

VOLUNTEER HANDBOOK

EDINA VOLUNTEER PROGRAM

Edina Community Center

5701 Normandale Road

Edina, MN 55424

952-848-4072

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Edinacommunityed.com/Volunteer



DEFINING EXCELLENCE

Welcome

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, by bringing invaluable skills and talent.



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.

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 952-848-4072.

“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 8,500 students. The District includes six elementary schools (Gr. K-5), two middle schools (Gr. 6-8), and one high school (Gr. 9-12). The District also includes the award-winning Early Learning Center, providing early learning opportunities for children age 0-5 and their families; and Community Ed, providing programs and services for learners of all ages, from birth through age 95+.

Student Enrollment:

- **77%** of resident school-age students attend Edina Public Schools; **23%** of the student population joins EPS through state open enrollment programs;
- **32%** of Edina Public Schools students report minority status;
- **5%** of students receive English Learner services, with EPS families speaking **76** different languages at home;
- **9%** of Edina students qualify for Free and Reduced priced meals;
- **13%** of students receive Special Education services; and

Student Achievement:

- **93%** of students graduate from Edina High School, with **87%** 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

Edina Public Schools is a dynamic learning community delivering educational excellence and preparing all students to realize their full potential.

Through academics, activities and opportunities, we encourage creativity, foster curiosity, and develop critical thinking skills. We support every student's educational journey by creating a caring and inclusive school culture that supports the whole student.

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
- 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 volunteer manager as soon as possible.

Dress: Wear appropriate, practical and comfortable clothing when you volunteer. High School volunteers are asked to follow school dress code guidelines.

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: If specific training is needed for your role, you will be provided with such.

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 415 for more information.

Weapons, Tobacco, Alcohol and Drug Free Schools: The school district is free from tobacco, non-prescribed controlled substance, alcohol use and weapons. No member of the public will use tobacco, possess or be under the influence of alcohol or a non-prescribed controlled substance or carry a weapon 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 418, 419, 501.



POLICY INFORMATION

For more information on the School Board and district policies, please visit our website at edinaschools.org/abouteps/school-board/district-policy-manual

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 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 Orientation
2. Training as needed
3. Follow-through and Feedback
4. Recognition as applicable

Volunteer Placement: After you complete your application and orientation, 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.

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 edinacommunityed.com/Volunteer

Contact Us

DISTRICT OFFICE

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

EDINA VOLUNTEER PROGRAM

5701 Normandale Road
Edina, MN 55424
952-848-4072
Kayla.Maring@edinaschools.org
edinacommunityed.com/Volunteer

ELEMENTARY SCHOOLS

Concord Elementary (K-5)

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

Creek Valley Elementary (K-5)

6401 Gleason Avenue S
Edina, MN 55439
952-848-3200
creekvalley.edinaschools.org

Cornelia Elementary (K-5)

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

Highlands Elementary (K-5)

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

Countryside Elementary (K-5)

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

Normandale Elementary (K-5)

French Immersion School
5701 Normandale Road
Edina, MN 55424
952-848-4100
normandale.edinaschools.org

SECONDARY SCHOOLS

South View Middle School (6-8)

4725 South View Lane
Edina, MN 55424
952-848-3700
southview.edinaschools.org

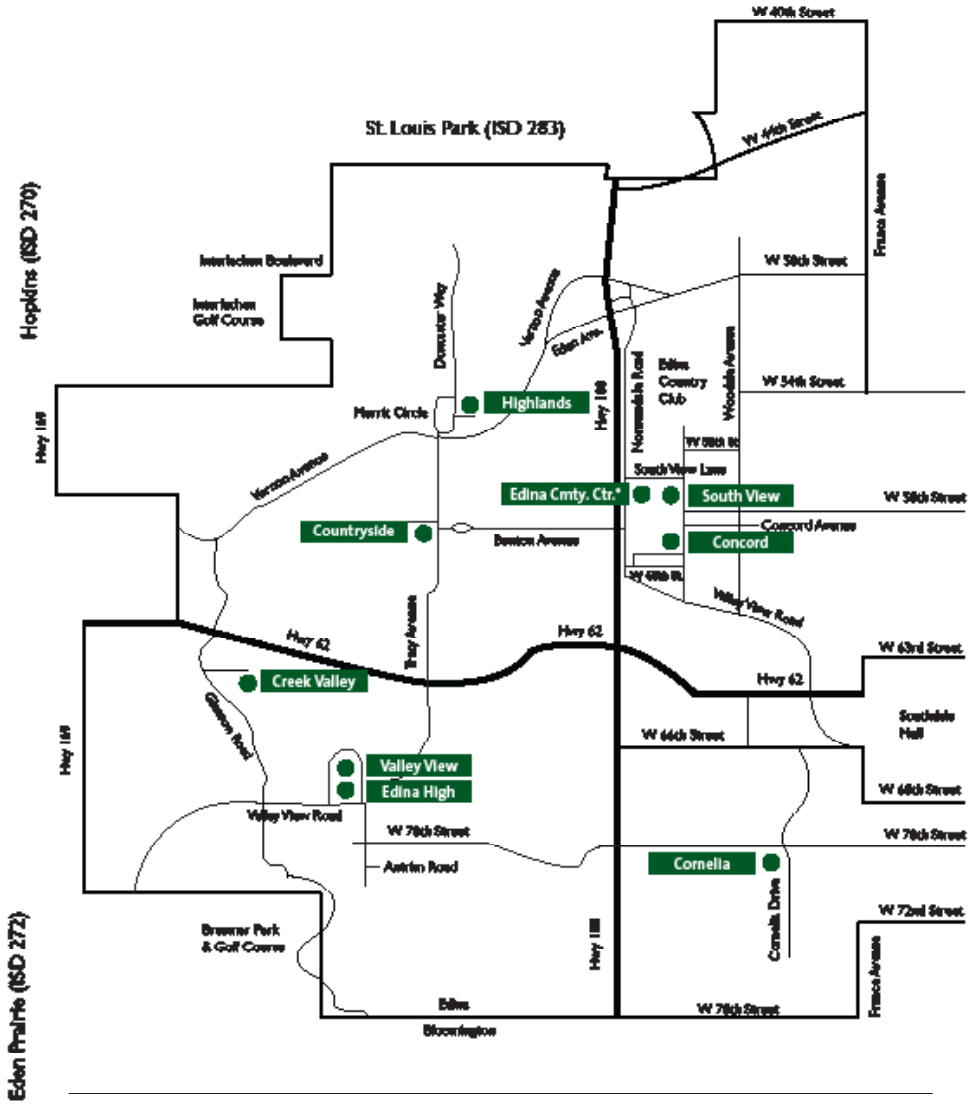
Valley View Middle School (6-8)

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

Edina High School (9-12)

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

District Map



EDINA COMMUNITY CENTER, includes:

- Normandale Elementary (French Immersion)
- Early Learning Center
- Edina Community Ed
- District Office



CommunityEd
Edina Public Schools