



CONNECTED FOR EXCELLENCE

Dear White Bear Lake Area Schools Volunteer:

Thank you for your participation in the education of children in the White Bear Lake Area Schools. Caring community members make a difference in the lives of our students! We appreciate the time, energy and expertise you will share. The mission of White Bear Lake Area Schools is to provide a high-quality educational experience for all learners. To accomplish our mission, we believe that a high-quality educational experience must:

- Be in partnership with the community;
- Take place in a safe, supportive and challenging environment;
- Develop lifelong learners;
- Allow each learner to reach full potential; and
- Encourage each learner to be a contributing member of a global society.

Your time and talent help us accomplish our mission and we truly appreciate your partnership. To become qualified to volunteer in our schools, please review the following volunteer guidelines and complete the attached packet. If you have any questions, please contact me any time at 651-407-7550 or by email at ckpich@wbl.whitebear.k12.mn.us. You may also contact the school principal through the school office.

All volunteers must complete the Background Investigation Authorization Form before serving students affiliated with White Bear Lake Area Schools. The consent for the background check will be used for specified volunteer assignments. Please complete this form and return it to the human resources office prior to beginning your volunteer assignment.

Again, thank you for volunteering in District 624. I hope you have a wonderful and rewarding experience.

Sincerely,

Christina K. Picha
Director of Human Resources

White Bear Lake Area Schools Contact Information

www.whitebear.k12.mn.us

District Center
4855 Bloom Avenue
White Bear Lake, MN 55110
651 407-7500

Vadnais Heights Elementary
Serving Grades K-5
3645 Centerville Road
Vadnais Heights, MN 55127
651 653-2858

Birch Lake Elementary
Serving Grades K-5
1616 Birch Lake Avenue
White Bear Lake, MN 55110
651 653-2776

Willow Lane Elementary
Serving grades K-5
3375 Willow Lane
White Bear Lake, MN 55110
651 773-6170

Hugo Elementary
Serving Grades Pre K&K
14895 Francesca Ave
Hugo, MN 55038
651 653-2798

Normandy Park Education Center
Serving Student Pre K & Senior Program
2482 East County Road F
White Bear Lake, MN 55110
651 653-3100/651 653-3121

Lakeaires Elementary
Serving Grades K-5
3963 Van Dyke Street
White Bear Lake, MN 55110
651 653-2809

Central Middle School
Serving Grades 6-8
4857 Bloom Avenue
White Bear Lake, MN 55110
651 653-2887

Lincoln Elementary
Serving Grades K-5
1961 6th Street
White Bear Lake, MN 55110
651 653-2820

Sunrise Middle School
Serving Grades 6-8
2399 Cedar Avenue
White Bear Lake, MN 55110
651 653-2700

Oneka Elementary
Serving Grades K-5
1401 County Road H2
White Bear Lake, MN 55110
651 288-1800

White Bear Lake North Campus
Serving Grades 9 & 10
5045 Division Avenue
White Bear Lake, MN 55110
651 653-2920

Otter Lake Elementary
Serving Grades K-5
1401 County Road H2
White Bear Lake, MN 55110
651 653-2831

White Bear Lake South Campus
Serving Grades 11 & 12
3551 McKnight Road
White Bear Lake, MN 55110
651 773-6200

Matoska International
Serving Grades K-5
2530 Spruce Place
White Bear Lake, MN 55110
651 653-2847

Area Learning Center
Serving Grades 9-12
2449 Orchard Lane
White Bear Lake, MN 55110
651 773-6400

Transition Plus Services & Aware Program
Serving Students Ages 13+
13497 Fenway Blvd Circle N
Hugo, MN 55038
651 773-6051

WHITE BEAR LAKE AREA SCHOOLS VOLUNTEER FORM

Volunteers play an important role in enriching the education of our students.

Let us know the area or areas in which you would be willing to volunteer.

NAME _____ Phone _____

Address _____ (Work Phone) _____

School you would prefer to volunteer at (circle all that apply):

- Birch Lake Elementary
- Hugo Elementary
- Lakeaires Elementary
- Lincoln Elementary
- Oneka Elementary
- Otter Lake Elementary
- Matoska International
- Vadnais Heights Elementary
- Willow Lane Elementary
- Normandy Park Education Center
- Central Middle School
- Sunrise Middle School
- White Bear Lake North Campus
- White Bear Lake South Campus
- Area Learning Center
- Transition Plus Services & Aware Program

_____ Classroom Aide: Day (circle) Mon. Tues. Wed. Thur. Fri. Time _____

_____ Reading Volunteer: Day (circle) Mon. Tues. Wed. Thur. Fri. Time _____

_____ Math Aide: Day (circle) Mon. Tues. Wed. Thur. Fri. Time _____

_____ Miscellaneous Projects (things to be done at home)

_____ Volunteers who will do odd jobs at school

_____ Computer Volunteer: Day (circle) Mon. Tues. Wed. Thur. Fri. Time _____

_____ Art Helper: Day (circle) Mon. Tues. Wed. Thur. Fri. Time _____

_____ Vision and Hearing Screening: To help on scheduled days

_____ School picture day: Help on picture day

_____ Activities Helper – work athletic or school club events

_____ Mentor

_____ Assist adults in learning English or Basic Academic skills

_____ Other: _____ Day (circle) Mon. Tues. Wed. Thur. Fri.

If you have any questions, please contact the building principal or department leader.

VOLUNTEER CONFIDENTIALITY STATEMENT AND CODE OF ETHICS

I shall respect the privacy concerns of students and staff, and I shall hold in confidence all information learned in the course of my volunteer service, whether that information is obtained through written records or daily interaction. 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.

I shall store or dispose of records in ways that maintain confidentiality.

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

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

As a volunteer of District 624, I realize that I am subject to a code of ethics similar to that which binds the professionals in the field of education. I interpret volunteer work to mean that I have agreed to work without monetary compensation, but having been accepted as a worker, I expect to do my work according to the same standards, as a paid staff member expects to do their work.

I promise to take to my work an attitude of open-mindedness, to be willing to be trained for it, and to bring to it interest and attention. I believe my attitude toward volunteer work should be professional. I believe that I have an obligation to my work, to those who direct it, to my colleagues, to those for whom it is done, and to the public.

Being eager to contribute all that I can to student betterment, I accept this code and agree to follow it carefully and cheerfully.

Volunteer Signature

Date

DISTRICT 624 SCHOOL VOLUNTEER GUIDELINES 2009-2010

THE SCHOOL AND VOLUNTEER AGREE THAT:

1. Prior to the volunteer experience, the volunteer and staff person in charge of your activity should meet to work out a plan of the activity and supervision.
2. If activity is in a school building, before each activity, volunteers must check in at the school office and record their time in and out of the building.
3. Volunteers are required to wear identification name tags or buttons available in the school office.
4. If you will be late or unable to participate in your volunteer activity, please notify the staff person or the person in charge of your activity.
5. Do not participate in an activity if you feel uncomfortable with a situation or are unsure of what is going on. Report any unusual situation to the staff person or person in charge of the activity.
6. Confidentiality is very important. Any concerns, observations, or information about a child, teacher, administrator or volunteer should be shared only with the person in charge. We depend on our volunteers to maintain confidentiality of our students, staff and volunteers.
7. Be aware that some issues may be sensitive to a child. For example, in discussing fire safety, a child may be uncomfortable because a fire destroyed his/her home. Follow clues children give as to their comfort level. Discuss any concerns you may have with the staff person in charge.
8. Immediately notify a teacher, principal or the individual in charge if a child gives you information that causes alarm. For example; they are unable to eat; do not have a place to sleep; or have been inappropriately touched.. Volunteers must report suspected child abuse or neglect to the principal, school social worker or counselor.
9. Be aware of your choice of touching a child. For example, patting on the head. Some children may be uncomfortable with this so ask a child before touching them. Follow clues children give as to their comfort level.
10. Avoid being isolated with a child, such as in a room with a closed door.
11. Volunteers should use physical intervention only when you believe that a child will hurt themselves or others. If at all possible, volunteers should call a staff person for assistance. If you must intervene physically, immediately inform a teacher, principal or person in charge of the event.
 - a. If you must intervene, limit verbalization with a child. For example, do not argue the issue and do not discuss the issue.
 - b. Remain calm, do not over-react. Isolate the situation.
 - c. If a situation escalates verbally or physically, call a staff person.

12. All interaction between volunteer and student(s) should take place only at scheduled times in the schools.
13. District 624 is committed to providing students, employees and volunteers with an environment for learning and working that is free from offensive behavior, discrimination and sexual harassment or sexual violence and prohibits any type of this behavior. Complete copies of these policies are available from the District Human Resources Director, Christina Picha or on the District website at www.whitebear.k12.mn.us.
14. District 624 buildings and grounds and events are chemical, alcohol and tobacco free.
15. While volunteering in a school building, volunteers will not:
 - a. engage in, or conduct any activities of a religious nature;
 - b. assist, promote or deter union organizations, or impair existing contracts for services or collective bargaining agreements;
 - c. engage in any efforts to influence legislation or engage in partisan political activities; and
 - d. engage in any non-school related fund-raising.
16. Volunteers must complete a background check form before serving students affiliated with White Bear Lake Area Schools. Minnesota requires a school hiring authority to request a criminal history background check from the superintendent of the Bureau of Criminal Apprehension on all individuals who are offered employment in a school on all individuals, except enrolled student volunteers, who are offered the opportunity to provide athletic coaching services or other extra-curricular services to a school, regardless of whether any compensation is paid. Volunteers must also abide by confidentiality and ethic standards set out by the district for all district staff. The District will cover the cost of the background check.
17. Have Fun!



TO: White Bear Lake Area Schools Volunteers

FROM: Christina K. Picha
Director of Human Resources

RE: Criminal Background Check

As part of the volunteer process, a criminal background check will be conducted by the Bureau of Criminal Apprehension (BCA) or another organization or agency the District so chooses for each person. This memorandum will serve as notice to you that:

1. A criminal background check will be requested from the Bureau of Criminal Apprehension or another organization or agency the District so chooses.
2. You have the right to be informed and obtain a copy of the background check report and any records that form the basis of the report.
3. You have the right to challenge the accuracy and completeness of any information contained in a background check report on record.
4. You will be notified if your request to volunteer is denied based on the background check.

The criminal history record information maintained by the BCA and other organizations and agencies is classified as private data, and Minnesota Statutes 12.05, Subdivision 4, requires that the subject of private data give his or her informed consent prior to the dissemination of this data to any person or agency.

You can fill out the attached form and return to District Center-Department of Human Resources or any school's main office. Thank you.

Signature of Applicant/Volunteer

Date

REQUEST FOR EXEMPTION FROM CRIMINAL BACKGROUND CHECK

I hereby request exemption from the criminal background check at this time based on the following:

_____ I am *less* than 18 years of age. (Date of Birth: _____)

Print Full Name: _____

Signature of Applicant/Volunteer

Date