

SANTA FE PUBLIC SCHOOLS VOLUNTEER HANDBOOK



Unless someone like you cares a whole awful lot,
Things aren't going to get better, they're NOT!

~Dr. Seuss, *The Lorax*



VOLUNTEERING IN SANTA FE PUBLIC SCHOOLS



SANTA FE PUBLIC SCHOOLS
EDUCATIONAL SERVICES CENTER
610 ALTA VISTA STREET
SANTA FE, NEW MEXICO 87505
(505) 467-2000

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Tracie Oliver
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SFPS VOLUNTEER COORDINATOR

Helen S. Pacheco

SFPS gratefully acknowledges the Los Alamos National Laboratory Foundation for its support of our community involvement initiatives.

While we try to
teach
children
all about life,
Our children teach us
what life is all about.

~ Angela Schwindt

BOARD OF EDUCATION

MISSION, VISION and BOARD GOALS

•MISSION

The Santa Fe Public Schools exist to ensure that every student graduates prepared to be a productive citizen of our local and global community.

•VISION

Our vision for the Santa Fe Public Schools is to provide every student a high quality education in a system devoted to equity, diversity and social justice. Every student will have multiple learning opportunities to meet challenging standards in a safe, caring, and respectful environment. Every student is expected to graduate prepared to take advantage of lifelong learning opportunities.

•STRATEGIC FOCUS

Each and every student in each and every school will experience and demonstrate continuous improvement in literacy and will meet or exceed proficiency standards of the State of New Mexico.

•LITERACY

Literacy is basically the ability to read, write, listen and speak clearly. It also requires the ability to think clearly, reason critically and solve problems effectively. Literacy stretches across the various curricula and includes being mathematically literate and the ability to access and use technological tools.

•GOALS

To achieve the long-term focus, the Santa Fe Board of Education will focus its time and energy on the following goals:

1. Support the Santa Fe Public Schools **Educational Plan for Student Success (EPSS).**
Objectives:
 - A. The Board, Superintendent and Administrative Staff of SFPS will provide the resources, support and time to implement effective learning strategies in each school.
 - B. The Board and every employee of SFPS will understand clear expectations for performance; the criteria by which they will be evaluated; the support they can count on; and the accountability for results.
 - C. SFPS assures a safe, clean learning environment with a positive culture and climate among students and adults.
2. Broaden the funding base and increase resources for SFPS.
3. Examine and implement policies and practices that will address issues of equity and social justice within the Santa Fe Public School system.

•COMMON COMMITMENTS

These are critical reform initiatives founded upon research-based best practices in instruction and adopted by SFPS to provide each child with skills they need to be successful.

- **Standard Based Instruction**
- **Balanced Literacy**
- **Conceptual Mathematics**
- **Writing Across the Curriculum**
- **Data Folders**
- **Common Assessments**
- **High School Redesign**

Welcome to Santa Fe Public Schools! We hope your involvement as a volunteer will be as productive and rewarding for you. Your contribution as a volunteer provides services that are unmatched and that would not be available if it weren't for our volunteers. Not only does your work support the goals of the district, but in turn it also supports the greater community of Santa Fe.

The Santa Fe Public Schools (SFPS) are focusing on improving the literacy skills and other educational support of all students in grades kindergarten through 12. Every member of the team is charged with assisting students in reaching their potential. We are pleased that you are part of a team that is raising expectations and achievement levels of all students.

We look forward to an extended and positive relationship that assists in creating a spirit and environment of educational excellence. Thank you for all you do for the students and the community of the SFPS.

Sincerely,
Bobbie Gutierrez
Superintendent of Schools

Dear Volunteer,

Thank you for your work in the SFPS. Your dedication and commitment of time and energy to help our students is a wonderful gift. Your volunteer work is very valuable and important. You need be proud as I am, that you are making a real difference in a child's life!

I hope you find your volunteer work rewarding. If you have any questions, please don't hesitate to contact me at 467-2050.

Sincerely,
Helen S. Pacheco
SFPS Volunteer Coordinator

PURPOSE

The purpose of the SFPS Volunteer Program is to provide support to the instructional program by capitalizing on the skills and interests of our volunteers. Volunteers help do the following:

- Enrich the curriculum
- Provide individual assistance
- Support learning
- Provide additional opportunities
- Offer assistance in meeting district goals
- Increase communication with school communities
- Bring community resources into schools
- Establish school-community partnerships for quality education

FACTS AT A GLANCE *(for 2011-2012 school year)*

Santa Fe Public Schools serve the City of Santa Fe and surrounding areas.

Santa Fe County has a total area of 1,909 square miles.

Santa Fe Public Schools serve approximately 13,500 students at 25 school sites.

School Levels

- 17 Elementary Schools
- 2 Kindergarten to 8th Grade Community Schools
- 3 Middle Schools
- 3 High Schools

Santa Fe Public Schools also provide education to:

- Registered Home School Students
- Students at the NM School for the Deaf
- Santa Fe County Juvenile Detention Center
- New Mexico Girls Ranch

SANTA FE PUBLIC SCHOOLS

HIGH SCHOOLS

SER/SFPS Career Academy

2516 Cerrillos Road
467-1900

Capital High

4851 Paseo Del Sol
467-1000

Santa Fe High

2100 Yucca Road
467-2400

MIDDLE SCHOOLS

Capshaw Middle School

351 W. Zia Road
467-4300

De Vargas Middle School

1720 Llano Road
467-3300

Ortiz Middle School

4164 S. Meadows
467-2300

COMMUNITY SCHOOLS

El Dorado Community School

#2 Avenida Torreon
467-4900

Gonzales Community School

851 W. Alameda
467-3100

ELEMENTARY SCHOOLS

Acequia Madre

700 Acequia Madre
467-4000

Agua Fria

3160 Agua Fria Street
467-1300

Amy Biehl

310 Avenida del Sur
467-2100

Aspen

400 La Madera
467-4500

Atalaya

721 Camino Cabra
467-4400

Carlos Gilbert

300 Griffin Street
467-4700

Cesar Chavez

6251 Jaguar Drive
467-3200

Chaparral

2451 Avenida Chaparral
467-1400

E.J. Martinez

401 W. San Mateo
467-3800

Kearny

901 Avenida de Las Companas
467-1800

Nava

2655 Siringo Road
467-1200

Piñon

2921 Camino Los Caballos
467-1600

Ramirez Thomas

Nye Bilingual Early Childhood Center
3200 Calle Po Ae Pi
467-3000

R.M. Sweeney

501 Airport
467-1500

Salazar

1231 Apache Avenue
467-3900

Tesuque

1555 Bishops Lodge Road
467-4100

Wood Gormley

141 E. Booth Street
467-4800

TIPS FOR VOLUNTEERS

- Dress appropriately for the setting.
- Report on time to the staff person who will supervise your volunteer assignment
- Commit for a specific time.
- If the assignment does not materialize, please contact the Volunteer Coordinator. Volunteers are far too valuable to waste.
- Accept direction and supervision and recognize that you are an important helper who does not take the place of a staff member.
- Offer assistance and enrichment with your personal skills and talents.
- Contact the Volunteer Coordinator if the assignment does not prove to be what you expected.
- Refrain from all physical contact with students, i.e., hugging, touching, hand-holding, sitting on laps.
- Respect confidential nature of anything you see or hear. Volunteers go through the chain of command ~ report to teacher /supervisor first.
- Volunteers have an obligation to share observations or information they receive.
- If an illness or emergency arises, call the program supervisor or school office where you volunteer. Ask the secretary to inform the teacher or support staff that you will be absent. Give at least 24 hour notice, if at all possible.
- Volunteers must sign in at the school's front office, wear a name tag provided by each school and follow site specific rules.
- Volunteers work in an open, supervised environment with students at all times.
- Familiarize yourself with and adhere to school site policies and emergency procedures.

WORKING WITH STUDENTS

- Be warm and friendly.
- Show interest.
- Learn students' names.
- Be a good listener.
- Encourage students to do their own thinking.
- Allow time to answer ~
Silence can mean they are thinking or organizing.
- Ask questions for comprehension.
- Accept each child as he or she is ~
Do not judge a child's abilities, progress or behavior by their appearance.
- Maintain a sense of humor.
- Be consistent with discipline & classroom rules.

**Children are
the living messages
we send to a time
we will not see.**

~John W. Whitehead

CRISIS RESPONSE PROCEDURES

We know you share our belief that safety and security is of highest importance in our schools.

This page is designed to familiarize volunteers with the following **Crisis Response Procedures** in place throughout SFPS.

☐ SHELTER IN PLACE (Restricted Movement)

Students will remain in classrooms or supervised areas until the administrator gives the ALL CLEAR Signal. Students are free to move about the building or immediate indoor areas. SHELTER IN PLACE is used to protect students and staff from potential dangers such as: gas leak outside the school, hazardous materials spill, or severe weather.

☐ LOCKDOWN (No one IN and No one OUT)

Students will remain in classrooms or supervised areas until the administrator give the ALL CLEAR Signal. The perimeter of the school is secured so that no one can come in or go out. No movement is permitted. Lockdown is used when there is a perceived threat such as: armed intruder, hostage crisis, or police operations.

☐ EVACUATION (Everyone Out of the Building)

Students and staff will be moved to a safe school building or off-site location. The administrator will give directions. In an evacuation, your child will be escorted to a safe site. To find out when and where parents may pick up children, listen to local media or check the SFPS web-site. Students will be released to parents at the relocation site at the earliest possible time. An evacuation might be ordered when there is:

FIRE ~

BOMB THREAT-

MAJOR WATER LEAK-

SEWER BACK-UP

IN THE CASE OF EMERGENCY:

Do NOT go to the school during an incident.

The community will be given as much information as possible through the local media and the SFPS web-site:

<http://www.sfps.info>

If you must speak to someone call
505-467-2000
for Safety Information.

In an evacuation, students will be escorted to a safe, designated site. To find out when and where parents may pick up their children, listen to local media or check the SFPS web-site. Students will be released to parents at the relocation site at the earliest possible time.

For more information about SFPS Safety Program contact:

Doug Conwell
SFPS Emergency Planning
505-467-2526
dconwell@sfps.info

Children will not remember you
for the material things you
provided
BUT
for the feeling
that you cherished them.

~Richard L. Evans

SPELLING *tips*



MATH *tips*



Children can **LEARN SPELLINGS** by:

•**Studying for a Spelling Test**

Study skills include the following:

1. Look at a spelling word.
2. Cover the spelling word.
3. Visualize the covered word.
4. Write the word from memory.
5. Check what has been written with the uncovered word.

•**Identifying Misspelled Words** in their own writing.

•**Looking for Spelling Patterns** in words.

•**Learning Spelling Rules**

There will always be exceptions, but rules work most of the time.

•**Find words within the word~**

•**Break the word up into smaller parts~**

•**Break the word up into sounds~**

•**Say the word as it is written~**

•**Find a word that rhymes with word~**

•Develop **manipulative skills**.

•Develop **activities-based** learning.

•Provide adequate **scratch paper** for calculations, drawings and diagrams. Don't always count on just calculations in the mind.

•Learn **fundamental math concepts** involving the usual operations - add subtract, multiply & divide — then fractions, proportions & percentages.

•Math concepts and associated learning activities are introduced progressively in tandem with the child's mental and physical age.

•Math topics like algebra, trigonometry and geometry are taught to older children.

•Diagrams, charts, graphs and other visually stimulating teaching and learning aids should be used lavishly.

•The teaching of more abstract ideas in math Begins when children have grasped the essentials of the fundamental and relatively easy math concepts .

We cannot always build the
future for our youth,
but we can build our youth
for the future.

- Franklin Delano Roosevelt

WRITING *tips*



The **WRITING PROCESS** includes:

• **Prewriting**

Get ideas from sources of inspiration.
Free writing, lists, visualization,
journaling, graphic organizers...

• **Writing**

Don't stop once you start ~
Keep going, get ideas down.

• **Revising**

Add, rearrange, remove, replace...

• **Editing**

Spelling, punctuation, grammar,
sentence structure, word usage,
capitalization...

• **Publishing**

Black ink, blue ink, word
processors, center title, margins,
layout, graphics...

READING *tips*



NATIONAL READING COUNCIL
provides 5 areas of **Reading Development** to
better understand the process of
learning to read:

1. **Phonemic Awareness** ~

Letters make sounds and the ability to hear
the discrete sounds is phonemic awareness.

2. **Phonics** ~

The sound each letter makes is a phoneme.
There are 40 phonemes in English.
Children must learn the phonemes
To learn to read words.

3. **Fluency** ~

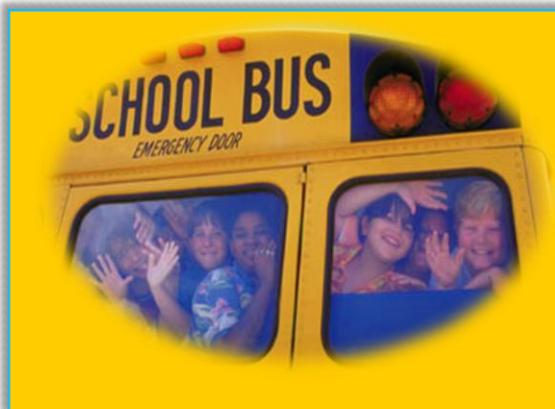
Reading words at pace directly
Contributes to comprehension.

4. **Vocabulary** ~

The more words a person knows and can use,
the more higher level / higher interest books
they can read.

5. **Comprehension** ~

The main objective for reading is to
get meaning from print.
The previous 4 areas build comprehension.



Santa Fe Public Schools
VOLUNTEERS...

Invest in our future ~
Develop community ~
Make the world a better place ~
One child at a time!

Thank you for VOLUNTEERING!