



COLLEGE STARTS AT  
**WEST SIDE SUMMIT**

**COMMUNITY**

We build trust, friendship, and community so everyone can succeed.

**RESPONSIBILITY**

We take responsibility for our actions and hold others accountable to their actions so everyone learns.

**EFFICACY**

We can learn anything we set our minds to and are always ready to learn something new.

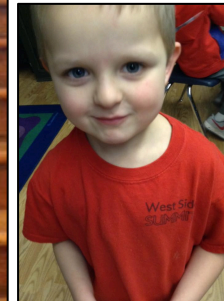
**DIVERSITY**

We strive to understand the people and ideas around us. When we know more about each other, we can work together.

*Revised May 2016*

WEST SIDE  
**SUMMIT** 

**VOLUNTEER  
HANDBOOK**



## WHY THE WEST SIDE?

West Side children are being left behind...

- One-third of low-income students attending West Side elementary schools are proficient in math. Barely half are proficient in reading.
- 28% of West Side middle and high school students are proficient in reading and 14% are proficient in math.
- 16% percent of West Side residents 25 years and older have a bachelor's degree compared to 23% of all St. Paul residents.
- 49% of West Side residents 25 or older have only a high school degree or less, compared to 36% of all St. Paul residents.

(Data as of 2012)

## PURPOSE OF VOLUNTEER PROGRAM AT WEST SIDE SUMMIT

- Enrich and enhance WSS Scholars' learning
- Give teachers more opportunity to offer individual attention to their scholars
- Provide individuals an opportunity to participate in a variety of activities within the West Side Summit.
- Promote and strengthen the partnership between families, the city of St. Paul, the West Side area, and the West Side Summit.

"The best way to not feel hopeless is to get up and do something. Don't wait for good things to happen to you. If you go out and make some good things happen, you will fill the world with hope, you will fill yourself with hope."

— **Barack Obama**



## CONTACT INFORMATION

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Office Fax: 651-447-2128

Email: [info@westsidesummit.org](mailto:info@westsidesummit.org)

Address: 497 Humboldt Ave. St. Paul, MN 55107

# TIPS FOR WORKING WITH STUDENTS

- CALL STUDENTS BY NAME; BE FRIENDLY AND CARING.
- BE ENTHUSIASTIC, PATIENT, AND KIND.
- PRAISE SUCCESS.
- BE HONEST WITH STUDENTS. IT IS OK TO SAY, “I DON’T KNOW.”
- BE COMFORTABLE WITH SILENCE. ALLOW STUDENTS TIME TO THINK AND FORM ANSWERS.
- DO NOT GIVE ANY STUDENT MATERIALS ON YOUR OWN WITHOUT FIRST DISCUSSING IT WITH A TEACHER.
- ACCEPT STUDENTS AS THEY ARE. BE SENSITIVE TO DIFFERENCES IN BACKGROUND, CULTURE, RELIGION, VALUES, VOCABULARY, AND ASPIRATIONS.
- NEVER MAKE A PROMISE YOU CAN’T FULFILL.
- DO NOT EAT CANDY, SNACKS, OR GUM WHEN WORKING WITH STUDENTS UNLESS IT IS PART OF PROGRAMMING.
- BE DEPENDABLE AND PROMPT.
- KEEP CALM IN AN EMERGENCY.
- MAINTAIN YOUR SENSE OF HUMOR!
- AND BY ALL MEANS, ENJOY YOURSELF! YOU HAVE THE OPPORTUNITY TO MAKE A POSITIVE DIFFERENCE IN SOMEONE’S LIFE! HOW WONDERFUL IS THAT?!

With the rigors of top-notch colleges and workplaces awaiting our students, West Side Summit prepares our students culturally for the climates of individual hard work and purposeful collaboration that permeate such environments.

## MISSION

Our mission is to empower students to find joy in learning and develop the academic efficacy necessary to prepare them for the rigors of a college education and beyond.

## VISION

The school’s vision is to be a proof-point for Minnesota that all children, regardless of zip code or socioeconomic status, deserve a high quality education, and that all students can achieve a high level of academic success when we hold high expectations for them and honor their potential for greatness.

## **REASONS TO VOLUNTEER**

- Give back to a cause that you believe in
- Learn new skills
- Make a difference in someone's life
- Make real connections and become part of a community
- Gain a whole new perspective on where you live and/or work
- Get inspired
- Have fun!

### **TIPS ON WHAT NOT TO DO AS A VOLUNTEER**

Volunteers supplement and support education, but may not:

- Have access to student permanent record files
- Diagnose student needs
- Make final evaluations on student achievement
- Counsel students
- Discuss student progress with anyone outside of the program including family members

## **RESPECTFUL LEARNING ENVIRONMENT**

West Side Summit is committed to a safe and respectful learning environment for all students and an education that respects all students and their families.

## **STUDENT DISCIPLINE - POLICY ON WEAPONS**

Weapons or look-alike weapons of any kind are not tolerated on school property or in the school zone; including school sponsored activities, field trips; school buses and other vehicles; and school bus loading and unloading areas. If you suspect that a student or anyone else has a weapon, report it to the Principal or another administrator immediately.

## **TRANSPORTATION**

Minnesota State Rules require students to be transported in a school bus for any transportation arranged by district employees. This includes anything sponsored by or arranged by the school including extracurricular activities or field trips.

## **School District Policies**

To view all School Board Policies online go to [www.westsidesummit.org/board-of-directors/](http://www.westsidesummit.org/board-of-directors/) and scroll to the very bottom. It is your volunteer responsibility to read, understand, and comply with all School Board Policies. Contact the Volunteer Coordinator if you have any questions.

### **BULLYING PROHIBITION**

The purpose of this policy is to assist West Side Summit in its goal of preventing and responding to acts of bullying, intimidation, violence, and other similar disruptive behavior.

### **CHILD NEGLECT OR ABUSE (MANDATORY REPORTING)**

Volunteers are considered "mandated reporters." That means you must report when you have knowledge or reason to believe that a child is being or has been neglected or physically or sexually abused. Report any incident or suspicion immediately to a West Side Summit staff person.

### **DRUG FREE WORKPLACE AND TOBACCO FREE ENVIRONMENT**

In accordance with the Drug Free Workplace Act of 1988, it is the policy of West Side Summit to prohibit the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in the workplace. All school facilities and property are tobacco free (use of tobacco prohibited). This policy applies to paid staff, volunteers, and students.

### **HARASSMENT, VIOLENCE AND DISCRIMINATION**

It is the policy of West Side Summit to maintain a learning and working environment that is free from harassment, violence, or discrimination based on actual or perceived race, color, creed, religion, national origin, sex/gender, marital status, disability, status with regard to public assistance, sexual orientation, age, family care leave status, or veteran status.

## **Who is Benefiting?**

### **PERSONAL BENEFITS OF VOLUNTEERING**

- Giving back to a cause that you believe in
- Learning and/or developing new skills
- Making a difference in someone's life
- Making real connections and becoming part of a community
- Gaining a whole new perspective on where you live and/or work
- Getting inspired
- Having fun!

### **STUDENT BENEFITS**

- Students will see a clear relationship between families, community, and school
- Students will develop a feeling that school is important because they see their parents and community showing an interest and becoming involved
- Students' self-confidence improves when they notice the interest and involvement their families and community have in their school activities

# HOW TO BECOME A VOLUNTEER

## STEP 1: APPLICATION

Complete the volunteer application. You can find the application on this website or in the office at WSS.

## STEP 2: BACKGROUND CHECK

The cost of this is \$14 and is considered a donation to our school as you are making it so we are able to utilize our funds solely for our students. (Parents/Guardians of students do not need a background check)

## STEP 3: SCHEDULING & VOLUNTEERING!

Schedule your volunteer opportunity with the WSS Volunteer Coordinator!

# SCHOOL EMERGENCY PROCEDURES

## FIRE DRILLS

In Classrooms: Follow and assist classroom teachers as directed.

In Lunchroom: Proceed immediately out of the lunchroom as advised by the WSS staff lunchroom supervisors.

In Hallway: Join classroom and assist classroom teacher as directed.

## WEATHER ALERTS

In Classroom: Follow and assist classroom teacher as directed.

In Lunchroom: Proceed immediately with WSS staff lunchroom supervisors to the designated safe area.

In Hallway: Join classroom as they proceed to their designated safe area and assist staff as directed.

## LOCK DOWN PROCEDURES

In Classroom: Stay with classroom and assist classroom teacher as directed.

In Lunchroom: Follow the direction of lunchroom supervisors.

In Hallway: Go to the nearest classroom and follow staff directions, assist classroom teacher as directed.

In case of inclement weather and possible school closures please contact West Side Summit the night before or the morning of a day you are going to volunteer to see if the school will be altering the schedule or canceling class.

## **JOB DUTIES**

It is important that all volunteers work within the parameter of the assignment that the teacher or supervisor has directed. Consult with the teacher or supervisor if you have any questions regarding your assignment. Personal injuries occurred while volunteering must be reported immediately to the front office staff.

## **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 direct supervision of the professional staff. The professional staff is responsible for everything that goes on in the building including student instructions, safety, and discipline.

## **STUDENT CONTACT**

As a volunteer you will meet many students and will enjoy working with them! However, volunteers should not contact students, outside of their volunteer assignment. In addition, when working with students whether individually or in small groups, we ask that you work in a highly visible area. This is not only for the protection of students but volunteers as well.

## **VALUE IN DOLLARS AND SENSE**

Volunteers are a valuable asset to our school. They dedicate many hours of their time to give teachers more time to teach and to provide opportunities for students to learn and enjoy school. Volunteers are a great gift to the district and to the children who attend its schools!

# **PROCEDURES WHEN VOLUNTEERING**

## **ALWAYS SIGN-IN AND CHECKOUT**

Your first task each time you visit West Side Summit should be stopping by the office to sign-in. The sign-in book is located on the counter in the front office. Also, when leaving, be sure to stop back in the office to record what time you are exiting the building. For security measures, and in case of emergency, it is important for us to know who is in the school and why.

## **NAME BADGES**

When signing-in, ask the office staff for a name badge. Having a visitor name badge shows WSS staff who do not recognize you that you are supposed to be there and are not a threat.

## **ASK QUESTIONS**

Ask questions about your work, the classroom, and our school to make yourself acquainted with our community!

## **COMMUNICATE CONCERNS**

If you have any concerns regarding your placement, schedule, roles, responsibilities, or West Side Summit students please contact the Community and Volunteer Coordinator who assigned your position to resolve them.

## **PARKING**

There is only street parking available surrounding West Side Summit as the parking lot is reserved for teachers and staff. Feel free to park on any of the surrounding streets besides the sides of Robie St. and Humboldt Ave. that border the school as they are loading zones for student pick-up/drop-off and busses.

# **GUIDELINES FOR VOLUNTEERING**

## **ACCEPT DIRECTION**

Accept direction and supervision. While recognizing that you are an important leader, you do not take the place of a staff member, but are a supplementary person who offers assistance and enrichment with your personal skill and competence.

## **APPEARANCE**

As representatives of West Side Summit, volunteers, like staff, are responsible for presenting a positive image to students and to the community. Volunteers shall dress appropriately for the conditions and performance of their duties. Please do not use cell phones or text message while volunteering.

## **ASSIGNMENT**

If the assignment does not prove to be what you expected, please notify the WSS Volunteer Coordinator with your feedback so we may improve your experience.

## **BE DEPENDABLE**

Come when promised and on time. Students, staff and other volunteers count on you. If you are unable to keep a volunteer commitment, call the office and let us know of your change in schedule as advanced as possible.

## **WHEN YOU ARE SICK**

Schools are a great breeding ground for germs, so we ask that you follow these simple guidelines:

- Stay home when you are sick – If possible, stay home from work, school, and errands when you are sick. You will help prevent others from catching your illness.

- Cover your mouth and nose – Cover your mouth and nose with a tissue when coughing or sneezing. It may prevent those around you from getting sick.
- Clean your hands – Washing your hands often will help protect you from germs.
- Avoid close contact – Avoid close contact with people who are sick, keep your distance from others to protect them from getting sick too.

## **COMMUNICATIONS**

Keep good communications with WSS staff and the Volunteer Coordinator. Any question is a good question – be sure to ask! Make every effort to arrange a time to talk with the teacher or staff member when there are problems or questions.

## **CONFIDENTIALITY**

Information regarding our students is confidential. Please abide by these two rules:

- 1) No information can be shared regarding a student, without the written and witnessed signed consent of the underage student's parent or guardian.
- 2) Discussing personal information regarding an underage student will be cause for disciplinary action and/or lead to termination of the volunteer.

## **CULTURAL AWARENESS**

Our community is culturally diverse. It is important that we work with one another positively and be aware of cultural differences to ensure we are inclusive of everyone.

## **DISCIPLINE**

Volunteers may not discipline students beyond maintaining order in their group or activity. Please report any problems with students' behavior to the supervising staff person. The professional staff of the school is always responsible for discipline.