

# **EDISON ELEMENTARY**

## **VOLUNTEER HANDBOOK**



3350 Quitman Denver, CO 80212

Office: 720-424-7780

Attendance Line: 720-424-7784

Website: <http://edison.dpsk12.org>

## **Table of Contents**

### Welcome

- Welcome from the Principal
- Edison Vision
- Goal of the Volunteer Program

### Responsibilities of Volunteers

- Volunteer Application
- Requirements of Volunteers
- Confidentiality
- Safety

### Volunteer Opportunities

- Classroom
- School
- PTA
- Collaborative School Committee

### Working effectively with staff

### Working effectively with students

### Signing up and Signing in and Contact Information

## **Welcome from the Principal**

Dear Parent volunteer,

Thank you for choosing to volunteer at Edison Elementary. Edison's mission is to ensure that every child succeeds. We strive to actively engage all students through rigorous academic instruction in preparation to become college and career ready. We cannot accomplish this without your talents, collaboration and support. Thank you for your services to our students and community.

Sincerely,

Sally Whitelock, Principal

## **Edison Vision**

Edison Elementary is committed to being a collaborative learning community where rigorous academics and character education ensure the development of the whole child. We design learning experiences to meet the unique learning needs of each student so that all of our children develop 21st Century skills: critical thinking and reasoning, information literacy, self-direction, collaboration and invention/innovation. We celebrate curiosity and creativity in the development of life-long learners.

## **Goal of the Volunteer Program**

The goal of the Edison Elementary volunteer program is to assist the school in providing the best possible education for each student within a positive and caring community.

## **Responsibilities of Volunteers**

A volunteer is an individual who performs hours of service for a public agency for civic or charitable reasons without promise or expectation of compensation. Volunteers are an important part of the educational team and suggestions are always welcome. It is the professional staff, however, that is held responsible for the law and decisions made regarding instruction of students, management of the school and safety. For this reason, volunteers always work under direct supervision of teachers and administrators.

## **Volunteer Application**

Every volunteer working in DPS and Edison Elementary must complete a Volunteer Application and Background Check. This must be turned in to the office at Edison. All volunteers must be cleared prior to volunteering in the school or for the PTA.

## **Requirements of Volunteers**

- 1- Complete the Volunteer application & background check.
- 2- Review the Volunteer handbook and/or attend the training.
- 3- Sign in and out of the building. Wear the volunteer badge.
- 4- Follow confidentiality and safety expectations.

## **Confidentiality**

Volunteers may observe or hear information that is confidential. Information about students (academic, social, behavioral, informational), parents and/or staff should NOT be discussed with anyone who does not have a professional right to know. Please do not discuss a student with anyone (including their parents) other than the teacher. If you are concerned about something you observe or something a student says, please tell the teacher.

## **Safety**

- ❖ Do NOT discipline students.
- ❖ Do NOT be alone with students.
- ❖ Store personal information in a locked space.
- ❖ Tell the teacher if you have any concerns about students.

## **Volunteer Opportunities**

### **Classroom**

- ❖ Copying for class/grade level
- ❖ Stuffing Thursday folders
- ❖ Planning/organizing classroom events (Fall Festival, Valentine's Day party)
- ❖ Attending Field Trips
- ❖ Instructional support with students (AR reading, math stations, etc)
- ❖ Sharing a talent related to a specific lesson/unit
- ❖ Grade spelling tests or math facts tests
- ❖ Clean classroom/desks after school

### **School**

- ❖ Shelving books in library – Training required by Librarian
- ❖ Recess parent coach – Training required by PBIS coordinator

### **PTA**

- ❖ PTA leadership team member (voted in)
- ❖ Lead a committee (Fundraising, Fall Festival, Book Fair, RIF, Family Dance, EdFest, etc)
- ❖ Sign up to help at a community event
- ❖ Attend PTA meetings

### **Collaborative School Committee**

- ❖ Parent representative – 4 members who are nominated & voted on to the committee, 2 year position who advises the school leadership regarding school decisions. Meets the 1<sup>st</sup> Thursday of the month after school.

## **Working Effectively with Staff**

The staff appreciates your willingness to be a part of the educational team. Teachers and support personnel will come to depend upon your assistance. Below are some tips to help build good working relationships:

- ❖ Sign up for volunteer opportunities that you are interested in. Let the staff know your interests and passions.
- ❖ Become familiar with school rules and follow them.
- ❖ Dress appropriately for the job you are doing.
- ❖ Be dependable and communicate with the office staff if you had signed up to volunteer but are unable to make it due to sickness or an emergency. Ask the office staff to communicate with the teacher.
- ❖ Be reliable and aware of the commitment you are making. If you sign up to volunteer, teachers are depending on you. Please do not sign up to volunteer if you cannot commit to it.
- ❖ Communicate with teachers if you are unclear about what they asked you to do or their expectations.
- ❖ Be aware of the responsibilities of a teacher. Typically, they will be teaching while you are volunteering. Please do not interrupt instruction or learning time to ask questions or socialize.
- ❖ Be aware that teachers have limited time. They only have 45 minutes for lunch and often use this time to prepare for instruction, socialize/communicate with colleagues, eat, and complete personal business. Please DO NOT take their lunch time for questions or discussion.
- ❖ Respect confidentiality and safety expectations by not: disciplining students, grading papers, supervising students without a teacher present, diagnosing students, evaluating student achievement, discussing student progress with parents.

## Working Effectively with Students

Volunteering in the school is a great opportunity to get to know students and understand what your child is learning in school. Below are some tips to help you work effectively with students:

- ❖ Call students by name at each opportunity.
- ❖ Observe the techniques the teacher uses and try to use these when working with students.
- ❖ Accept children as they are.
- ❖ Communicate with a 'growth mindset.' Praise effort and hard work, not grades. Encourage students to try their best. Praise small successes.
- ❖ If you tell a student you are going to do something, do it. Children never forget.
- ❖ Follow the teacher's lead.
- ❖ Reinforce and encourage good behavior and effort.
- ❖ It is okay if you do not know all the answers.
- ❖ Keep students on task with the learning the teacher asked them to do.
- ❖ Supervise carefully. Students should not be left unsupervised. Volunteers should not supervise students without a staff member present.

### **Signing up**

Sign up for volunteering through “Sign Up Genius” links on the Edison website.

### **Signing in and out**

All volunteers must sign in and out at the school office (on the computer) every time they volunteer.

For safety reasons, volunteers must wear a volunteer badge/sticker at all times in the building.

### **Important Contact information**

Office Phone number: 720-424-7780

Principal: Sally Whitelock

Assistant Principal: Joan Wieser

Secretaries: Michelle Miller & Barbara Schrant