteer includes all applicants over age 18 who will not receive payment (volunteers, chaperones & students over age 18).	\$14.00	Deliver to the office/department in the building where you will be volunteering, chaperoning or student teaching. ECFE volunteers should return form to ECFE office.
Minor – Current BHM Student under age 18	\$5.00	Activities Director or office/department in the building you will be working or volunteering in.
*Applicants who have lived out-of-state will incur an extra fee for your search, depending on the state(s) you have lived in. Initially the system will charge an extra \$10 for your search, but final cost will be determined once you have entered all information into the background screening database and will be billed to you accordingly.		

OFFICE USE ONLY	
Date BGC Link Sent to Applicant:	<input type="checkbox"/> Entered BGC status into Infinite Campus
Name of Employee Reviewing BGC:	<input type="checkbox"/> Printed Copy for School/Department File
Date Employee Reviewed BGC:	<input type="checkbox"/> Updated Hiring Decision in Trusted Employees
Date Notified Applicant if Approved:	Date Email Sent to Human Resources if Adverse Action is Needed: