



VOLUNTEER HANDBOOK

EDINA VOLUNTEER PROGRAM

Edina Community Center

5701 Normandale Road

Edina, MN 55424

952-848-4926

volunteer@edinaschools.org

www.edinaschools.org/volunteer



EdinaPublic
Schools

DEFINING EXCELLENCE

Welcome

We want to thank you for donating your time, talent and efforts to Edina Public Schools (EPS). Your involvement in our program strengthens the education of our students.



You extend the capacity of our staff in multiple ways, and bring invaluable skills and talents in the process. You also serve as a connector of our greater community to our school district, and the value you bring to our work is much greater than the hours you will serve.

In this handbook, we have provided information on the district's volunteer program. Please review this information, and if you have any questions or would like more information, please contact the Edina Volunteer Program office at 952-848-4926.

We are fortunate to have many outstanding community members who are dedicated to the education and welfare of our students. By working together, we can unite in our All for All mission of putting our children first. Thank you for the time and effort you give to the Edina Public Schools.

“We live in a society that has always depended upon volunteers of different kinds—some who can give money, others who can give time, and a great many who give freely of their special skills. If you look closely you will see that almost anything that really matters to us, anything that really embodies our deepest commitment to the way that human life should be lived and cared for, depends on some form of volunteerism.”

- Margaret Mead

District Overview

Edina Public Schools is a nationally recognized suburban public school district serving approximately 8,300 students. The District includes six elementary schools (gr. K-5), two middle schools (gr. 6-9) and one high school (gr. 10-12). The District also includes the award-winning Edina Family Center, providing early learning opportunities for children age 0-5 and their families; and Community Education Services, providing programs and services for learners of all ages, from birth through age 85+.

Student Enrollment:

- **86%** of resident school-age students attend Edina Public Schools and **14%** of the student population joins EPS through state open enrollment programs;
- **19%** of Edina Public Schools students report minority status, an increase of over **10%** in the last ten years;
- **3.4%** of students receive English Learner services, with EPS families speaking **44** different languages at home;
- **9%** of Edina students qualify for Free and Reduced priced meals;
- **11%** of students receive Special Education services; and
- **11%** of EPS students are served by our Gifted and Talented Program.

Student Achievement:

- **99%** of students graduate from Edina High School, with **94%** pursuing some sort of higher education.
- Edina students regularly place among the top two or three Minnesota school districts on state reading, math and writing tests.

Mission and Core Values

ALL FOR ALL

The mission of the Edina Public Schools, **working in partnership with the family and the community**, is to educate all individuals and be responsible, lifelong learners who possess the skills, knowledge, creativity, sense of self-worth, and ethical values necessary to thrive in a rapidly changing, culturally diverse, global society.

OUR VALUES

**WE
CARE**

Compassion in helping others with what they need as a part of who we are; and

Appreciation of Diversity by understanding, respecting and embracing all people.

**WE
SHARE**

Responsibility by being accountable for my work, interactions and relationships; and

Commitment in keeping the promises we make to self and others.

**WE
DARE**

Integrity by doing the right thing at the right time even when no one is watching; and

Courage by meeting challenge in the midst of easier ways out and doubt.

Volunteer Program Purpose

Edina Public Schools is committed to using volunteers to promote and strengthen partnerships between the school and the community as well as to help personalize instruction and enrich curriculum for all learners. For more information, please review School Board Policy 911.

The volunteer program will:

- Enrich the curriculum;
- Enhance students' learning opportunities;
- Offer individual attention to students;
- Increase students' self-esteem and motivation to learn;
- Provide satisfying opportunities for community members;
- Strengthen community partnerships;
- Provide a multigenerational learning experience; and
- Support efforts to achieve district academic standards.



We are committed to working with you to ensure volunteering is a rewarding experience for everyone. This handbook outlines the guidelines and expectations to create a safe and successful environment for students, staff and volunteers.

Guidelines for Volunteers

Respect for Human Dignity: Be appreciative of all racial, religious and ethnic groups. Harassment of any type is a violation of federal and state law and of the Edina Public Schools. For more information, please review School Board Policies 402 and 413.

Dependability: Please arrive on time to the arranged volunteer assignment. If you are unable to make your commitment, notify the staff person and the volunteer staff as soon as possible.

Dress: Wear appropriate, practical and comfortable clothing when you volunteer.

Supervision: All volunteers work under the direct supervision of a teacher, staff person or school administrator and should follow their direction.

Student Contact: A volunteer's contact with students is limited to scheduled time during your volunteer assignment. This protects both you and the student(s).

Training & Orientation: Please attend volunteer orientation and training sessions. If specific training is needed for your role, you will be provided with such. Workshops will also be held periodically to provide growth and information to enhance your volunteer experience.

Discipline: Volunteers may not discipline students. Please report any problems with student behavior to the supervising staff as they are responsible for any disciplinary actions. For more information, please review School Board Policy 506.

Confidentiality: Due to privacy laws, consider all information about student progress, performance and behavior to be confidential. In addition, consider personal details learned about teachers' and students' lives to be private information. For more information, please review School Board Policies 406 and 515.

Mandated Reporting: Volunteers are considered mandated reporters. As a mandated reporter, 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. Volunteers are expected to report any incident or suspicion immediately to a staff person. For more information, please review School Board Policy 414.

Tobacco, Alcohol and Drug Free Schools: The school district is free from tobacco, non-prescribed controlled substance and alcohol use. No member of the public will use tobacco or use, possess or be under the influence of alcohol or a non-prescribed controlled substance while on district property. The school district will act to enforce this policy against those members of the public who are in violation of this policy. For more information, please review School Board Policy 910.



POLICY INFORMATION

For more information on the School Board and district policies, please visit our website at www.edinaschools.org/policies.

Volunteer Pledge

I UNDERSTAND THAT:

- All information about specific students will not be disclosed and will be kept confidential. This includes the **student's name, behavior, performance, medical and family information**. I may discuss questions and concerns about students with the supervising teacher and/or volunteer placement staff.
- I am making a commitment to a student, classroom, or teacher and will be counted on at my scheduled time to be present and ready to volunteer.
- If I do need to be absent, I will give prior notice and do my best to keep schedule changes to a minimum.
- If any discipline needs arise, I know this is the staff person's responsibility and I will let them know.
- I am only to have student contact during my scheduled volunteer time.

IN RECOGNITION OF THIS RESPONSIBILITY, I hereby give my personal pledge to:

Keep confidential the names of all students and families, all information and opinions collected during my time working with students. I will and refrain from discussing, except privately with supervisors and/or the volunteer placement staff, information that might in any way identify or be linked to a particular individual.

District & School Responsibilities

The process of becoming a volunteer involves:

1. Application and Interview
2. Orientation and Training
3. Follow-through and Feedback
4. Recognition as applicable

Volunteer Placement: After you complete your application and interview, we strive to make the best match possible between our current volunteer opportunities and your interests and availability. If you need to make a change in your assignment for any reason, please speak to the Edina Volunteer Program staff.

Orientation and Training: Prior to starting your volunteer experience, appropriate preparation and training will be provided. Make sure you feel comfortable with the assignment given to you, or ask more questions to gain clarity as we want to make sure you feel prepared and ready to engage.

Feedback: We respect your commitment and will make every effort to use your time efficiently and effectively. We will be asking you to complete an evaluation survey periodically or may ask for informal feedback in person or via email. Your suggestions, comments, and thoughts are very important to us.



VOLUNTEER WEBSITE

For more information and online resources on the Edina Volunteer Program, visit www.edinaschools.org/volunteer.

Contact Information

DISTRICT OFFICE

5701 Normandale Road
Edina, MN 55424
952-848-3900
www.edinaschools.org
info@edinaschools.org

EDINA VOLUNTEER PROGRAM

5701 Normandale Road
Edina, MN 55424
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www.edinaschools.org/volunteer

ELEMENTARY SCHOOLS

Concord Elementary (K-5)

5900 Concord Avenue S.
Edina, MN 55424
952-848-4300
edinaschools.org/concord

Creek Valley Elementary (K-5)

6401 Gleason Road
Edina, MN 55439
952-848-3200
edinaschools.org/creekvalley

Cornelia Elementary (K-5)

7000 Cornelia Drive
Edina, MN 55435
952-848-4600
edinaschools.org/cornelia

Highlands Elementary (K-5)

5505 Doncaster Way
Edina, MN 55436
952-848-4500
edinaschools.org/highlands

Countryside Elementary (K-5)

5701 Benton Avenue S.
Edina, MN 55436
952-848-4700
edinaschools.org/countryside

Normandale Elementary (K-5)

French Immersion School
5701 Normandale Road
Edina, MN 55424
952-848-4100

SECONDARY SCHOOLS

South View Middle School (6-9)

4725 South View Lane
Edina, MN 55436
952-848-3700
edinaschools.org/southview

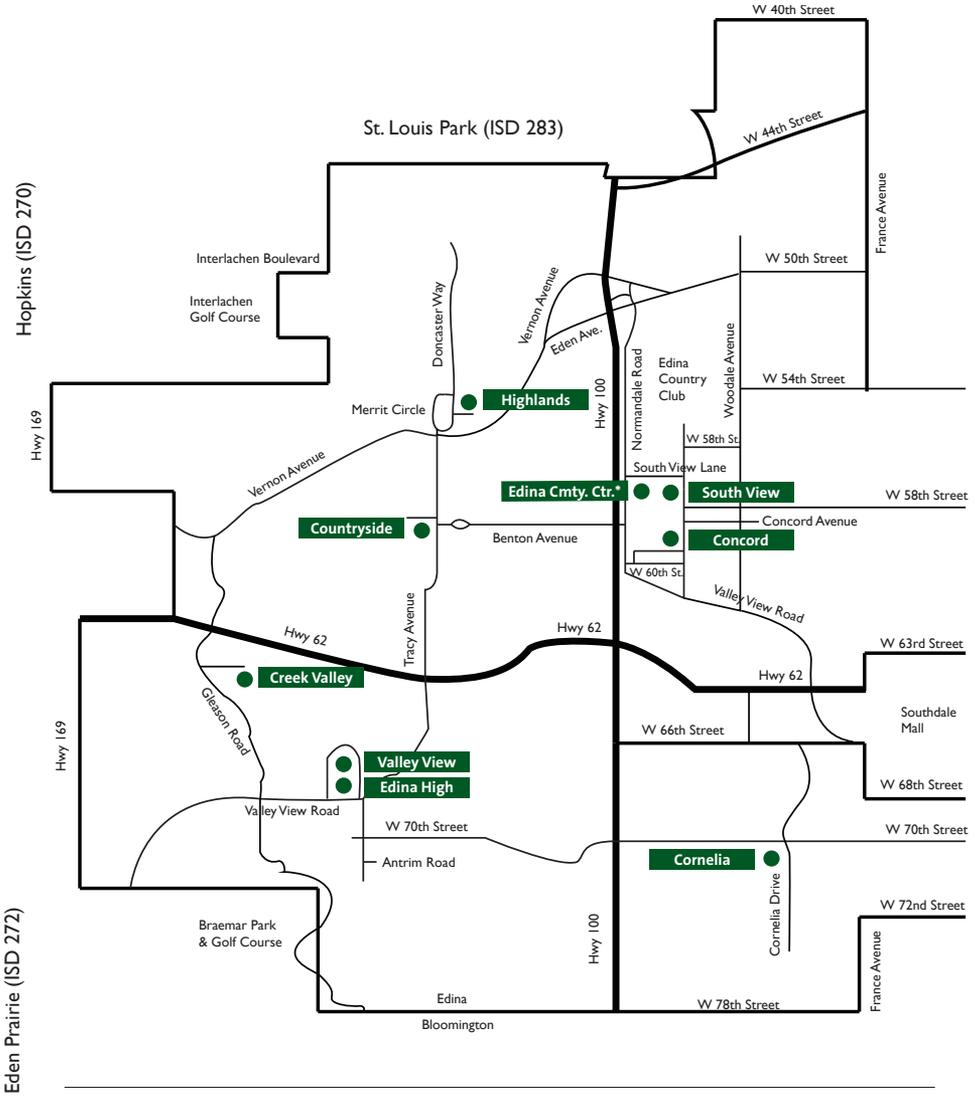
Edina High School (10-12)

6754 Valley View Road
Edina, MN 55439
952-848-3800
edinaschools.org/edinahigh

Valley View Middle School (6-9)

6750 Valley View Road
Edina, MN 55439
952-848-3500
edinaschools.org/valleyview

District Map



EDINA COMMUNITY CENTER, includes:

- Normandale Elementary
- Early Childhood Education
- Edina Community Education
- District Office

Volunteer Checklist

Parking and Entering: Whenever noted, please park in a visitor spot. Only the front door of the school building will be unlocked. All entry to the building must be by the front door.

Arrive on Time: Please give yourself enough time to get to school and get physically comfortable and comfortable with the task so as you may begin with students on time.

Sign In Procedure: For security reasons we ask that you sign in at the school office. It is important for the school to have a record of who is in the building, for what reason, and for how long.

Wear a Name Tag: Anyone entering a school needs to be properly identified. Please be sure to pick up a name badge from the front office and wear it while you are in the building.

Restrooms: If restroom facilities are needed, only use non-student restrooms. Non-student restrooms are clearly marked.

Emergency Procedures: If there is an emergency drill during your assignment, you must follow the drill procedures. There are emergency exit plans located in every room.

Sign Out: Please remember to sign out of the building.

Building Assignment: _____

Staff Person working with: _____

Start Date (if known): _____

NOTES: _____
