

# *Bismarck Public Schools Volunteer Handbook*



Thank you for helping us  
*GROW*



**BISMARCK  
PUBLIC SCHOOLS**

*College, career,  
community ready*

## *Benefits of Volunteerism in Schools*

### **Volunteer / Community Member**

- Personal satisfaction from helping children learn.
- Opportunities to learn new skills, polish old ones.
- Work experience that may lead to a future career.

### **Student**

- Additional individual adult attention.
- An accepting atmosphere for reinforced learning.
- A warm and caring adult who is a friend and role model.

### **School**

- Positive interaction with the community.
- Improved student achievement and behavior.
- Additional services without extra costs.

## *Responsibilities:*

### **District:**

- Provide Background Checks and notify the school when volunteer is cleared.

### **School Volunteer Coordinator (Not every school has such a person. The school principal or other designee may fulfill this role):**

- Survey needs of teachers
- Arrange for volunteer orientation and training at the school level
- Place volunteers by matching their skills/interests to job assignments
- Serve as a resource for volunteers
- Keep records of volunteer service hours

### **Teachers/Staff**

- Identify volunteer opportunities/time of day
- Communicate with volunteer coordinator regarding volunteer performance

## ***Volunteer Job Description Examples:***

### **Art/Project Volunteer**

Works with small groups on special projects.  
Helps teacher with preparations and clean-up  
Seasonal projects

### **Classroom Volunteer**

Reading support  
Math support  
Writing support  
Hangs artwork or displays projects  
Small group leader

### **Junior Achievement Volunteer**

International organization that prepares students to succeed in a global economy. Please contact the Bismarck-Mandan Chamber of Commerce if you are interested in becoming a Junior Achievement Volunteer. Phone number 701-223-5660

### **Clerical Volunteer**

Assists the school office staff with large mailings  
Organize Box Tops and other school coupons  
Assist with fundraising record keeping

### **Field Trip Chaperone**

Assists teachers during field trips, picnics, performances  
Takes responsibility of a group of students assigned by the teacher.

### **Special Events Volunteer**

Parent Night  
Bingo for Books  
Screen Free Night  
Book Fair

## ***Volunteer Checklist / Guidelines – familiarize yourself with these prior to volunteering.***

- Confidentiality
- School layout, parking, and facilities
- Classroom behavior policy
- Classroom procedures and rules
- Procedures for fire drills, etc.
- Sign in procedure

# Volunteer Guidelines

***Thank you for volunteering your time and talent. Below are some guidelines to ensure a positive volunteer experience for you, the students and staff.***

1. Check in at the office when you arrive and check out as you leave.
2. Notify the school in advance if you are unable to volunteer. This will allow the teacher time to make other arrangements.
3. Encourage all students to do their personal best.
4. Volunteers are not responsible for managing student behavior. Behavior concerns should be reported to the classroom teacher or another staff member.
5. Demonstrating appreciation and respect for different cultures and family backgrounds in our school will increase your ability to help students learn and achieve academically.
6. A volunteer is required to protect the confidentiality of all student information. Do not discuss student performance or behaviors with anyone other than authorized school employees who are directly involved with the student.
7. If you have a disagreement with a staff member, discuss it with them privately. If the issue is not resolved, discuss the matter with the volunteer coordinator or school principal.
8. Keep adult conversations to a minimum when you are volunteering in a classroom or learning area.
9. Cell phones must be silenced while volunteering. Phone conversations should be carried on outside the classroom areas to avoid disrupting student learning.
10. Volunteers should familiarize themselves with school safety procedures for such things as fire, tornado, lockdown and shelter-in-place.
11. All Bismarck Public School facilities and grounds are drug, alcohol and tobacco free.

# Emergency Procedures

## Fire/Evacuation

A “Fire Response” is initiated by the fire alarm. Teachers and aides will escort kids through the nearest exit and out of the building. Every school has a designated “Reunification Area” where all classes meet and teachers take roll. During fire drills, administrators may stand in front of one exit and imitate a fire, giving student and staff experience in rethinking their way through different situations.

- Tell students where to go before anyone leaves the classroom.
- Notify Support Team of students with disabilities who need help to evacuate the building.
- Take the Classroom Emergency Kit with you.
- Evacuate with a Teacher Partner.
- Follow the assigned evacuation path OR evacuate from the nearest safe exit OR as directed by the Support Team member or Emergency Responders.
  - **DO NOT EVACUATE INTO:**
    - Smoke
    - A chemical spill
    - The proximity of a suspicious object
    - School parking areas
- Upon arriving at the Marshaling Area, take roll.
- Notify Support Team Members of any missing students.
- Monitor students until otherwise directed.
- When instructed, re-enter the building and return to the room with the students.
- Report any found students to the Support Team members so the students can be escorted to the appropriate classroom.

## Tornado/Severe Weather

A “Tornado or Severe Weather Response” is usually initiated by the National Weather Service. Teachers and aides will escort students to pre-designated safe areas. These areas are generally interior rooms with no windows, hallways with no open ends and basements.

- Get beneath heavy furniture or line up along the wall of an interior hallway on the lowest floor possible.
- Kneel on the floor with elbows touching the floor and hands clasped behind the neck to protect the head.
- Stay away from windows and glass.
- Avoid auditoriums, gyms or other rooms with wide free-span roofs.
- Each teacher will report to the Principal or Support Team Member regarding the welfare of the students in the class.

## Lockdown

A Lockdown Response occurs when there is an immediate threat to students and staff safety. All normal activity stops and students are taken to designated safe areas. Safe areas could be inside the building or outside the building.

- Go to the nearest secure area.
- Grab any unclaimed students along the way.
- Lock all the doors and windows.
- Direct students to stay away from doors and windows.

- Use furniture for protection and concealment. Stay low and remain quiet.
- Use **emergency red and green signs only when directed to do so!** Once the situation has been neutralized by the police, an announcement will be made instructing teachers to display their cards. One set of cards is to be slid under the door; the other set is to be displayed in an exterior window.
- Do not open the door or leave the room unless otherwise directed to do so by the Principal or Police Department, **EVEN IF ALARMS ARE SOUNDING, because there may be an armed person in the hallway! Exit only if you are in imminent danger due to smoke or fire. Exit outside of the building via classroom windows, if possible.**
- **If an intruder is entering your room:**
  - Get students out of the room.
  - Do as the suspect asks; keep attention on you. Talk calmly to the suspect.
  - Try to stall until Emergency Responders arrive.

### **Shelter-In-Place**

A “Shelter-In-Place Response” is called when there is not an immediate threat to students or staff safety. A shelter-in-place is used as a PRECAUTIONARY measure. Examples of situations where a shelter-in-place may be called: reports of a wild animal in the area; robbery (armed or unarmed) reported at a nearby location but not on school grounds; escaped prisoner in the area; police responding to a domestic dispute; or an arrest being made near a school, etc.

- Depending on the situation, doors and windows may or may not be locked.
- Students may or may not be allowed to leave the classroom without adult supervision.

People may or may not be allowed to enter/exit the building.

## Bismarck Public Schools Volunteer Agreement

<b>Name of Volunteer:</b>			
<b>Email Account:</b>			
<b>Phone Number:</b>		<b>School (s):</b>	

**Volunteer Screening**

All potential volunteers for Bismarck Public Schools must submit an online background check prior to volunteering. Volunteers who will be working unsupervised with students or in high-risk positions shall also undergo a fingerprint-based background check prior to volunteering. The Human Resources Department will provide information to potential Volunteers on both types of background checks.

Methods used to screen volunteers shall in no way discriminate against any minority group.

**Adjudication**

The Superintendent or designee shall adjudicate final volunteer applicants’ criminal history records and shall make final determinations about suitability for service with the District. The District is not obligated to utilize the services of any final applicant who, in the adjudicator’s judgment, exhibits qualities inconsistent with the district’s mission; is potentially disruptive to district operations; or, potentially threatening to district safety.

Final volunteer applicants shall be disqualified for service for at least the following reasons:

- 1) The Volunteer has committed a felony, sexual offense (as defined by NDCC 15.1-13-26), crime against a child (as defined by NDCC 15.1-13-26), or any other offense involving a child victim.
- 2) The Volunteer falsified or omitted information submitted during the application process, including, but not limited to, information concerning criminal convictions or pending criminal charges.

**Final Applicant Rights**

Records obtained by the District for background and other record checks will be used solely for purposes that they were requested and will only be disseminated and retained in accordance with the Bismarck Public Schools records retention policy. The adjudicator shall advise applicants that the procedure for obtaining, correcting, or updating federal records is contained in 28 CFR 16.34 and shall give the applicant a reasonable time to correct and/or complete his/her criminal history record or decline to do so before making a determination on qualification for service.

I have read, understand, and will abide by the guidelines set forth in the Bismarck Public Schools Volunteer Handbook.

**Volunteer Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Human Resources Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**School Official Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

\*A signed copy of this agreement shall be retained in the Human Resources Dept. and the Building Site.