



VOLUNTEER HANDBOOK



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Welcome



This handbook contains information to help you perform the services that may be required of you at your respective school. We hope you will find it helpful.

We appreciate your willingness to share your time and talents to increase educational opportunities for Bloomington Public Schools students. Your service helps students achieve academic success, provides assistance to teaching and learning and contributes to the general welfare of the schools.

We wish you a successful, rewarding and satisfying experience. For any additional questions and information, please call the teacher to whom you are assigned, or contact the Volunteer Connection office at 952-681-6383.

District Overview

Bloomington Public Schools Culture

At Bloomington Public Schools (BPS), we keep students at the center of everything we do. Nine of our schools are Blue Ribbon Schools of Excellence and another six have received Minnesota School of Excellence designations. The distinction is due to our dedicated and talented team of teachers, support staff, and school and district leaders, who consistently earn state and national recognition for outstanding achievements.

Our Schools

BPS is built of two early childhood buildings, ten elementary schools, three middle schools and two high schools. BPS offers options for computer science immersion, accelerated learning classes, artful learning, online education, pathways to career and college, pride in diversity and technology-enhanced learning.

Our Students

- 9,680 students
- 14% English Language Learners (ELL)
- 56% ethnic diversity
- 48% free/reduced lunch
- 19% receive special education services
- A graduation average of 91% among BPS students

Strategic Plan

Mission Statement

Empower and equip each learner to succeed in a rapidly changing world.

Vision

We envision a united, inclusive community where all learners foster their dreams, explore their interests, and build their futures.

Core Values

- Learning for all
- Safety and well-being
- High standards and expectations
- Belonging and trusted relationships
- High levels of voice, choice and engagement
- Cultural proficiency and diversity
- Innovation and real-world relevance
- Communication and collaboration

Goals

Future Ready Instruction

- Align instruction to meet learner needs to prepare all students to be future ready.

Inclusive Environment

- Provide an inclusive environment to meet the needs of all students

Equitable Resources

- Maximize uses of equitable resources through careful planning and financial stewardship.

Family Partnerships

- Partner with families and the community to build trust, commitment, resources, unity and expand learning opportunities.

Quality Workforce

- Recruit, hire, develop and retain a high-quality, diverse workforce to ensure each learner is surrounded with personalized support.

Commitment to Educational Equity

The Bloomington Public School District is an educational leader developing in all our learners the ability to thrive in a rapidly changing world.

We believe that...

- Each person has inherent value.
- Diversity enriches a community.
- All people have the right to be treated with respect and dignity.
- A safe environment is essential to the well-being of the entire community.
- High expectations promote higher achievement.
- Families are the most important influence on the education of their children.
- Each family has the right to receive/request important educational information about their student(s) in their native language.

There are 89 languages spoken by our students and families. The top three (excluding English) are Spanish, Somali, and Vietnamese.

Volunteer Roles

01 Classroom Assistant

Assist a K-12 classroom teacher with fulfilling educational requirements for each student. This may require small group or one-on-one help; such as English Language (EL) and enrichment tutors. (Time commitment: 1-5 hours per week)

02 Study Buddies Tutor

Tutors help K-12 students with basic learning skills in the late afternoons. There are multiple Study Buddy locations around Bloomington. Service groups and family members are also welcome to volunteer! (Time commitment: 1-4 hours per week)

03 Educational Helpers

Throughout the school year, there are many areas such as sports and extracurricular activities, field trips, lunchroom helpers, and more! (Time commitment: 2-10 hours per month)

*Time commitments listed above are just suggestions. We will find a role that works with your availability!

Rights as a Volunteer

Policy 906: Volunteers

"To help individualize instruction, promote school/community interaction, support school activities and events, provide multi-generational and multi-cultural experiences, and enrich curriculum for all learners."

Bill of Rights for Volunteers

- The right to be treated as a co-worker, not as free help or a once-in-a-while convenience.
- The right to be treated with respect by students and staff. If students are unmanageable or disrespectful, alert the teacher immediately.
- The right to a suitable assignment, with consideration for personal preference, temperament, life experience, education availability, and employment background.
- The right to know as much about the organization's policies, its people and programs.
- The right to training for the job, offered through the specific role you are assigned.
- The right to continued information and new developments affecting your assignment.
- The right to a convenient place to work, conducive to learning, and worthy of the job to be done.
- The right to be heard; ask questions and receive answers.
- The right to recognition in the form of awards and through day-to-day expressions of appreciation.

Volunteer Guidelines

Respect for Human Dignity

Be respectful of a student's race, color, creed, religion, national origin, sex, familial status, status with regard to public assistance, sexual orientation, including gender identity or expression, immigration status, or disability. Harassment of any type should immediately be reported to district staff.

Dependability

Do not accept this responsibility lightly. Please give yourself enough time to get to school and become comfortable with the task so you may begin on time. If you must be absent, notify your staff supervisor as soon as possible.

Supervision

All volunteers work under the direct supervision of a Bloomington Schools staff member. That staff member will be your main contact in the district. Remember: As another adult, the students will see you as a mentor/role model. Please be cognizant of your actions.

Student Contact

A volunteer's contact with students is limited to the time scheduled during your volunteer assignment. Never share telephone numbers, email or home address information or accept from students. **Do not interact with students on social media.** Cell phones must be turned off when in the classroom.

Confidentiality

Due to privacy laws, consider all information about student progress, performance and behavior to be confidential. Please refrain from taking photos of students. You are **not** considered a mandated reporter. However, if you see or hear something alarming, please tell a staff member right away. Don't ignore it.

Dress

Remember you are acting as a role model for students and should dress and act appropriately. Wear practical and comfortable clothing. Follow the school dress code (i.e. no hoodies or hats).

Restrooms

If restroom facilities are needed, use only non student restrooms.

Safety Procedures

Routine Safety procedures are a proactive way to keep you, the students, and staff safe. Please practice each day you volunteer.



Parking and Entering

Please park in visitor parking and enter through the front door of the building.



Sign in Procedure

Always sign in and out at the kiosk when you arrive, and sign out when you leave. This is required for all visitors and volunteers.



Wear a Badge

Anyone entering the building needs to be properly identified. You must wear your visitor/volunteer badge at all times.

Emergency Response Guide

Located near the classroom entrance/exit.
Safety training is required in the first 30 days of assignment.

★ Lockdown

The perceived threat is INSIDE or on the campus.

1. Go to nearest classroom or secure location and take cover.
2. Scan hallway quickly; gather students and others into the nearest room. Classroom doors should be locked, lights turned off and shades/blinds closed.
3. Disperse students throughout the room, do not cluster together. Stay "out of sight."
4. Maintain SILENCE. Students TURN OFF cell phones.
5. DO NOT OPEN DOOR, even in the event of a fire alarm. If another hazard event occurs, communication will be made.
6. If in an unsecured location with no place to hide or take cover, evacuate the building immediately. Evacuate to a safe location and notify authorities.
7. If OUTSIDE when a lockdown is initiated, move immediately away from the area to a safe location and notify authorities.
8. If no other options exist when confronted in a life-and-death situation, prepare to evade, distract or defend with any object available.
9. Emergency personnel will knock, announce and unlock classroom doors once the lockdown has been lifted.



★ Shelter-in-Place

Initiated when a potential threat exists near the campus and requires police or fire response.

1. Move all students and activities inside and ensure the building perimeter is secured - all doors and windows locked.
2. No visitors allowed on campus or inside the building unless otherwise directed.
3. Increase situational awareness while maintaining normal classroom and building activities, unless otherwise instructed.
4. Remain inside the building until an "All Clear" announcement.



★ Evacuation

Initiated when conditions are safer outside the building.

1. Follow primary routes unless blocked by hazard. Know the alternate route.
 - Teachers take your cell phone and class roster
 - Allow students to stop for coats on cold-weather days, unless otherwise directed
 - Close classroom door when leaving
2. Assist those needing special assistance.
3. Proceed to designated assembly area; at least 100-ft from building.
4. When outside: Take attendance; report any missing, extra or injured students to BERT member. This info is reported to Incident Commander.
5. Wait for additional instructions or until the "All Clear" announcement.



★ Severe Weather

Proceed to designated "safe harbor" shelter location.

1. Proceed to designated "safe harbor" shelter location.
 - Leave all personal items behind
 - Close classroom door when leaving
 - Once in shelter location: Take attendance; report any missing, extra or injured students to BERT member.
2. Instruct students to "duck and cover" with their backs to the wall.
3. Remain in shelter location until "All Clear" announcement.



★ Hold-in-Place

Initiated when an urgent or medical incident occurs to a student or staff. Response is intended to shelter students from the incident location.

1. Move all students away from the incident location by returning to classroom, or evacuating to another location/room in the school. Students may remain outside under supervision if the incident is inside the school.
2. Scan hallway; gather students into the nearest room.
3. Maintain normal classroom and building activities, unless otherwise instructed.
4. Remain in location until an "All Clear" announcement.



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Life Safety School Conditions

Urgent Incident Condition

You may be required to make decisions. You are empowered to modify plans to save lives.

Volunteering Tips

How Can I Give as a Volunteer?

- Give a child time
- Help a child feel accepted
- Bring a child new experiences
- Expand a child's world of adult friendships
- Offer a child a listening ear
- Reinforce skills taught in the classroom
- Strengthen school-community relations through direct and positive participation in the school
- Give an educator a helping hand

Volunteer Trainings Offered

Available volunteer trainings are listed on the volunteer website. Sign up for one today!



District Policies

Policies That May Pertain to Your Role

Policy 413: Harassment and Violence

Policy 414: Mandated Reporting of Child Neglect or Physical or Sexual Abuse

Policy 417: Chemical Use and Abuse

Policy 419: Tobacco-Free Environment

Policy 457: Respectful and Professional Workplace

Policy 458: Employee Use of Social Media

Policy 501: Weapon-Free Schools

Policy 506: Student Discipline

Policy 514: Bullying Prohibition

Policy 610: Field Trips

Policy 903: Visitors to School District Buildings and Sites

Policy 906: Volunteers

[See all District policies.](#)

Always remember to set a positive and open learning environment when working with any student. Be patient and never be afraid to ask for help. You are representing Bloomington Public Schools.

School Calendar



BLOOMINGTON
Public Schools

Revised 2024-25 District Calendar

- School in Session
- Elementary assessment day
- No school PreK, K-5; grades 6-12 in session**
- Teacher professional development (PD), conference* or work day

2024

JULY

M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

AUGUST

M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

SEPTEMBER

M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30				

OCTOBER

M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

NOVEMBER

M	T	W	T	F
			1	**
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

DECEMBER

M	T	W	T	F
	2	3	4	5
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

2025

JANUARY

M	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

FEBRUARY

M	T	W	T	F
	3	4	5	6
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

MARCH

M	T	W	T	F
	3	4	5	6
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

APRIL

M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		

MAY

M	T	W	T	F
		1	2	
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

JUNE

M	T	W	T	F
	2	3	4	5
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30				

Revised by the School Board May, 28, 2024

**Individual schools determine actual school conference date

START DATES

- Sept. 3** Grades 6-9
- Sept. 4** K-5, 10-12
- Sept. 5** PreK (2- and 5-day)
- Sept. 6** PreK (3-day)

END DATES

- May 29** PreK (2-day)
- May 30** PreK (3- and 5-day)
- June 5** K-12

KEY DATES

AUGUST

- Aug. 26-30** Teacher PD
- Aug. 29-30** Elementary assessment days

SEPTEMBER

- Sept. 2** No school PreK, K-12: Labor Day
- Sept. 3** First day of school 6-9
Elementary teacher PD
- Sept. 4** First day of school K-5, 10-12
- Sept. 16** No school PreK, K-5 / Grade 6-12 in session
Elementary teacher PD (READ Act)

OCTOBER

- Oct. 3** No school PreK, K-12
- Oct. 4** No school PreK, K-5 / Grade 6-12 in session
Elementary teacher PD
- Oct. 16** No school PreK, K-12: Elementary conference* / comp day,
secondary PD day
- Oct. 17-18** No school PreK, K-12: Education Minnesota Conference

NOVEMBER

- Nov. 1**** No school K-5 / PreK, Grade 6-12 in session
Elementary teacher PD (READ Act)
End of Quarter 1: Middle school
- Nov. 22** End of Trimester 1: High school
- Nov. 27** No school PreK, K-12: Elementary / middle school
conference* / comp day; high school PD / work day
- Nov. 28-29** No school PreK, K-12: Thanksgiving break

DECEMBER

- Dec. 2** No school PreK, K-5 / Grade 6-12 in session
Elementary teacher PD (READ Act)
- Dec. 23 - Jan. 3** No school PreK, K-12: Winter break

JANUARY

- Jan. 17** End of Quarter 2: Middle school
- Jan. 20** No school PreK, K-12: Martin Luther King Jr. Day
- Jan. 21** No school PreK, K-12: District-wide PD day

FEBRUARY

- Feb. 7** No school PreK, K-12: Elementary PD / work day,
secondary conference* / comp day
- Feb. 17** No school PreK, K-12: Presidents Day

MARCH

- Mar. 7** No school PreK, K-5 / Grade 6-12 in session
Elementary teacher PD (READ Act)
End of Trimester 2: High school
- Mar. 10** No school PreK, K-12: Conference* / comp day
- Mar. 11** No school PreK, K-12: Elementary conference* / comp
day; secondary PD / work day
- Mar. 28** End of Quarter 3: Middle school

APRIL

- Mar. 31 - Apr. 4** No school PreK, K-12: Spring break
- Apr. 17** No school PreK, K-5 / Grade 6-12 in session
Elementary teacher PD (READ Act)
- Apr. 18** No school PreK, K-12

MAY

- May 9**** No school K-5 / PreK, Grade 6-12 in session
Elementary teacher PD (READ Act)
- May 26** No school PreK, K-12: Memorial Day

JUNE

- June 5** Last day of school K-12
End of Quarter 4: Middle school
End of Trimester 3: High school
- June 6** Teacher work day

The BPS Map



- | | | | |
|--|---|--|---|
| 1 Hillcrest Community
9301 Thomas Rd.
952-681-5300 | 6 Poplar Bridge
8401 Palmer Rd.
952-681-5400 | 11 Oak Grove Mid.
1300 W. 106th St.
952-681-6600 | 16 Educational Service Center
1350 W. 106th St.
952-681-6400 |
| 2 Indian Mounds
9801 11th Ave. S.
952-681-6000 | 7 Ridgeview
9400 Nesbitt Ave.
952-806-7100 | 12 Olson Mid.
4551 W. 102nd St.
952-806-8600 | 17 Community Education Campus
2575 W. 88th St.
952-681-6100 |
| 3 Normandale Hills
9501 Toledo Ave. S.
952-806-7000 | 8 Valley View Elem.
351 E. 88th St.
952-681-5700 | 13 Valley View Mid.
8900 Portland Ave.
952-681-5800 | 18 District Support Services
4571 W. 102nd St.
952-681-6400 |
| 4 Oak Grove Elem.
1301 W. 104th St.
952-681-6800 | 9 Washburn
8401 Xerxes Ave.
952-681-5500 | 14 Jefferson High
4001 W. 102nd St.
952-806-7600 | 19 Transportation Center
4571 W. 102nd St.
952-681-6300 |
| 5 Olson Elem.
4501 W. 102nd St.
952-806-8800 | 10 Westwood
3701 W. 108th St.
952-806-7200 | 15 Kennedy High
9701 Nicollet Ave.
952-681-5000 | 20 Pond Center
9600 3rd Ave. S.
952-681-6200 |
| | | | 21 Southwood Center
4901 W. 112 St.
952-806-8900 |

Thank you for volunteering!



Emily Gagnon

Volunteer Experiences
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bloomington.k12.mn.us/volunteer