



2022-2023

VOLUNTEER HANDBOOK

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ABOUT DICKINSON PUBLIC SCHOOLS

Our Vision

Success for all!

Our Mission

To prepare all learners for life-long success through a safe, collaborative, and innovative learning community.

Beliefs

- Responsibility: We are collectively responsible for the success of all students.
- Communication: In the importance of communication with families about their individual student.
- Culture: The quality of the school district directly influences the quality of the community within which we live.
- Learning Environments: Safe, supportive, and collaborative learning environments are essential.
- Integrity: All decisions will be based on what is best for students.
- Reliability: Highly reliable staff are key to student success.
- Relationships: In the importance of fostering genuine relationships.
- Student Learning: Student learning is measured on their demonstrated mastery of skills, not time.
- Health: Healthy minds and healthy bodies enhance student success.

District Profile

The Dickinson Public School district is a growing school system in western North Dakota. DPS has been serving the city of Dickinson and surrounding communities since 1893 and is the largest employer in Dickinson, with almost 700 staff members providing services to 4,250 students.

DPS consists of eleven schools governed by a board of five members:

- 1 High School (Grades 9-12)
- 1 Alternative High School (Grades 9-12)
- 1 Middle School (Grades 6-8)
- 6 Elementary Schools (Grade K-5)
- 1 Early Childhood Program (ages 3 - 5)
- 2 Online Schools (K-8 & 9-12)



BENEFITS OF VOLUNTEERISM IN SCHOOLS

Volunteer / Community Member

- Personal satisfaction from helping children learn.
- Opportunities to learn new skills and polish old ones.
- Work experience that may lead to a future career.

Student

- Additional individual adult attention.
- An accepting atmosphere for reinforced learning.
- A warm and caring adult who is a friend and role model.

School

- Positive interaction with the community.
- Improved student achievement and behavior.
- Additional services without extra costs.

RESPONSIBILITIES

District

- Provide the Voly program, which will run background checks and allow schools to see when volunteers are cleared.

School Volunteer Coordinator (The school principal or other designee may fulfill this role)

- Survey needs of teachers
- Arrange for volunteer orientation and training at the school level
- Place volunteers by matching their skills/interests to job assignments
- Serve as a resource for volunteers
- Keep records of volunteer service hours

Teachers/Staff

- Identify volunteer opportunities/time of day
- Communicate with volunteer coordinator regarding volunteer performance

VOLUNTEER JOB DESCRIPTION EXAMPLES

Art/Project Volunteer

- Works with small groups on special projects
- Helps teacher with preparations and clean-up
- Seasonal projects

Classroom Volunteer

- Reading support
- Math support
- Writing support
- Hangs artwork or displays projects
- Small group leader

Clerical Volunteer

- Assists the school office staff with large mailings
- Organize Box Tops and other school coupons
- Assist with fundraising record keeping

Field Trip Chaperone

- Assists teachers during field trips, picnics, performances
- Takes responsibility for a group of students assigned by the teacher

Special Events Volunteer

- Ticket Taker



VOLUNTEER CHECKLIST / GUIDELINES – Familiarize yourself with these prior to volunteering

- Confidentiality
- School layout, parking, and facilities
- Classroom behavior policy
- Classroom procedures and rules
- Procedures for fire drills, etc.
- Sign in procedure

VOLUNTEER GUIDELINES

Thank you for volunteering your time and talent. Below are some guidelines to ensure a positive volunteer experience for you, the students and staff.

1. Check-in at the office when you arrive and check out as you leave.
2. Notify the school in advance if you are unable to volunteer. This will allow the teacher time to make other arrangements.
3. Encourage all students to do their personal best.
4. Volunteers are not responsible for managing student behavior. Behavior concerns should be reported to the classroom teacher or another staff member.
5. Demonstrating appreciation and respect for different cultures and family backgrounds in our school will increase your ability to help students learn and achieve academically.
6. A volunteer is required to protect the confidentiality of all student information. Do not discuss student performance or behaviors with anyone other than authorized school employees who are directly involved with the student. Policy KAAB-AR2.
7. If you have a disagreement with a staff member, discuss it with them privately. If the issue is not resolved, discuss the matter with the volunteer coordinator or school principal.
8. Keep adult conversations to a minimum when you are volunteering in a classroom or learning area.
9. Cell phones must be silenced while volunteering. Phone conversations should be carried on outside the classroom areas to avoid disrupting student learning.

10. Volunteers should familiarize themselves with school safety procedures for such things as fire, tornado, lockdown and shelter-in-place.

11. All Dickinson Public Schools facilities and grounds are drug, alcohol and tobacco-free.

EMERGENCY PROCEDURES

Fire/Evacuation

In the event, there is a fire in a school building or if a fire in the neighborhood is threatening a school building, the following procedures should be implemented.

EVACUATE

- Evacuate the building according to established building evacuation procedures. If the school campus is unsafe or the weather is inclement, evacuate to the school's designated alternate site.

CALL 911

- Dial the emergency number 911 to notify the fire department.

CHECK BUILDING

- Designated staff checks restrooms, storerooms, and other areas to make sure all students and staff have been evacuated.

ACCOUNT FOR STUDENTS

- Teachers take attendance when classes are in the evacuation area, immediately reporting to the principal/designee any unaccounted-for student(s)

Tornado/Severe Weather

In the event of severe weather such as a tornado, the following procedure should be followed:

EVACUATE ROOM

- Take students to areas in the building that have been determined to provide protection in the event of tornado damage. (Security Code Announcement, “Your attention please, all students and staff are to follow the severe storm procedures. Please take your Emergency Kit and go to your designated area for safety.”)

ACCOUNT FOR STUDENTS

- Teachers take attendance and immediately report to the principal/designee any unaccounted-for student(s).

NOTIFY DISTRICT ADMINISTRATION

- Tell the operator this is an emergency call. Explain the details of the emergency and the action you are planning. If needed, request assistance in handling the emergency.

Lockdown

LOCKDOWN INSTRUCTION CONTINUES

React calmly – students will take their emotional cues from you.

1. If safe, allow students from common areas into your classroom.
2. Instruction may continue but no one should be allowed to leave the classroom.
3. DO NOT release class at bell or time when the period changes.
4. School, District or Law Enforcement officials will advise when the lockdown has ended.
5. **DO NOT respond to a fire alarm unless directed by Administration.**
6. **Do not use the phone/intercoms/cell phones unless it is an EMERGENCY or you have information vital to the situation (location of a gunman, bomb, etc.) If possible, dial the police directly (911) with this information.**

LOCKDOWN

React calmly – students will take their emotional cues from you.

1. If safe, allow students from common areas into your classroom.
2. Close and lock doors and windows. Close blinds.
3. Turn off the lights and remain quiet.
4. Move students to the safest area of the room, out of view from the exterior windows and away from the classroom door.
5. Stay in place until directed otherwise.
6. DO NOT allow anyone to leave or enter the room.
7. If possible, take student attendance.
8. Reassure students that there is a plan and you need their cooperation.
9. **DO NOT respond to a fire alarm unless directed by Administration.**
10. **DO NOT use the phone/intercoms/cell phones unless it is an EMERGENCY or you have information vital to the situation (location of a gunman, bomb, etc.) If possible, dial the police directly (911) with this information.**

