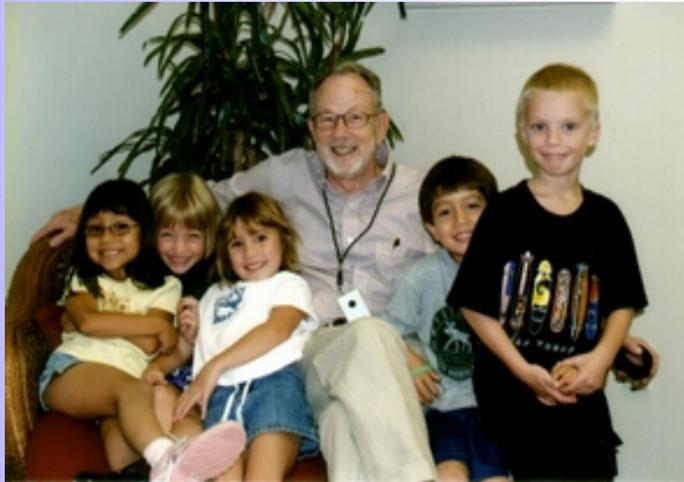


**2009–2010
Littleton Public Schools
Volunteer Handbook**

"The best way to find yourself, is to lose yourself in
the service of others." ~ *Gandhi*



**Littleton Public Schools:
Big enough to serve you.
Small enough to know you.**

Welcome LPS Volunteers!

On any given school day, hundreds of parents, grandparents, senior citizens, and community members, volunteer in Littleton Public Schools. In July 2009, there were 207,000 hours donated by members of our community for the school year 2008-09, which, in turn, calculates to \$2,000,000 of voluntary contribution or 102 full-time employees!

The National Committee for Citizens in Education has found that parent/community involvement in almost any form appears to produce measurable gains in student achievement. Studies show that programs designed with a strong component of parental/community involvement produce students who perform better.

Our volunteer program at Littleton Public Schools continues to be successful because of the tremendous contributions from our parents and community. By volunteering your time you are expressing a deep commitment to education. We welcome moms and dads, grandparents, friends, and neighbors to work in our schools. Our volunteer program lends itself to as much participation as you can provide – once a day, once a week, once a month, and once a year – at home or at school.

We are grateful
for your commitment
and service
to others!



District Achievement Goal

Ninety percent of all students will be on or above grade level in reading, math, and science by 2011. The achievement gap in student performance will be cut in half by 2009–2010.

How will this be accomplished?

We have an unbelievable team comprised of teachers, parents, and community members all working together to help each child reach their potential.

“Littleton Public Schools has an outstanding reputation as a premier school district. We have so many reasons for which to be proud. We simply couldn’t do it without the continued support of our staff, our parents, and our community members.”

Scott D Murphy
Superintendent, Littleton Public Schools

Mission Statement

To educate all students for the future by challenging every individual to continuously learn, achieve, and act with purpose and compassion.

Vision Statement

**Littleton Public Schools:
Extraordinary learning, exceptional community, expanded opportunity, and success for all students.**

What do Our Volunteers Do?

Just about anything you can think of.

LPS volunteers are:

- In the classrooms working with small groups of students
- In the media centers assisting students, checking out, and shelving books
- Working one-on-one to reinforce basic skills in math, reading, and spelling
- Assisting with reading programs such as I CAN READ, SOAR HIGH, and Junior Great Books
- Storytellers
- Helping in computer labs
- Assisting with science labs and projects
- Tutoring individual students
- Working with special education and gifted students

We also offer a Senior Citizen Tax Rebate Program!

Senior citizens who live within Littleton Public Schools boundaries can earn up to \$515 toward their Arapahoe County property taxes by working in our schools. Currently we have 210 seniors working throughout the district helping our students learn and giving a lot of TLC.

Visit our WIKI at: sctrp.wikispaces.com

How Do I Get Started?

Thank you for your interest in volunteering at Littleton Public Schools. For the protection of our students, we ask that participants fill out a Volunteer/Senior Citizen Tax Rebate Program application with references. Once your application is completed, we will know your expertise, the age of students you would like to work with, and the location or locations where you desire to volunteer.

There are numerous volunteer opportunities in Littleton Public Schools; it is only limited by imagination and desire to serve.

Application forms may be picked up in person at:

Littleton Public Schools
Education Services Center
5776 So. Crocker Street
Littleton, CO 80120

or by calling: (303) 347-3411

or by visiting our website at:

www.littletonpublicschools.net



Sign-In Procedure

Volunteers and visitors are asked to sign in and out at the office each time they work at a school.

For security reasons, and in case of an emergency, it is important for the principal to know who is in the school and why. In addition, a record of each volunteer's hours enables the school to evaluate its volunteer program, document hours for grants and Blue Ribbon status, and to recognize volunteers for their contribution of time.

Volunteer Name Badges:

By wearing a name badge designated for volunteers, you will immediately be recognized as a person whose specific purpose is helping staff and students. A name badge will enable staff to recognize you as a registered volunteer and an important part of the school's educational team. Name badges are located in the front office.

Please Note:

Volunteers should not be left alone with a student at any time. An LPS staff person should always be present.

Volunteer Code of Ethics

Littleton Public School Volunteers:

keep confidences. Conduct yourself in a professional manner, and please do not discuss a child with anyone other than the teacher.

recognize the teacher as the person in charge and the one person to whom the students owes their primary attention.

are reliable and prompt. The school staff and students depend on you. When you have to be absent, if possible, make arrangements to have your time covered by another volunteer. Always contact the school/teacher and let them know of the change.

make a commitment of time, are patient with the students, and realize they are there to help the children.

show personal concern for the students with whom they work.

strive to widen the horizons of the students by being a concerned, helpful, friendly role model.

Tips for Classroom Volunteers

1. **Communicate with the teacher.** Let them know what types of things you like to help with and what you are comfortable with. Make sure you understand what you are supposed to do.
2. **Be flexible.** You will be most helpful to the teacher if you are willing to do whatever needs doing.
3. **Contact teachers via email or voice mail.** Don't take it personally if they are unable to chat during class time. Class time must be focused on the students.
4. **It is not your job to discipline the students.** It is okay to stop unsafe or unkind behavior, but also inform school personnel.
5. **Be reliable and on time.**
6. **Don't gossip!** While volunteering you may hear or see things that are private information concerning a student. It is expected that our volunteers will keep this information confidential.
7. **Don't compare one student to another.**
8. **Be consistent with the teacher's rules.**

*Children are 25 percent of
our population, but 100 per-
cent of our future*

Effective Ways to Work with Students

1. Be a good listener.
2. Be warm and friendly. Learn the student's name. Show an interest in what they are doing.
3. Encourage them to do their own thinking. Give them plenty of time to answer; silence often means they are thinking and organizing what they want to say or write.
4. If you are unsure or do not know an answer it is okay to let them know this. Together you can work it out. Feel free to ask the teacher when needed.
5. Encourage students. Use positive comments. Seek something worthy of a compliment, especially when they are having difficulty.
6. Accept each child as he/she is.
7. Respect a student's privacy. However, if a child reveals information, regarding abuse, tell the principal immediately.
8. Share any concerns you may have *only* with the principal or classroom teacher.
9. Know and follow the classroom rules.
10. Keep a sense of humor.



Some Characteristics of Children at Different Ages

Preschool:

A five year old:

- Helpful around the house
- Needs some assistance with coats, etc.
- Is closed-mouthed at home about school activities
- Has vague concepts of time
- Enjoys cutting, pasting
- Loves to play dress-up

An eight year old:

- Enjoys jokes and riddles
- Understands time and money concepts
- Likes team games
- Needs adult praise and encouragement

Elementary:

A six year old:

- Is restless, overactive, enthusiastic
- Usually likes their teacher
- Wants to be loved, to be praised, to win, and wants and needs to be first

A nine year old:

- Has strong sense of right and wrong
- Is anxious to please
- Is more interested in talking and listening
- Is easily discouraged
- Likes secret codes and languages

A seven year old:

- Is interested in magic, puzzles, collecting and exchanging baseball cards, etc.
- Does not respond promptly
- May forget easily
- Complains and sulks
- Teacher is paramount in school

A ten year old:

- Is one of the happiest ages
- Has a strong sense of justice
- Needs schedules
- Is a hero worshipper

Middle School:

- Awkward and restless because of uneven growth
- Very antagonistic and teasing toward opposite sex
- In need of warm affection and a sense of humor from adults
- Turned off by nagging, condemnation, and being talked down to
- Needs feelings of belonging and acceptance



High School

- Very interested in philosophical, ethical, and religious problems
- Needs acceptance by peer group
- Peer group oriented
- Needs adult guidance that is kind and does not threaten freedom
- Showing steps toward adulthood by asserting independence

Top Ten List of Things a Volunteer Should Know

(Donald Patrick Dunn)

10. **List your dreams and talents.** Where do you excel? What have you always dreamed of doing? What do you really enjoy or would like to try? Is there a way to prepare, learn, or try as a volunteer?
9. **Pick your duration.** One size doesn't fit all, just like volunteer opportunities. I've found that volunteer projects come in three sizes: one-time, short-term, and "Whad'ya doing for the rest of your life?"
8. **Make a commitment.** Sometimes a volunteer project is an acquired taste. Give yourself a chance to have good days, bad days and in-between days. If after three months you see no redeeming value, then at least you can know you gave it a fair chance.
7. **Watch and learn.** Seasoned volunteers can teach you the "ropes" so to speak. Observe them and follow their lead. Have confidence in the knowledge that you are capable and trainable. Balance that confidence with a dose of humility.
6. **Ability, need, and desire.** You must have the ability to do the service, there must be a need for the service, and you must have a desire to be of service.
5. **Unpaid does not mean unprofessional.** "Anything worth doing is worth doing well." All that we do, we need to do with our most sincere effort. Anything less is a disservice to those we are helping and ultimately to ourselves.

4. **Balance is key.** Priorities add balance. Charity begins at home. Keep priorities straight. Balance family, work, and volunteering. If you become overwhelmed, stress will set in and you won't enjoy doing anything.
3. **Stand back and admire.** Sometimes people forget to say, "Thank you," so you will need to reward yourself. Be proud of your accomplishments—take the time to smell the roses, hear the raindrops on the pane, feel the snow on your nose, taste the cool, clear water.
2. **Find a home or make a change.** Are you stale or still fresh? Are you learning, enthusiastic, or approaching burnout? Check yourself periodically and act upon your honest answers.
1. **Have Fun!** Life has enough drudgery; volunteering shouldn't be one of them. Giving of yourself should be uplifting and joyful. We are our best when we learn, grow, play, and serve each other with love and respect.



What Insurance Do I Have As A Volunteer?

While each individual claim is considered on its own merits, generally, this is the coverage....

General Liability: The District's General Liability policy covers volunteers while acting within the scope of their volunteer duties and while under the direction and control of the District. This covers "bodily injury" or "property damage" claims allegedly caused by the negligence of a volunteer. This includes legal defense costs as well as damages. There are exclusions to the policy that exclude or limit coverage. The policy does not provide coverage to volunteers for alleged child molestation claims.

Example: Assume a volunteer is working in the lunch room. A student is running past the volunteer and accidentally trips over the volunteer's foot. The student and their parents pursue a claim against the school and the volunteer alleging that the volunteer should not have been where he/she was at the time of the accident (therefore, negligent) and this caused the injuries. The policy would provide coverage to the volunteer for this claim.

Errors & Omission (E&O) Insurance: The District's E&O policy covers volunteers while acting within the scope of their volunteer duties and while under the direction and control of the District. This covers alleged "wrongful acts," defined as "any actual or alleged error or misstatement or misleading statements; act or omission, neglect or negligence including misfeasance and nonfeasance by and insured rendered in the discharge of his/her duties." There are exclusions to the policy that exclude or limit coverage. There is no real exposure to volunteers in the E&O area as it generally provides coverage to the school district for employment-related claims (termination, discipline, demotion, etc.)

Example: Assume that a teacher alleges a volunteer had some role in their employment discipline and termination. Assuming no intentional behavior, the policy would provide coverage to the volunteer (both for defense costs and damages).

Crime: There is no coverage for any criminal or illegal activity.

Health & Disability: Since volunteers do not meet the definition of employees, they are not covered under the District's health and disability policies. Volunteers would seek medical or disability coverage under their own personal health or disability insurance policy.

Auto Insurance: Auto insurance follows the automobile and then the driver. You would look to your personal auto insurance policy for coverage if, for example, you were involved in an automobile accident while volunteering to drive students to a field trip or activity. (Driving students anywhere as a volunteer is highly discouraged.)

Workers' Compensation: Since Volunteers do not meet the definition of employees under the Colorado Workers' Compensation Act, they are not covered under the District's workers' compensation policy. The volunteer would seek medical coverage under their personal health insurance in the event the volunteer were injured while volunteering.





**For more information about volunteering,
contact:**

Barbara Brunt, Volunteer and Senior Programs
303-347-3411
bbrunt@lps.k12.co.us

**Application forms may be picked up in person
at:**

Littleton Public Schools
Education Services Center
5776 So. Crocker Street
Littleton, CO 80120

or by visiting our website at:

www.littletonpublicschools.net