

Let's Hear it **FOR** and **FROM** the **VIPs**

Attention:
Amber Graham Fitzgerald
Director of School & Community Relations
Central Office

VIP

Volunteers In Public Schools



ENID PUBLIC SCHOOLS

Let's Hear it **FOR** and **FROM** the

Do you have an idea that could make our volunteer program even better? Do you know someone who should be recognized for making a difference? This page can be removed from the handbook to share questions, comments, concerns or praises with Amber Fitzgerald, Director of School/Community Relations. It can be placed in an envelope and mailed to 500 S. Independence, Enid, OK 73701 or sent through school mail from your home site.

Emails are also accepted at arfitzgerald@enidk12.org.

Your input is valued and appreciated.

Optional — Name _____ School _____ Email or Phone _____

Welcome to Enid Public Schools
where students experience
Excellence, Pride & Success
... with your help!

Laws to Follow, What to Copy
Copyright Guidelines

Dear Volunteer:

Thank you for assisting us as a volunteer in our schools. The opportunities and challenges that await you are exciting. I know you will enjoy this experience, and our students will greatly benefit from your attention.

Our volunteer programs continue to be highly successful. This is due to the commitment of our volunteers who give their time and effort.

It is with great pleasure that I welcome you and thank you for the outstanding personal contributions you make to our students. You are very important to the success of our volunteer program and of our school district. You are the ultimate **VIDs** — Volunteers in Public Schools!

Have a great year!

Sincerely,



Dr. Garland Kem Keithly
Superintendent

The Board of Education has formally adopted a copyright policy. EPS maintains only the highest ethical standards in the use of copyrighted materials.

School employees are instructed to neither break these guidelines nor to ask someone else to do so. If you feel that you are asked to illegally duplicate materials, please contact the School/Community Relations Director.

Please note, however, that there are ways that teachers can legally use copyrighted materials. Please ask your supervising principal or teacher if you have questions.



Keeping the Records Straight
**Why is it necessary to keep
track of volunteer hours?**

It is very helpful for EPS officials to know how many volunteer hours are being contributed each year. Many Oklahoma State Department of Education reports require volunteer information to be included.

Additionally, documentation of volunteers hours is often used on grant applications. Many foundations and organizations choose to support districts that have strong community involvement. They want residents to invest in their own local schools before seeking outside assistance.

Non-profit organizations estimate the value of a volunteer hour at \$17.55. We know that the value is even greater because children's lives are improved. We are proud of our volunteers and want to share their commitment and success with our community.

Safety First, Training & More
Volunteer Screening & IDs

For the staff members of EPS, the safety of our students is priority number one. We know that our volunteers feel the same way. Thank you in advance for your cooperation with the **VIP** screening process, which includes background checks of volunteers. This process allows us to provide our students with the safest and most secure learning environment possible.

New and returning volunteers are asked to attend a volunteer orientation, organized by the Director of School/Community Relations. Those unable to attend must meet with their building principal to discuss school policy and procedure.

Orientations are offered on an ongoing basis at each school site. This year's district-wide evening orientation will be **October 17 at 7 p.m. in the EHS lecture room.**



About Volunteer Nametags

VIP or "visitor" nametags are available in each school office; however, personalized photo IDs can be provided at a volunteer's request.

Enid Board of Education

The spirit of volunteerism begins at the top for Enid Public Schools. Seven Board of Education members give freely of their time in an effort to improve student-learning opportunities in our district. These positions are elected, but not paid. They attend one- to two-hour board meetings twice monthly, spend many hours a week conducting or preparing for school business, as well as give their time on a number of special committees and/or advisory councils. It is estimated that, as a board, they spend more than 1,500 hours each year fulfilling their duties. You will likely see their faces around our district as they also dedicate their time to a number of classroom volunteer programs.

Willa Jo Fowler

President of the Board

Jenny Webster

Vice-President of the Board

Taylor Branstetter

Board Member

David Meara

Board Member

Mark Selix

Board Member

Alan Seibel

Board Member

Robbie Woods

Board Member

Lt. Col. David Williamsen

Honorary Member Representing Vance Air Force Base

Volunteer Advisory Council

Dr. Ruth Ann Erdner
Assistant Superintendent

Amber Graham Fitzgerald
School/Community Relations

Vivian Bunch **Jenny Webster**
Title Programs Board Member

Beverly James
Elementary Principal

Ron Few
Secondary Principal

Susan Shewey
Parent Volunteer

Ann Bryant
Parent Volunteer

Non-Discrimination Policy

It is the policy of the Enid Public Schools to provide equal opportunities without regard to race, color, national origin, gender, age, religion, veteran status or disability in its educational programs, services and activities and in employment. The district will provide equal employment opportunities in areas including, but not limited to, employee selection, promotion, training and development, compensation, termination and disciplinary action.

Es la política de las escuelas públicas de Enid para proporcionar las oportunidades iguales sin consideración hacia la raza, color, origen nacional, género, edad, religión, estado del veterano o incapacidad en sus programas educativos, servicios y actividades y en el empleo. El distrito proporcionará oportunidades iguales del empleo en áreas incluyendo, pero no limitado a, selección del empleado, promoción, entrenamiento y desarrollo, remuneración, terminación y acción disciplinaria.

Policy and Procedure ... Continued

- ◆ All student medication is kept in the office. For your own and the students' protection, do not bring medication to school.
- ◆ Report any student accident or medical problem to the supervising teacher or principal.
- ◆ Volunteer tutor assignments can be changed. If an assignment is unsatisfactory, please contact Amber Graham Fitzgerald, School/Community Relations Director.
- ◆ Parents who volunteer should not bring underage children to school.
- ◆ Please dress in a manner that is appropriate to the educational setting where assigned.
- ◆ Obey all copyright laws and regulations.
- ◆ Volunteers should not grade papers or have access to grade books.



Rules to Follow, Rules to Know

Enid Public Schools Policy and Procedure

The following guidelines are designed to ease your transition, as you become a member of the school community. The rules, as listed, apply to all volunteers.

- ◆ The volunteer will at all times work under the direction and supervision of a certified person in the school system. The teacher or principal is responsible for discipline at school. If a problem does arise, refer it to the supervising teacher.
- ◆ School records and relationships between staff members and students are confidential matters and should be discussed only with the teacher or principal. This is law, established by the Family and Education Rights to Privacy Act (FERPA).
- ◆ Talk with your teacher about fire and disaster drill procedures.
- ◆ Check into the office upon arrival. Please sign the attendance notebook for volunteers and/or visitors. A record is kept of the number of hours that have been volunteered at each school.
- ◆ All volunteers are required to wear nametags for identification purposes.
- ◆ If you need to use school equipment, please ask the school principal or secretary to assist you, at least the first time.

Where to Go, Who to Call Enid Public Schools

Enid Board of Education
500 S. Independence, Enid, OK 73701
(580) 234.5270
www.enidpublicschools.org

Dr. Garland Kem Keithly, **Superintendent**

Dr. Ruth Ann Erdner, **Assistant Superintendent**

Karl White, **Business Manager & Clerk for the Board**

Ron Garrison, **Property Services**

Jim Gelsthorpe, **Transportation**

David McCune, **Special & Gifted Education**

Ann Herndon, **Personnel**

Amber Fitzgerald, **School & Community Relations**

Vivian Bunch, **Title Programs**

Mike King, **Technology**

Clayton Nolen, **Adult Education** (237.3479)

Joan McIntyre, **Health Services** (249.3520)

Benny Bunch, **Food Services** (234.6324)

Bill Mayberry, **Athletics** (234.2407)

Where to Go, Who to Call
EPS Site Information

Adams Elementary Beverly James
2200 E. Randolph
234.5959

Coolidge Elementary Clark Koepping
1515 E Ash
237.2775

Eisenhower Elementary Polly Maxwell
1301 Fox Drive
234.5954

Garfield Elementary Kathy Edson
900 E. Broadway
234.5950

Glenwood Elementary Mary Beth Light
824 N. Oakwood
237.1466

Hayes Elementary Jane Johnson
2102 Beverly Drive
234.5937

Hoover Elementary Karen Heizer
2800 W. Maine
237.5029

McKinley Elementary Jan Robinson
1701 W. Broadway
234.5958

Evaluating your Performance, Improving your Experience
Self-Evaluation Form for Volunteers

- ◆ Do I plan for the activity which I have been assigned?
- ◆ Do I make myself helpful by offering my services to the teacher when there is an obvious need for help?
- ◆ Do I observe closely so that I will know the student's likes, dislikes, preferences and enthusiasms?
- ◆ Do I find opportunities for giving the student choices or do I tell him/her what to do?
- ◆ Do I really listen to what the student has to say?
- ◆ Do I evaluate myself at intervals?
- ◆ Do I accept criticisms and suggestions without becoming emotionally upset?
- ◆ Do I follow directions from the classroom teacher?
- ◆ Do I give the classroom teacher or principal adequate notice of absences?
- ◆ **Do I realize that my whole purpose for being in the classroom is to assist the teacher so that the students may progress more rapidly?**
- ◆ Do I avoid criticism of the children, teacher, school and the district?

Communicate with the Teacher Often

The classroom teacher is your partner in education and wants this to be a beneficial experience for the volunteers and the students. Open communication is the best way for the volunteer-teacher “team” to work. Call the teacher, or school office, if you will not be able to make your usual volunteer session. Likewise, he/she will tell you in advance if a special event will affect the regular classroom routine. Talk with the teacher about any concerns you have regarding the volunteer program or the student’s progress. Your input will be greatly valued.

To Workroom Volunteers:

Your willingness to help our teachers gives them more time in the classroom and more time to prepare their lessons. Whether you copy, cut, color or organize, your efforts are appreciated. Please let the office staff know if you need assistance or additional materials.

To All Volunteers:

Your contribution to our volunteer program is immeasurable. You make a difference in the lives of children – and of teachers!! In our eyes, you are the epitome of a **VID**. Thank you for your efforts.

EPS Site Information ... Continued

Monroe Elementary	Kay Kiner
400 W. Cottonwood	
237.5225	
Taft Elementary	Dr. Ann Reding
1002 Sequoyah	
234.5957	
Emerson Jr. High	Kim Jones
1700 W. Elm	
237.3017	
Longfellow Jr. High	Ron Few
900 E. Broadway	
234.7022	
Waller Jr. High	John Garvie
2604 W. Randolph	
234.5931	
Enid High School	Jim Beierschmitt
611 W. Wabash	
234.2404	
Lincoln Alternative Center	Jarry Hillman
600 W. Elm	
242.6170	
Carver Educational Center	Clayton Nolen
815 S. Fifth	
237.3479	

2006-07 Important School Dates

First Day of School	August 17
Curriculum Planning No P.M. classes (Pre-K to 9)	September 1
Holiday—Labor Day	September 4
Professional Day—No classes	October 19
Fall Break	October 20
Parent Teacher Conferences No classes (Pre-K to 9)	October 27 Pre-K & K — October 26 & 27
Curriculum Planning No P.M. classes (Pre-K to 9)	November 10
Holiday—Thanksgiving	November 22-24
Holiday—Christmas	December 21-January 1
Teacher Workday—No classes	January 2
Professional Day—No classes	January 3
Professional Day—No classes	January 15
Curriculum Planning No P.M. classes (Pre-K to 9)	February 2
Professional Day—No classes	February 19
Parent Teacher Conferences No classes (Pre-K to 9)	March 16 Pre-K & K — March 15 & 16
Holiday—Spring Break	March 19-23
Holiday—Good Friday	April 6
Curriculum Planning No P.M. classes (Pre-K to 9)	April 13
Holiday—Tri-State	May 4
Last Day of School	May 23



More Tips for **VIDs**

Encourage Thinking

It's important for the student to find the answer to the question on his/her own, if possible. Talk the student through the question by breaking it down into multiple stages or thoughts. Try to relate it to situations that he/she might face throughout the day. Teaching is about making schoolwork relevant and useful. The thought process that allows a student to arrive at an answer is as important as the answer itself. Learning, after all, is a journey – not a destination.

Make the Most of Strengths/Weaknesses

Every child – and every person, for that matter – has strengths and weaknesses. Praise the student for the activities at which he or she succeeds, and provide encouragement in those areas that do not come as easy. Let them know that every person has certain natural “talents,” and together the two of you will find a way to use those skills to succeed in other, unrelated areas. Every person makes mistakes and requires time to learn – that's okay!

Keep Confidential Information Private

Information regarding a student should only be discussed with the classroom teacher or principal, as required by federal law. The faculty, staff and volunteers of our district must respect the privacy of our students and their families. There is never an acceptable reason to discuss your student or another student with an unauthorized party. However, please share your positive experiences regarding the volunteer program and/or the school with your friends and family.

Set Expectations

Every person – adult, teenager or child – performs better when he or she knows what is expected. Let the student know early that your time together will be about learning, but that you can still have fun. Let the child know at each session what you hope to accomplish. Keep the student on task as much as possible. Remember: You get from students what you expect from students. They won't let you down!



Enid Public Schools Volunteer Programs

— Foster Grandparents —

A program for students in Head Start or elementary school. Volunteer tutors are 60 years of age or older and must meet income guidelines to qualify for a stipend. Sponsored by the Oklahoma State Department of Human Services.*

CONTACT: Susie Daniels

— Steve Sheik Tutoring Program —

A tutoring program for at-risk elementary students, especially involving reading skills. Sponsored by the Community Development Support Association.*

CONTACT: Vicky Gailey

— First Presbyterian Tutoring Program —

An after-school program for McKinley students sponsored by First Presbyterian Church on Wednesdays. Church officials provide transportation to weekly sessions at their facility.*

CONTACT: Mary Merritt or Gail Wynne

— NWOSU-Enid Volunteers & Tutors —

Students from Northwestern Oklahoma State University School of Education volunteer time at multiple schools.

CONTACT: NWOSU-Enid Education Department

Volunteer Programs ... Continued

— Autry Technology Health Science Program —

Students from the Autry's Health Science Technology Class volunteer time weekly at elementary schools.

CONTACT: Honey Washburn

— Sixth-Grade Mentoring —

Sixth-grade students meet once a week with an adult mentor, as well as different community leaders.

CONTACT: Stan Brownlee

— Oakwood Tutoring Program —

Oakwood Christian Church offers tutoring and additional programs to students after school.

CONTACT: Mike Watts

— Elementary Reading Program —

Volunteers from across the community participate in a program designed to promote and improve reading skills among elementary students. Participants include representatives of NBC Bank and Vance Air Force Base, among other organizations.

CONTACT: Todd Earl

More Tips for **VIDs**

Get to Know the Student

Relationship-building is an important part of tutoring. When students are comfortable, they are better able to learn. Show interest in the student and his/her activities. By asking non-intrusive questions, you can determine if you share common interests: sports, television shows or hobbies. These areas of interest can serve as great building blocks for tutoring, as they often open lines of communication. Your participation in the program testifies to the student your commitment to his/her success. Consider writing your volunteer appointments in your daily planner. You can show your student the appointment and the student will understand that she/he is a priority in your life.

Let the Student Teach Too

It is important for the child to be the "expert" occasionally. If you do not understand the directions to an activity or need help locating materials, ask the student to help you. This lets the student know that it is okay not to know everything. It teaches the lesson that we can all help each other at one time or another.



Tips for **VIPS**

Volunteers In Public Schools

Share Your Love of Learning

Attitude determines altitude, and it's your attitude that allows our volunteer program to take flight. By dedicating your time as a volunteer, you are making a public statement about the importance of our young people and about your dedication to public education. A love of learning is contagious. Whether you are working one-on-one with a student or passing hundreds in the hallway, please share your passion for learning with our students and with other members of the community.

Get to Know the Classroom Teacher

Meeting with the classroom teacher to prepare for volunteering can be helpful for you, as well as the teacher and students. Establish in advance which days and times you will work, as well as the duties you will perform. An early meeting with the teacher will give you an opportunity to talk with the teacher about school rules and guidelines and to familiarize yourself with the classroom area and its materials. Consistency is important for everyone involved.

Volunteer Programs ... Continued

— Longfellow Assist Program —

Community members tutor ninth-grade students in the school cafeteria Mondays thru Thursdays from 3:20 to 4:30 p.m.

CONTACT: Ron Few

— Enid Community Learning Center —

Individualized, small-group and computerized tutoring available for junior high, high school and adult students. ECLC is open from 8 a.m. to 5 p.m., Monday through Thursday.*

CONTACT: Jan Walton

— Vance Mentoring Program —

Representatives from Vance AFB serve as mentors to students at Eisenhower, Adams and other sites.

CONTACT: Beverly James or Polly Maxwell

— RSVP —

Retired Seniors Volunteer Program offers benefits for seniors who volunteer with EPS and other organizations.*

CONTACT: Bennie Mullins

Volunteer Programs ... Continued

— Partners in Education —

Local businesses adopt EPS elementary schools. The program, coordinated by the Enid Public School Foundation, includes a tutoring component and other related partnerships.

CONTACT: Joel Phelps

*These programs are not sponsored directly by Enid Public Schools. Activities may involve offsite events and/or meetings.



A Positive Approach

How many different ways can you encourage a child?

You did it!	Good thinking!	Thumbs up!
Awesome Job!	Way to go!	Don't give up!
Much better!	Give me five!	Nice work!
Pat yourself on the back!	You're on your way!	Just do your best!
I'm proud of you!	Your work is improving!	I know you can do it!
Great try!	Excellent effort!	& Many More!

What to Expect, What to Know Volunteer Program Goals

Your participation as a volunteer tutor or mentor helps:

- ◆ Individualize instruction in the classroom
- ◆ Increase students' motivation
- ◆ Improve classroom enrichment
- ◆ Relieve teachers of non-professional tasks
- ◆ Strengthen school-community relations

Requirements for becoming a volunteer tutor or mentor include:

- ◆ Enjoy working with children
- ◆ Be in good health
- ◆ Be dependable
- ◆ Have an hour or so free per week

Goals of the Enid Public School Volunteer Program:

- ◆ Provide more individual attention and instruction to students
- ◆ Help students gain a positive self-image
- ◆ Increase the students' interest in learning
- ◆ Provide reinforcement for learning that occurs in the classroom
- ◆ Help the students feel that learning can be fun
- ◆ Overcome areas of weakness in learning
- ◆ Extend the services of the teacher
- ◆ Provide added enrichment to the curriculum
- ◆ Stimulate interest and support for the education system