



COMMUNITY EDUCATION

VOLUNTEER HANDBOOK

Eden Prairie Community Education

Education Center

8040 Mitchell Road

Eden Prairie, Minnesota 55344

952-975-6940

comed@edenpr.org

www.edenpr.org/epcommunityed



Eden Prairie Schools

The mission of Eden Prairie Schools (EPS) is to inspire each student to learn continuously so they are empowered to reach personal fulfillment and contribute purposefully to our ever-changing world.

Every day, and everywhere in the district, we work to fulfill that mission.

You, our volunteers, are one of the best and most effective assets we have to utilize in fulfilling this goal and bettering the Eden Prairie community. As a school district we are very fortunate to have so many parents and community members who are willing to take time out of their day to volunteer in our classrooms. We believe that our community benefits when each person contributes. Thank you again for your volunteerism.

Our Values

- Each person has intrinsic value.
- Each person has individual gifts and talents.
- Community benefits when each person contributes.
- Relationships flourish on a foundation of mutual trust and respect.
- Continuous learning is essential for personal fulfillment opportunity and success.

District Overview

- EPS consistently ranks within the top three school districts in Minnesota.
- EPS has one of the most extensive technology programs in the state; providing technology to every student
- EPS elementary schools are recognized as the highest performing Title I schools in the state.
- EPS has the largest array of athletic, music and academic options of any district in the state.
- EPS offers K-6 comprehensive Spanish Immersion options at Eagles Heights Elementary.

Enrollments

- Approximately 9,000 students attending 13 schools in grades K-12
- More than 3000 adults registered for community education classes
- 7% of students within EPS are English Language Learners
- 13% of students receive Individualized Education Programs
- 21% of students qualify for Free or Reduced Lunch
- 34.5% of students reported being a minority
- 70+ languages spoken by our diverse student population

Achievements

- 88% of students at Eden Prairie High School graduate
- 71% of students are scored at or above proficiency levels on state assessments
- 32% of students are in Gifted and Talented Programs
- 95% of our students continue on to higher education after graduation.

Community Education

- 684 students served through top-rated Little Eagles Preschool
- 514 families participating in 20+ classes offered through Early Childhood Family Education
- 3,324 EPIC Youth program registrations, with 35% of those STEM courses
- 3,090 registrations in Adult Enrichment classes

Eden Prairie Community Education Road Map

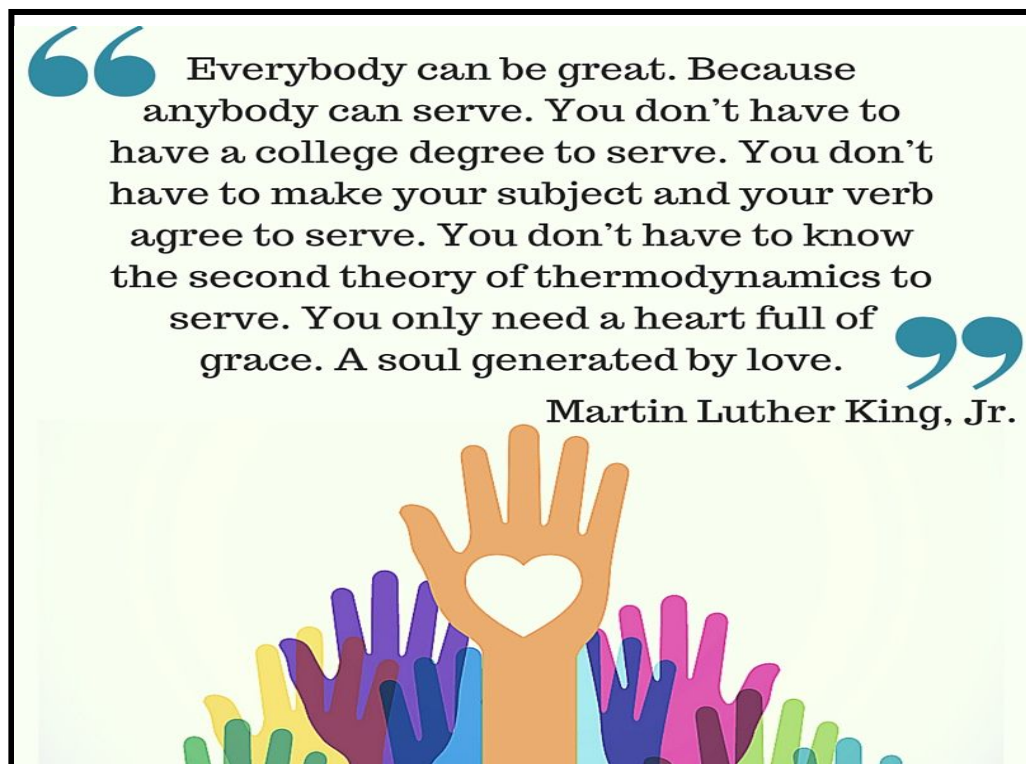
As the following road map illustrates, people of all ages are able to continue life-long learning by attending different programs developed for a variety of interests, ages and skills.



Our Passion for Volunteers

As a district, we aim to inspire and empower children so that they can be active, informed participants and leaders in our society. We are able to do that with the support that is given to our teachers and schools by dedicated volunteers like you. With the participation and support of our many volunteers, more of each student's time can be dedicated to the activities and classes that will enhance and contribute to their emotional and intellectual development. Regardless of how frequently you volunteer, or the ways in which you do so, we appreciate you and all of the work you do. Our teachers understand that our volunteers are an incredible asset to the community.

We are incredibly thankful for your decision to volunteer your time and contribute to our mission. The fact that our community members are willing to take time out of their busy days to volunteer is extremely inspiring. We believe that it is also very helpful for the children to understand that they have a community that supports them. We know that you will have a wonderful experience here with Eden Prairie Public Schools and we look forward to sharing those great experiences with you!



The Volunteer Program



Volunteer Process

Once you have decided to become a volunteer with us, there are just a few steps to get started!

- _____ Complete the Volunteer Application
- _____ Submit for a Background Check (if applicable)
- _____ Brief Interview Over the Phone or In Person
- _____ Assignment to Specific Volunteer Placement
- _____ Orientation/ Tour of Building

Volunteer Promise

As a volunteer, you will:

- Be treated as a fellow team member who contributes to our goals through your volunteer work.
- Provide individualized support and attention to our young learners.
- Foster creativity and individuality in each child.
- Contribute to an infectious enthusiasm in each classroom or activity.
- Spark a passion in each child for learning that will continue on long into the future.
- Participate in satisfying and enriching activities.
- Be given appropriate expressions of appreciation and recognition.



Volunteer Policies

We at Eden Prairie Community Education are passionate about ensuring that your volunteer experience is as rich and rewarding as possible, for both you and the students. In this handbook, there are policies and recommendations that will contribute to creating a safe and successful volunteer environment.

Confidentiality

As a volunteer in Eden Prairie Schools, you are bound by the same rules of confidentiality and privacy as our teachers and staff. The behavior, relationships, grades and personalities of the students are not to be discussed with anyone other than the teacher or site administrator.

Dependability

As a volunteer, students and staff are depending on you. We rely on you to honor your commitment to us. Of course, we know that there are going to be issues that arise in your life, and we just ask that you give us as much notice as possible if you know you are going to be late or miss one of your scheduled times.

Student Behavior

Any disciplinary needs are the responsibility of the teacher only; volunteers should not discipline children. If there is a student with problematic behavior, please report it to the child's teacher or another member of staff.

Signing In and Managing Hours

Safety and security are a priority in our schools. Each person must sign in and out every time they volunteer. We use a system in which a form of identification is scanned each time you enter or leave a building. That enables us to know who is in the building at all times for safety reasons. Through this system, we are able to easily keep track of your hours throughout the year. This means that it is important, both for safety and documenting your service hours, to stop by the school office on your way in and out of the building each day.

Chemical-Free and Tobacco Free Campus:

Smoking and the use of tobacco products are prohibited on any school district property. Volunteers may not be under the influence of alcohol or any other chemical while on the school grounds.

Harassment

Harassment of any kind is not tolerated in the Eden Prairie School District. Harassment is any form of conduct that creates an intimidating environment, interferes with an individual's work, or adversely affects an individual's experience. If you suspect, witness, or are a victim of any sort of harassment, please alert a member of the school's staff. A complete explanation of the harassment policy is available on the district website at <http://www.edenpr.org/Page/1172>.

Mandatory Reporting

Minnesota state law requires that education professionals, including volunteers, are mandated reporters of suspected abuse. If you have any concerns or suspicions involving abuse, you must report it immediately to the child's teacher or principal.

Injuries

Injuries or accidents that occur during your volunteered time, no matter how minor, should be reported to staff or Health Services. If a child is hurt, please report it to the teacher or staff as soon as possible.

Student Contact

As a volunteer, you are only to spend time with students within your scheduled volunteer times.

Restrooms/Diapers

A volunteer is not to take any student(s) to use the bathroom or change any diapers (for Early Childhood Programs). That is the sole responsibility of the teacher and/or teaching assistants.

A complete list of Eden Prairie School District policies can be found online at

<http://www.edenpr.org/domain/35>.

Expectations of an Early Childhood Classroom Volunteer

An Early Childhood classroom volunteer is expected to:

1. Be a supportive and interactive member of the classroom.
2. Arrive on time and be as dependable as possible.

3. Engage in classroom activities without constant instruction.
4. To behave in a respectful manner at all times.
5. Spend the majority of their time with the children.
6. Feel comfortable and welcomed in Eden Prairie Schools.

Tasks that are appropriate for a volunteer:

1. Providing one-on-one or small group literacy support including: intentional literacy games, vocabulary, letter naming, reading, retelling stories, using flannel or drawing to review stories.
2. Using iPad for literacy games, letter writing and rhyming.
3. Pre-reading a story with an individual or small group of English Language Learners, allowing the child to hear the story twice.
4. Engaging in conversation about topic areas to spark literacy conversations.

Volunteer tasks that may not exceed 15 minutes per session:

1. Cleaning toys.
2. Project preparation, such as: cutting, tracing and assembling projects.
3. Rotating of books or other classroom preparation (unless you are a media center volunteer).

Tasks that are NOT appropriate for a volunteer:

1. Taking a child to the restroom.
2. Disciplining a child.
3. Running errands for teacher or staff members.
4. Writing lesson plans.
5. Filling roles that would otherwise be paid: such as paraprofessional, substitute teaching, prep-work, and cleaning roles.
6. Answering questions that are asked by a parent about their student. Please refer any parents to the teacher.

Expectations of an Elementary Classroom Volunteer

A volunteer is expected to:

1. Be a supportive and interactive member of the classroom.

2. Arrive on time and be as dependable as possible.
3. Engage in classroom activities without constant instruction.
4. To behave in a respectful manner at all times.
5. Spend the majority of their time with the children.
6. Feel comfortable and welcomed in Eden Prairie Schools.

Issues and Concerns:

1. If there is an issue where a student needs to be disciplined always contact the teacher.
2. If you are not able to make your shift please notify Julie Menk at jmenk@edenpr.org, or your teacher.
3. If you feel that your position is not a good fit feel free to notify us and we will try to find another classroom for you.

Once you are assigned and have begun volunteering, you are welcome to provide feedback. As part of our commitment to providing an excellent volunteer experience for you, we want to ensure your assignment is a good match for you and you are satisfied in this position. If you are not satisfied with any portion of your experience, please let us know. If you have questions about something that you feel may or may not be part of your volunteer role, or otherwise makes you uncomfortable, please let us know by calling 952-975-6940 or emailing comed@edenpr.org.

Our Schools

<p>Administrative Services Center 8100 School Road Eden Prairie, MN 55344 952-975-7000</p>	<p>Cedar Ridge Elementary 8905 Braxton Drive Eden Prairie, MN 55347 952-975-7800</p>	<p>Central Middle School 8025 School Road Eden Prairie, MN 55344 952-975-7300</p>
<p>Eagle Heights Spanish Immersion 13400 Staring Lake Parkway Eden Prairie, MN 55347 952-975-7721</p>	<p>Eden Lake Elementary 12000 Anderson Lakes Parkway Eden Prairie, MN 55344 952-975-8400</p>	<p>Eden Prairie High School 17185 Valley View Road Eden Prairie, MN 55346 952-975-8000</p>
<p>Education Center 8040 Mitchell Road Eden Prairie, MN 55344 952-975-6940</p>	<p>Forest Hills Elementary 13708 Holly Road Eden Prairie, MN 55346 952-975-8600</p>	<p>Lower Campus/ Little Eagles Preschool 8100 School Road Eden Prairie, MN 55344 952-975-7200</p>
<p>Oak Point Elementary 13400 Staring Lake Parkway Eden Prairie, MN 55347 952-975-7600</p>	<p>Prairie View Elementary 17255 Peterborg Road Eden Prairie, MN 55346 952-975-4770</p>	<p style="text-align: center;">For information on opportunities within each location, please call 952-975-6940 or visit www.edenpr.org/volunteer.</p>

Eden Prairie Community Education places volunteers for programs in many buildings throughout the district. If you have questions about where your specific program is located, you can either call 952-975-6940 or email us at comed@edenpr.org.

Directions are also available at www.edenpr.org