

Title I, Part C: Education of Migratory Children



Minnesota Migrant Education Services Volunteer Handbook

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Welcome

We are very excited that you have chosen to spend your time with us! We are honored to have you as part of our team. We want to ensure that your time spent with us is **fulfilling** and **rewarding**, so please let us know if there is anything we can do to make you feel comfortable at Le Sueur Administrative Offices (LSAO). We appreciate you taking time out of your busy schedule to help us in meeting our mission.

The Goal of the Migrant Education Program

The goal of the Migrant Education Program is to ensure that all migratory students reach challenging academic standards and graduate with a high school diploma (or complete a HSED) that prepares them for responsible citizenship, further learning, and productive employment. This website provides information, tools, and resources to promote the interstate coordination of migrant programs.

Mission

The mission of the Minnesota Migrant Education Program (MEP) is to ensure equity and access to high quality educational programs and services to meet the unique educational needs of Migrant children and their families. The MEP provides leadership, technical assistance, and resources to remove barriers for migratory students, which are a result of educational interruption and other aspects of the migratory lifestyle.

Minnesota Migrant Education Services

[Tri-Valley Opportunity Council \(TVOC\)](#) is a non-profit community action agency dedicated to enhancing the quality of life for individuals and communities. Our motto, "People Helping People," reflects our commitment to making a positive impact. Tri-Valley hosts many programs that help to enrich people's lives and strengthen our communities.

Migrant Education Services – Tri-Valley Opportunity Council, Inc.

The [Migrant Education Program](#) is a supplemental initiative designed to help students succeed by removing educational barriers, ultimately guiding them toward graduation. This program assists migratory children in overcoming educational disruptions, cultural and language barriers, social isolation, health-related issues, and other challenges that hinder academic performance. Migratory families often relocate for seasonal and temporary work, causing students to frequently change schools and miss crucial educational opportunities. The [Minnesota Migrant Education Program](#) aims to eliminate these obstacles, helping children and youth achieve their goal of graduation. At TVOC, we offer various programs to enrich lives and strengthen communities. Our [Migrant Education Services department](#) supports approximately 1,500 highly mobile, low-income students across Minnesota. The Minnesota Department of Education partners with TVOC's Migrant Education Services department to:

- [Identify and recruit](#) migratory children ages 0-21 who have not received a high school diploma or equivalent
- Determine [eligibility](#) for the Title IC Minnesota Migrant Education Program

- Collect all [Minimum Data Elements](#) for migrant student records
- Manage the state migrant education database (MIS2000)
- Manage the national migrant education database ([MSIX](#))
- Conduct quality control measures, such as re-interviews
- Provide [professional development](#)
- Manage the educational resource center ([MMERC](#))
- Provide [supplemental instructional and support services](#)
- Provide support and technical assistance to summer Migrant Education Programs in school districts with higher concentrations of migratory students and strive to serve migratory students statewide based on needs and available resources throughout the year.

Populations We Serve

Caucasian

- Languages- American English
- Religion- Highly Christian constituency

Hispanic/ Latino

- The largest minority in the US
- Second only to English, Spanish is the language most used in the U.S.
- Religion- Highly Christian constituency
- The culture places a strong value on family

Somali

- The Somali community in the US is the 7th largest in the world
- It is possible to find Somalis in almost every small town in Minnesota, larger pockets live in South Minneapolis, St. Paul and Rochester
- Languages- Somali, Arabic, American English
- Religion- Islam

Volunteers, program consultants and/or contractors should be familiar with the ethnic backgrounds and heritages of families in the program and should be able to serve and effectively communicate, either directly or through interpretation and translation, with children who are dual language learners and to the extent feasible, with families with limited English proficiency. Tri-Valley will provide translation and interpretation services as needed to assist in effectively communicating with children and families.

Volunteer Requirements

Classroom volunteers must be a minimum of 14 years of age. Volunteers from ages of 14 to 17 must have written parental consent. The Deputy Director is authorized to deny people from volunteering, if it is deemed necessary for the good of the program, except when volunteers are parents working with their own children.

Screening and Training

- Volunteers/interns are to never be left alone with children
- Volunteers/contractors/consultants/unpaid interns may work in any area of the program in which they have appropriate training and skills.
- Regular volunteers/unpaid interns must be screened for tuberculosis by filling out the TB Baseline Screening form.
- Regular volunteers/unpaid interns are defined as anyone spending at least 4 hours per week for two consecutive weeks in the center and who plan to continue volunteering on a weekly basis.

Notification of COVID-19 Removal from LSAO

Individuals must notify their supervisor when they have tested positive for COVID-19, or have been diagnosed with COVID-19 by a licensed healthcare provider.

Individuals who are sick or experience COVID-19 symptoms while at home or at LSAO must contact their supervisor.

Individuals will be immediately removed from LSAO if they have received a positive COVID-19 test or have been diagnosed with COVID-19 by a licensed healthcare provider (i.e. immediately sent home and recommend to seek medical care, as appropriate).

Return Criteria: Individuals who have tested positive for COVID-19 will be able to return to LSAO following the MDH guidance for childcare.

<https://www.health.state.mn.us/diseases/coronavirus/schools/exguide>

Volunteers/contractors/consultants/unpaid interns Do's and Do Not's

- DO treat all children, families, and staff with respect and understanding.
- DO complete an In-Kind form each time you volunteer.
- DO abide by the Safe Practices Policy
- DO abide by the Confidentiality Policy
- DO NOT perform safety sensitive operations, like operating machines or utilizing chemicals.
- DO NOT be left alone with children.
- DO NOT possess, sell, distribute, dispense, or use illegal drugs or alcohol (including abusing prescription medications) while performing assigned duties or while on Tri-Valley property.

Drug and Alcohol Policy

Tri-Valley prohibits employees/volunteers/contractors/consultants/unpaid interns, when directly responsible for persons served by the program, from abusing prescription medication or being in any manner under the influence of a chemical that impairs the individual's ability to provide services or care.

The program provides a safe and productive work environment for all employees/volunteers/contractors/consultants/unpaid interns. Employees/volunteers/contractors/consultants/unpaid interns shall not be involved with the unlawful use, possession, sale, or transfer of prescription or illegal drugs or narcotics in any manner that relates to their position or Corporation business. Violations of this policy will result in disciplinary action.

Employees/volunteers/contractors/consultants/unpaid interns, shall not possess nor consume alcoholic beverages during work time. Depending on the circumstances, other action, including notification of appropriate law enforcement agencies, may be taken against any violator of this policy.

The legal use of prescribed drugs is permitted on the job only if it does not impair an employee's ability to perform the essential functions of the job effectively and in a safe manner, that does not endanger other individuals in the workplace.

Behavior Guidance

Listed below is important information volunteers/unpaid interns must understand if working with children:

- Be a positive model of acceptable behavior.
- Utilize behavior guidance techniques appropriate for the developmental level of each child.
- Redirect children away from problems toward constructive activity in order to reduce conflict.
- Teach children how to use acceptable alternatives to problem behavior in order to reduce conflict.
- Protect the safety of children at all times.

Cell Phones and Other Electronic Devices

Cell phones are allowed as needed while volunteering/working in the program. If volunteers/contractors/consultants/unpaid interns need to use a personal electronic device, they are expected to separate themselves from the activity.

Using electronic devices to collect images, video, or audio recordings of children, families, and staff is prohibited.

Confidentiality Policy

Access to confidential information is limited to positions and individuals needing the information to perform the duties of their position and/or ensure the safety of children in care.

In order to safely and effectively provide services to children and families, as well as meet documentation and reporting requirements, designated staff will have exposure to confidential child and family information, such as date of birth, social security number, employment, income, household members, marital status, and medical information such as diagnosis, past, current, and pending health and disability information.

Tri-Valley has a number of internal systems in place to ensure the confidentiality of child and family information. When collaborating with MN Department of Education, Tri-Valley follows the provisions in the Family Educational Rights and Privacy Act (FERPA).

Expectation of Staff Maintaining Confidentiality

Tri-Valley staff are expected to protect the confidentiality and rights to privacy for staff, children, and families. Disclosure of confidential information of current, past, and potential Tri-Valley children and families to anyone inside or outside of the program, in any way other than directed and appropriate within their job duties, may be grounds for immediate termination of employment. Staff are also expected to comply with applicable confidentiality and data privacy policies found in the Tri-Valley Corporation Policy Manual.

Posted Documents

Anything posted outside the classroom or in newsletters must only include a child's first name. Written documents posted in the center containing a child's full name must have a coversheet or be placed in a binder to protect confidentiality. (This includes Attendance Records, Child Emergency Information, bus lists, classroom lists, etc.)

Newsletters and/or other information sent to parents/guardians or community partners must only contain children's first names. Pictures of perfect attendance awards are allowed in the TVOC newsletter if only the child's first name is used.

Conversations regarding children and/or families must occur in private areas.

Discussions about an individual child and/or family must not occur when:

- Other children or parents/guardians are present;
- The child is within hearing range; or,
- When other staff are present.

Safety

Tri-Valley believes in protecting the children and families in our care. Safety is our utmost priority.

Any registered offender who is prohibited from being around young children will NOT be allowed at the center. Registered offenders cannot volunteer/work or participate in center activities unless they are the parent or legal guardian of an enrolled child and are working with their own child.

Safe Practices

- Emergency Phone Numbers, including the telephone number of the fire department and sources of emergency medical care, must be posted.
- Evacuation routes, and primary and secondary exits must be posted.
- No firearms are allowed.
- All parents/guardians, visitors, and staff not directly working at LSAO, must check in at the office and sign in before going elsewhere. This requirement must be clearly posted in all facilities.

Centers must develop a system to ensure that they know who is in the building and their purpose for being there, i.e. nametags, visitor pass, etc.

- Hallways and exits must remain free of clutter, equipment, etc.
- Facilities are smoke-free environments.
- Emergency lighting, exit lights, smoke detectors, and carbon monoxide detectors must be functioning at all times.
- A battery-operated portable radio is available.

Hand Washing

The single most effective thing that can be done to prevent the spread of disease is to correctly wash your hands and the children's hands, thoroughly and often.

If gloves are being used, hands should be washed immediately after gloves are removed, even if hands are not visibly contaminated. The use of gloves alone will not prevent contamination of hands or the spread of germs and should not be considered a substitute for hand washing.

Directions for washing hands:

- Wet hands with warm, running water.
- Apply liquid soap.
- Wash hands for 20 seconds. Include palms, backs, between fingers, thumbs, fingernails and wrists.
- Dry hands with a hot air dryer or paper towel.
- Turn off faucet with paper towel. This avoids recontamination. Throw paper towel into plastic lined waste container.

Hands must be washed:

- When you arrive at LSAO.
- Before and after you eat, and before you prepare or serve food or set the table.
- After using the toilet
- After you cough, sneeze or blow your nose/child's nose.
- After playing with or caring for pets or other animals.
- Whenever hands look, feel or smell unclean.
- After using the phone.

Reporting Maltreatment of Minors

Federal and state laws REQUIRE program staff to report all suspected cases of Maltreatment of minors. Program staff will only report that a child shows signs of possible abuse or neglect. Child Protective Services will decide what the next step will be. Our program takes special measures to ensure that no

one caring for a child in the center has a history of child abuse. If you have any questions, please contact the Center Manager.

Maltreatment of Minors Mandated Reporting

Who should report child abuse and neglect?

- Any person may voluntarily report abuse or neglect.
- If you work with children in a licensed facility, you are legally required or mandated to report and cannot shift the responsibility of reporting to your supervisor or to anyone else at your licensed facility. If you know of or have reason to believe a child is being or has been neglected or physically or sexually abused within the preceding three years, you must immediately (within 24 hours) make a report to an outside agency.

Where to report:

- If you know or suspect that a child is in immediate danger, call 911.
- All reports concerning suspected abuse or neglect of children occurring in a licensed facility should be made to the Minnesota Department of Human Services, Licensing Division's Maltreatment Intake line at 651-431-6600.
- Reports regarding incidents of suspected abuse or neglect of children occurring within a family or in the community should be made to the local county social service agency at or local law enforcement.
- If your report does not involve possible abuse or neglect but does involve possible violations of Minnesota Statutes or Rules that govern the facility, call the Department of Human Services, Licensing Division at 651-431-6500.

What to report:

- Definitions of maltreatment are contained in the Reporting of Maltreatment of Minors Act (Minnesota Statutes Section 626.556).
- A report to any of the above agencies should contain enough information to identify the child involved, any persons responsible for the abuse or neglect (if known) and the nature and extent of the maltreatment and/or possible licensing violations. For reports concerning suspected abuse or neglect occurring within a licensed facility, the report should include any actions taken by the facility in response to the incident.
- An oral report of suspected abuse or neglect made to one of the above agencies by a mandated reporter must be followed by a written report to the same agency within 72 hours, exclusive of weekends and holidays.



MIGRANT EDUCATION SERVICES VOLUNTEER TRAINING RECORD

Volunteer Name: _____ **Location:** _____

Required Forms:

- Volunteer Training Record
- [Code of Conduct Ethics - Volunteers](#)
- Parent Permission (under 18)

Acknowledgement:

- I acknowledge that I have been trained on the specific information needed to volunteer in the Migrant Education Services Program by reading the Community Volunteer Handbook. I have had the opportunity to ask questions and feel comfortable in my volunteer role.

Volunteer Signature: _____ **Date:** _____

Staff Signature: _____ **Date:** _____

PARENT PERMISSION VOLUNTEER UNDER 18

I, _____, give my child, _____, permission to volunteer at
 (Parent's Name) (Volunteer's Name)
 Tri-Valley Opportunity Council's _____.
 (Location)

Parent Signature: _____ **Date:** _____

Volunteer Emergency Contact Information

Contact Name:	Relationship:
Address:	Phone:
Contact Name:	Relationship:
Address:	Phone:

Do you have any medical concerns or restrictions that we need to know about for the safety of the children (i.e. allergy, lifting restriction, other accommodation)? Yes No

If yes, please explain:

CODE OF CONDUCT AND ETHICS - VOLUNTEERS

All parents/guardians and community volunteers providing services in the Tri-Valley Head Start, Child & Family Programs are to use this Code of Conduct and Ethics to guide their actions when working with children, parents/guardians, staff members, volunteers, consultants and community members. This Code of Conduct and Ethics form must be read, its contents understood and signed before beginning any volunteer activity in the program.

The Tri-Valley Head Start, Child & Family Programs Vision is to inspire children and families to strive to their fullest potential every day. Our Mission is to cultivate life-long learning in children and families.

Expectations:

In order to protect the safety and well-being of all children:

- I will not allow practices that are disrespectful, degrading, intimidating, psychologically destructive or physically harmful to children.
- I will be aware of and follow program safety and emergency procedures.
- I will use positive methods of child guidance and will not engage in corporal punishment, emotional or physical abuse, or humiliation.

In order to respect the unique identity of each child and family:

- I will respect the dignity, worth, and uniqueness of each child, family member, and staff person.
- I will refrain from stereotyping any child or family based on gender, race, ethnicity, culture, religion, or disability.
- I will provide both girls and boys equal opportunities to participate in all activities.

In order to respect the confidentiality of children and families:

- I will not discuss information regarding any Head Start child or family member outside the program.

In order to comply with all applicable laws, standards, policies, and procedures:

- I will not talk negatively about the agency, the program, children, families or staff.
- I will take care of all equipment and supplies and will teach children to also respect materials through modeling appropriate behavior.

Consequences of violating this Code of Conduct and Ethics:

I understand that if I don't follow this Code of Ethics, my volunteer time may be restricted.

I have read and understand the Code of Conduct & Ethics. I agree to meet the expectations and understand the consequences of violating the contents of this document.

Print Name: _____

Location: _____

Signature: _____ **Date** _____