

# **Eagleview Elementary Volunteer Orientation *2022-2023***



Adams12   
Five Star Schools



Volunteers are among the Five Star District's most valuable assets used to assist schools in providing the best possible education for each student. Volunteers help:

- to provide teachers with more time to work with students
- to enrich children's learning opportunities
- to provide individual attention to children who may need more one-on-one assistance than the classroom teacher is able to provide
- to promote a school/home/community partnership for quality education
- to assist teachers and support personnel in non-instructional tasks

*Our volunteers' contributions to the lives of our students and community are invaluable. We are grateful to have a community of citizens of all ages that values the future of our kids.*





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*Where our Eagles come  
“To Learn, To Work Hard and Be Positive!”*

## District Policies



- ◆ In an effort to promote a robust volunteer program that provides a safe, accountable and supportive school environment, it is important all volunteers are familiar with district policies. **(Please review each policy)**
  - ◆ [Visitors to Schools](#) (Policy 1200)
  - ◆ [Public Conduct on School Property](#) (Policy 1210)
  - ◆ [Video and Audio Monitoring](#) (Policy 3520)
  - ◆ [Dismissal of Students](#) (Policy 5700)
  - ◆ [Dress and Behavior](#) (Policy 4100)



## Volunteer Training

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- ◆ ALL volunteers must review the training materials and sign a Code of Conduct in order to work in the school in any capacity.
- ◆ This includes parents/or grandparents who attend field trips.
- ◆ The training must be reviewed EVERY year.

## **When Arriving to Eagleview...**

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- ◆ Be prepared to present your Driver's License to be scanned through school Raptor system.
- ◆ At all times, volunteers must wear a volunteer badge or visitor sticker. (If there is not a badge or sticker visible, a staff member may inquire about your presence in building.)



# Safety and Security -Emergency Preparedness



Please familiarize yourself with each of the procedures, in the event you are volunteering at the time of an incident. (Next two slides)

# Opportunities for Volunteering

- ◆ Classroom Assistance
- ◆ Lunch Supervision
- ◆ Field Day
- ◆ Crosswalk
- ◆ Book Fair
- ◆ FLIGHT
- ◆ EPTP (Eagleview Parent Teacher Partnership)
- ◆ Field Trips
- ◆ At-home projects
- ◆ Eagleview MakerSpace





## SAFETY & SECURITY: Types of Action



### Secure

Building is locked and students are brought inside as a precautionary measure based on activity in the area.

#### Examples:

- Law enforcement activity such as serving warrants in a nearby location
- Report of dangerous wildlife in area

#### ACTION: Monitoring

#### How will you know?

- Email to parents

Further communication as needed if the situation impacts daily operations.

**Please remain at home** until receiving further communication.



### LockDOWN

Building is put on lockDOWN due to danger inside or very near the building. All students and staff are in lockDOWN – Locks, Lights, Out of Sight.

#### Examples:

- Threat inside the school
- Emergency or dangerous situation very near the building

#### ACTION: Active with district and emergency responders

#### How will you know?

- Phone call (auto dial) to parents
- Text to parents (if opted-in)
- Email to parents

Updated communication as situation progresses and as needed.

**Please remain at home** until receiving further communication.



### Evacuate

Students and staff are moved to a new or safe location due to a situation in or near the school building.

#### Examples:

- Gas leak in the school
- Unsafe situation near school affecting release times

#### ACTION: Active with district and emergency responders

#### How will you know?

- Phone call (auto dial) to parents
- Text to parents (if opted-in)
- Email to parents

Updated communication as situation progresses and as needed.

**Please remain at home** until receiving further communication.



### Shelter

Students and staff are instructed to take safe shelter due to a situation in or near the school.

#### Examples:

- Tornado, earthquake or other natural events

#### ACTION: Active with district personnel and emergency responders as needed

#### How will you know?

- Email to parents

Further communication as needed if the situation impacts daily operations

**Please remain at home** until receiving further communication.



### Reunification

As a result of any of the above scenarios, students may need to be reunified with parents through a controlled release at the school or a reunification at a new location.

We want to reunite students with parents as soon as possible during an emergency situation. We will work with police and fire agencies to determine when it is safe to reunite students and parents. These situations often take time and planning to ensure you and your child are reunited safely.

#### Here are some tips for your role in a reunification:

- 1 STAY HOME
- 2 STAY INFORMED
- 3 BE READY



Watch a video on your role during a reunification at [www.adams12.org/safety](http://www.adams12.org/safety)



### Hold

Hold is called when the hallways need to be kept clear due to a situation inside or outside of the building.

Students and staff are instructed to clear the halls and remain securely in a classroom until the situation is resolved. Behind doors it's business as usual, although students may remain in class longer than the dismissal bell.

Visit [www.adams12.org/safety](http://www.adams12.org/safety) to learn more about district safety protocols, update your contact information and sign-up for text message alerts.



## Volunteer Tips - Working with Staff

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- ◆ Take the time to get acquainted , build rapport with staff and students, and familiarize yourself with routines and procedures (including safety protocols).
- ◆ Recognize this may be a new experience for you and /or the teacher.
- ◆ Communicate! Needs, desires, concerns, etc.
- ◆ Be flexible. We all have different ways of doing things.
- ◆ Be punctual and dependable.
- ◆ Ask questions. Don't assume anything!
- ◆ Have Fun!



# IMPORTANT



- ◆ Set up a time to meet with staff ahead of your visit.
- ◆ Take time to observe.
- ◆ Do NOT use student restrooms. (Staff restrooms are available).
- ◆ Maintain confidentiality (observations, students, staff, dialogue, etc.)
- ◆ Take care of yourself first.
- ◆ The EVE staff is held responsible for decisions made throughout the school day. For this reason, volunteers always need to work under the supervision of teachers, principal and/or his/her designee.

# Volunteers - Working with Students

- ◆ Call students by name
- ◆ Closely observe the techniques used by the teacher
- ◆ Accept children for who they are
- ◆ Encourage and praise students
- ◆ Model kindness
- ◆ Support, not enable...encourage students to do their own thinking
- ◆ Follow the teacher's lead
- ◆ Use positive reinforcement (using SOAR acronym)
- ◆ It's okay if you don't have the answers
- ◆ Hold students to high expectations
- ◆ Never leave any student or group unattended





## Frequently Asked Questions (FAQs)

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- ◆ **How often can I volunteer?**

- ◆ In an effort to support the confidentiality of students and to ensure the *highest quality of instruction*, we ask that volunteers *limit their time in the classrooms to no more than two hours a couple of times a week*. We greatly appreciate all the help and support you provide our school.

- ◆ **Can I bring another child/sibling along if I plan to chaperone on a field trip?**

- ◆ Volunteers may **not** bring siblings or guests on field trips.

## FAQs Continued...

- ◆ **I would like to volunteer, and have a younger child. Can I bring the child with me, even for a short time?**

- ◆ *We kindly ask you find alternate supervision for younger children when volunteering.*

### **Do I have to sign in/out every time I enter/leave the building?**

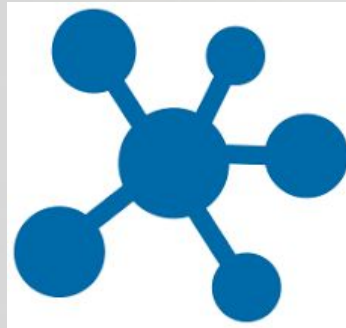
- ◆ *In order for us to keep an accurate record of visitors in the building, yes, it is expected for visitors to sign in and out every time.*
- ◆ **If I am volunteering and there is a safety drill being conducted, do I need to follow suit and evacuate and/or hide accordingly?**
  - ◆ *Yes, it is very important all adults and students follow the exact same procedures for every safety drill. This includes getting alongside students on the floor.*



## Other Ways to Get Involved..

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### Involvement Opportunities



# Volunteer Code of Conduct

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Click [HERE](#)





## **Additional Questions?**

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- ◆ Just ask! The entire EVE staff is prepared to answer any questions you may have!