

Willow Elementary Volunteer Orientation

2019-2020 School Year



Why Volunteer?

- To support our kids
- So kids know we care
- Create community
- Kids see that parents feel that education is important
- Bridge school to home
- Parents better know how to academically support their students

Why Volunteer?



Willow Core Values

Our volunteers support our Core Values of....

- Humanity
- Inclusiveness
- Accountability
- Love of Learning
- Perseverance
- Creativity

Willow Volunteer Handbook Review

Our Volunteer Handbook can be found on our website or the Willow App

<https://willow.dpsk12.org/wp-content/uploads/2019/06/2019-20-Willow-Elementary-DPS-Volunteer-Handbook-.doc.pdf>

Shared Expectations

The Willow Team is committed to:

- Welcoming volunteers
- Informing them about their tasks
- Providing materials and resources
- Encouraging their initiatives and celebrating their efforts
- Will treat volunteers with respect and gratitude

Shared Expectations

Volunteers are committed to:

- Serving as a positive role model
- Respecting school rules and procedures
- Performing assigned tasks to the best of their ability
- Flexibility, understanding, and leadership when unexpected situations arise
- Working cooperatively with all staff and seeking clarification when necessary
- Treat all students, staff and community with respect
- Maintain Confidentiality of students, staff, and families

Confidentiality

A volunteer operates in a position of trust. Personal information pertaining to students must be kept confidential, as well as conversations between parents, teachers and students. It is your responsibility to notify the teacher, or administrator in charge if you have concerns about a student or if you are unsure as to what should be done. Confidentiality is taken very seriously and a breach of confidentiality can affect your volunteer status.

Communication

Always direct other parents' concerns to the classroom teacher. It is a breach of confidentiality to discuss students with others. It is the school's responsibility to inform parents of student progress.

Pictures and Social Media

Parents cannot take pictures of students other than their child to post on social media. We ask that parents who have pictures to share of school events, submit the pictures to a school staff member or through our Willow Elementary School App for staff to review prior to posting on school sponsored social media. This will ensure that only students for whom parents have granted permission are pictured on social media.

Cell Phones

Cell phones should be off while working with children. If you must make or take a call, please leave the classroom

Siblings

- To avoid distractions in the classroom, please make other arrangements for siblings and/or other children while volunteering in the classroom
- Younger siblings are **not** allowed to visit class during instructional time

Dress Code

Your appearance should be neat, and consistent with the dress code of the school. This would apply to field trips as well as indoor and/or outdoor activities. In the event that attire is deemed inappropriate, the school principal may ask a volunteer to change.

Volunteer Approval Process

At Willow anyone who is interested in volunteering must complete the following in order to volunteer in the building:

- Complete the [online application for background checks](#) to Volunteer Services must be submitted yearly.
- Review the [2019-20 Willow Elementary DPS Volunteer Handbook .doc](#) for the current year
- Review the [19-20 Willow Elementary Volunteer Orientation](#)
- Complete the [online quiz and sign the confidentiality agreement](#) in Google Forms
 - The Confidentiality Agreement was written in conjunction with DPS Legal Department

Once your background check has been cleared, you will begin receiving invitations to our volunteer website.



The Process takes approximately 30 to 40 days to complete. October 1st is the first date that volunteers will be asked to come into the school.

Questions????

If you have any questions about the Volunteer process or volunteer expectation please contact Tanya Campos in the front office.

tanya_campos@dpsk12.org

720-424-2100

Ways To Volunteer at Willow

- Room Parents
- Classroom Assistance
- Tutoring
- Supporting art projects
- Teaching an area of skill (art, music, speech, etc.)
- Filing and paperwork
- Decorating bulletin boards
- Reading stories

Thank You!

We are so grateful for the impact that our volunteers have on our students and the Willow community.

Thank you for all you do to enrich the lives of all our children.