



Centennial Elementary  
A School for Expeditionary Learning

Volunteer  
Training Program  
2021/2022



# Centennial Elementary

## *A School for Expeditionary Learning*

### **Our Mission:**

Centennial- A School for Expeditionary Learning is an inclusive school that fosters each child's sense of wonder and adventure through exemplary standards of character, academic achievement, and social responsibility.

### **Habits of Scholarship:**

At Centennial we have adopted the motto "WORLD CARE" to define our school-wide expectations for behavior. When students at Centennial focus on demonstrating WORLD CARE they will do good work: work that is good quality, good for the soul, and good for the world.

#### **WoRLD stands for:**

- ~ Wonder
- ~ Responsibility
- ~ Leadership
- ~ Determination

#### **CARE stands for:**

- ~ Compassion
- ~ Advocacy
- ~ Respect
- ~ Empathy

[volunteercentennial@gmail.com](mailto:volunteercentennial@gmail.com)

# ***Centennial Volunteer Program***

2021-2022

## **You're Invited to Make a Difference ~ Volunteer!**

**"We are Crew not Passengers" ~ Join our Crew!**

### **What is the Centennial Volunteer Program?**

Working with Denver Public Schools office of volunteer services, Metro Volunteers and Invest Together, Centennial Elementary School was a participant in the School Services Program (SSP), in 2013-14. The program was designed to facilitate the creation of a vibrant sustainable volunteer culture in the school. The program focuses on engaging parents and community members in supporting student achievement and growth. The timing for introduction of this program at Centennial was excellent, because it dovetailed with the introduction of Expeditionary Learning (EL) into the school. As we continue to grow as a school, our volunteer program grows each year as well. This year our program has teamed up with Sterling Volunteers and Raptor Technology to make background checks simple, safe and efficient making it even easier to join the volunteer team!

### **Expeditionary Learning and Volunteers go hand in hand.**

Expeditionary Learning asks students to take an active role in their learning by taking on in depth projects that involve expeditions into the community and beyond. Volunteers have many diverse and varied talents and areas of expertise that can add so much to this type of learning environment.

### **Why should I Volunteer at Centennial?**

Teachers, administrators and parents are working hard to create a school where all children achieve at the very highest level. Be a part of what that means to our students and our community. Volunteer now and watch these changes take shape and our students succeed.

### **What experience do I need?**

None, we want you to volunteer in an area that interests you and there are many different opportunities to find a good fit. Share your talents, build community, help kids achieve!

## **DPS Office of Volunteer Services**

1350 E. 33rd Ave.  
Denver, CO. 80205  
720-424-8245

The office of Volunteer Services coordinates community resources through volunteer management, volunteer training and facilitation of in-kind donations, all which support students, families and DPS staff. Feel free to contact Volunteer Services for more information on some of the programs they coordinate.

### Office of Volunteer Services

- Volunteer Background Checks
- Donations
- Property Tax Credit Program (for ages 60+)
- Spellbinders Program
- Adaptive Devices Volunteers
- VOA/RSVP (ages 55 and under)

### **Sterling Volunteers and Raptor Technology**

We keep our volunteer information organized using Sterling Volunteers and a software system called Raptor Tech. You will need to provide a valid photo ID and proof of Covid Vaccination. Tracking volunteer hours is vital to our school's unified improvement plan (UIP) part of which is to increase parent involvement. Tracking volunteer hours also helps us apply for grants which often ask for specifics regarding community engagement.

## ***Volunteer Expectations***

### **The following are required for all volunteers:**

- Background check application completed through **Sterling Volunteers**
- Completed Covid Vaccinations
- Volunteer Training Class completed

### **Follow these steps to complete requirements:**

- 1.) Complete background check by clicking on one of these links...  
**<https://app.sterlingvolunteers.com/en/Candidates/Account/Register>** or  
**<https://equity.dpsk12.org/get-involved/volunteer-services/>**  
**“volunteer background check portal”**
- 2.) Send a copy of your COVID vaccine card to Stacy Garcia (front office)  
**[Stacy\\_Garcia@dpsk12.org](mailto:Stacy_Garcia@dpsk12.org)**
- 3.) Contact Jenn Stewart or Kevin Prentiss to sign up for a volunteer training class.  
**[jennstewartyoga@gmail.com](mailto:jennstewartyoga@gmail.com)** or **[kevin.prentiss@gmail.com](mailto:kevin.prentiss@gmail.com)**
- 4.) Bring valid ID on first day of volunteering to be entered into computer for badge.

### **Overnight/ Out of Sight Volunteering:**

Out of Sight volunteering is when you are assigned a crew on your own or are volunteer supporting on an overnight expedition. These volunteer opportunities require extra steps and background checks through Stacy Garcia (front office) Please contact her for that information. **[Stacy\\_Garcia@dpsk12.org](mailto:Stacy_Garcia@dpsk12.org)**

Once these processes are completed, you will be able to print your name badge each time you volunteer. This is so teachers, students and staff know you have completed all expectations as a volunteer. You must check in at computer in the front office and print a new name badge *every* time you volunteer.

Benefits of volunteering are immeasurable. It truly takes a village to accomplish everything that needs to be accomplished in an effective school. Parent volunteers have strong relationships with their student’s teachers and build a strong school community.

Thank you for being a volunteer!

## ***School Happenings***

**There are many ways to be involved at Centennial - be part of the action!**

### **PTA** (Parent/Teacher Association)

~ The PTA organizes events and fundraising activities to support teachers and build school community. Find out how you can get involved by attending a meeting. Meetings are held online the 3rd Tuesday of every month at 6:30pm. You do not need to be a PTA member to attend - ALL are welcome.

### **Community Coffee Chat**

~The purpose of these talks is to share highlights from both [Collaborative School Committee \(CSC\)](#) and [PTA](#) meetings as well as an opportunity to visit with the school administration. These talks will take place on zoom at 9:30 a.m. (after drop-off) the Friday after PTA meetings.

### **CSC** (Collaborative School Committee)

~The purpose and scope of the Collaborative School Committee is to enhance student achievement and school climate by engaging the school community in collaborative efforts supporting school and District's goals, to provide strategic direction in support of the school's mission and vision as stated in the Unified Improvement Plan (UIP) the strategic plan for the school. Meetings are held online the 3rd Tuesday of the month at 5:30pm (before PTA meeting) Open to the public.

### **Community Equity Collective (CEC)**

~The mission of the Diversity & Inclusivity Committee is to foster the growth and participation of underrepresented populations at our school, and to build awareness through education in order to accept and appreciate all members in our community. This committee meets the first Wednesday of every month. Interested in joining for? Please contact [Nicole\\_Tembrock@dpsk12.org](mailto:Nicole_Tembrock@dpsk12.org)

### **Volunteer Advisory Board / PAVES team** (Parent and Volunteer Engagement Specialists)

~An advisory committee made up of parents, teachers and community members supporting our volunteer program - meeting dates TBD - contact [volunteercentennial@gmail.com](mailto:volunteercentennial@gmail.com) for information.

# ***Events/ Volunteer Opportunities***

**Just a few ideas to get you started...**

## **Library Team**

-Assist Ms Cindy with library duties including shelving books and helping students check out. Contact Cindy Spruce to sign up! [cindy\\_spruce@dpsk12.org](mailto:cindy_spruce@dpsk12.org)

## **Science Team**

-Assist Ms Michelle with preparing materials for the science lab! Be an “volunteer on-call helper” Contact Michelle Morton to sign up! [michelle\\_morton@dpsk12.org](mailto:michelle_morton@dpsk12.org)

## **Recess Team (POP's) Parents on Patrol!**

-Assist on the playground during lunchtime and recess to provide supervision and engage students in games and activities. Contact Nicole Tembrock to sign up!  
[nicole\\_tmebrock@dpsk12.org](mailto:nicole_tmebrock@dpsk12.org)

## **Lunchroom Helper**

-Assist during lunchtime to provide additional supervision, organize recycling/ composting and cleaning duties. Contact Nicole Tembrock to sign up!  
[nicole\\_tmebrock@dpsk12.org](mailto:nicole_tmebrock@dpsk12.org)

## **Classroom Liason**

-Contact your child's teacher to determine their volunteer needs and policies.

## **Event Volunteer**

-Our volunteer coordinator will reach out with volunteer requests throughout the school year.

## **Fieldwork Volunteer**

-Expeditionary Learning (EL) prides itself on taking kids out into the world to get hands on experience. Teachers need volunteer support to make this happen. Contact your child's teacher to find out how you can help.

## **After the bell rings**

-There are many opportunities to help even if you aren't available during the school day. Contact our volunteer coordinator at [volunteercentennial@gmail.com](mailto:volunteercentennial@gmail.com) to get more information.

# BE THE CHANGE

VOLUNTEER &  
MAKE THE DIFFERENCE



## **Tips:**

- Be on time
- Be flexible
- Be positive

## **Volunteering at Centennial**

Remember to follow classroom rules and teacher guidelines while volunteering at school. If you don't know ASK! Make sure you are sending a clear message to students by knowing the expectations and helping students meet them.

Teachers have specific routines for lining up, getting students attention, taking bathroom breaks, etc. please find out how these routines work in the classroom where you volunteer.

## **Appropriate praise**

Please be mindful when praising a child. A job well done deserves recognition, however, teachers have systems in place for recognizing a student's efforts and achievements. It is always good to let a student know when you see them working hard and striving to do better. Children like when trusted adults take notice of their efforts. Please do not reward students with stickers, candy or other treats. Check with the teacher if you aren't sure how to recognize a student's accomplishments.

## **Appropriate physical contact**

As a rule, it is never appropriate to touch a student in an area that would be covered up by a swimsuit. Elbow bumps and hand bumps are examples of appropriate ways to give physical contact.



## ***General Rules, Guidelines and Discipline***

At Centennial we use the habits of scholarship to dictate appropriate and positive behavior for students. Please familiarize yourself with these common sense practices. If you see a student not displaying the habits of scholarship please notify a teacher or staff member and they will address any discipline concerns. It is not the job of the volunteer to discipline students. It is fine to give reminders and do what is necessary to keep students safe, but please leave the discipline to trained staff.

### ***Mandated Reporter***

**(From DPS website)**

All DPS employees and volunteers are mandated reporters of suspected child abuse or neglect. A mandated reporter is required to report suspicions of physical abuse, sexual abuse, neglect, emotional abuse, and endangerment. Reports should be made to the Denver Department of Human Services at **1-844-CO-4-KIDS (1-844-264-5437)**.

If you suspect child abuse, contact administrator, nurse, social worker, or psychologist immediately. They will help walk you through the process of reporting. If a child discloses something to you *never* promise secrecy. You can assure them that a matter will remain private which means the situation will only be shared with those who need to know. Do not investigate the situation. Always inform the Principal or Assistant Principal if you make a report. The Department of Human Services will make the determination as to whether a situation should be investigated. When in doubt, Report!

On the volunteer application you filled out a signed confidentiality agreement. Please be mindful of children's privacy when discussing your work as a volunteer. Do not share information about student achievement or behavior with other parents or volunteers. If you have concerns or feedback please speak privately with the teacher.

## ***Emergency Management Plan***

The safety of the children as well as the safety of the staff and support personnel, is very important to us. In order to maintain a safe environment for our children to study and learn, it is necessary that we practice our emergency and crisis response plans by having drills designed to exercise our procedures. During your volunteer time, you may be present when we are conducting a drill, or worse, you might be present during a safety situation. The section is meant to give you some background about our procedures so you are aware and can model staying calm in the event of a real crisis.

The students and staff will be practicing 3 primary emergency drills each year. They are “FIRE DRILLS”; “SECURE/ HOLD/ LOCKDOWN DRILLS”; and “SHELTER DRILLS”. Centennial follows the Standard Response Protocol (SRP) which is based on the response to any given situation not on individual scenarios. Each type of drill is explained below.

### **FIRE DRILLS**

The school will conduct a “fire drill” each month that the school is in session. This is a Fire Code requirement as well as a requirement by Denver Public Schools. We want each student to understand and be aware of the importance of this drill and not be afraid when the fire alarm is sounded. By practicing they will know what to do and how to do it.

#### **What is an evacuation?**

An evacuation is when students are sent outside of the school building to prevent harm or injury due to a hazardous situation inside of the school, such as a fire.

#### **What the volunteer should do:**

Take direction from the teacher and assist students to safety. Wait with the teacher and assist students back in to the school when cleared to do so.

## **HOLD, SECURE and LOCKDOWN DRILLS**

### **What is a Hold drill?**

The school will conduct one “Hold drill” each semester of the school year. A Hold takes place when a threat has been identified in the area of your child’s school. All exterior doors are locked to prevent any hazards or threats to enter the school. Students will be directed to clear hallways but maintain business as usual in the classroom.

*\*\*No entry or exit to the school is allowed during this response.*

### **What is a Secure drill?**

The school will conduct one “Secure drill” each semester of the school year. A Secure takes place when a threat has been identified in the area of your child’s school. Staff, Volunteers and students must immediately return to inside of building. All exterior doors are locked to prevent any hazards or threats to enter the school. Students maintain business as usual in the classroom.

*\*\*No entry or exit to the school is allowed during this response.*

### **What is a Lockdown drill?**

The school will conduct one “Lockdown drill” each semester of the school year. A lockdown takes place when a hazardous threat or a possible hazardous threat has been identified inside of the building or in close proximity of the school. All exterior and interior doors are locked and students are confined to the classroom/ a secure room. Students are directed to move away from sight, maintain silence and do not open doors. Lockdown is followed by "Locks, Lights, Out of Sight" and is the protocol used to secure individual rooms and keep occupants quiet and in place. This type of drill will secure the school building and safely shelter all students, staff and visitors inside the building. The purpose of this drill is to keep the students safe from any danger outside or inside the building. During a “Lockdown Drill” all of the perimeter doors to the school remain locked until the danger or issue outside or inside the building is removed.

*\*\*No one will be allowed to enter the building or leave the building until the authorities authorize such a release.*

#### **What the volunteer should do:**

Take direction from the classroom teacher. If you are with a student, or group of students, and **not** with regular classroom teacher, you need to remember three things:

- 1.) Enter nearest secure room/classroom.
- 2.) Follow direction of staff member in the location where you are.
- 3.) Follow all directions given over intercom system.

## **SHELTER DRILLS**

The school will conduct one “Shelter” drill each semester of the school year. The purpose of this drill is to be prepared to move to a safe location within the building in case of severe weather or tornados.

### **What is “Shelter”?**

Sometimes called Shelter-In-Place, is when there is a hazard hazmat related, a tornado or a severe weather warning and it has been determined by Department of Safety with the assistance of outside agencies that evacuation or early dismissal could possibly place the students in danger.

### **What the volunteer should do:**

Listen to directions from announcements. Students should remain at a voice level 0 in order to hear directions. Stay with students until the threat has passed and the all clear signal has been giver. Follow the direction of Centennial Staff.

# IN AN EMERGENCY TAKE ACTION



## **HOLD! In your room or area. Clear the halls.**

### **STUDENTS**

Clear the hallways and remain in room or area until the "All Clear" is announced  
Do business as usual

### **ADULTS**

Close and lock the door  
Account for students and adults  
Do business as usual



## **SECURE!**

### **Get inside. Lock outside doors.**

#### **STUDENTS**

Return to inside of building  
Do business as usual

#### **ADULTS**

Bring everyone indoors  
Lock outside doors  
Increase situational awareness  
Account for students and adults  
Do business as usual



## **LOCKDOWN! Locks, lights, out of sight.**

#### **STUDENTS**

Move away from sight  
Maintain silence  
Do not open the door

#### **ADULTS**

Recover students from hallway if possible  
Lock the classroom door  
Turn out the lights  
Move away from sight  
Maintain silence  
Do not open the door  
Prepare to evade or defend



## **EVACUATE! (A location may be specified)**

#### **STUDENTS**

Leave stuff behind if required to  
If possible, bring your phone  
Follow instructions

#### **ADULTS**

Lead students to Evacuation location  
Account for students and adults  
Notify if missing, extra or injured students or adults



## **SHELTER! Hazard and safety strategy.**

#### **STUDENTS**

Use appropriate safety strategy for the hazard

#### **Hazard**

Tornado  
Hazmat  
Earthquake  
Tsunami

#### **Safety Strategy**

Evacuate to shelter area  
Seal the room  
Drop, cover and hold  
Get to high ground

#### **ADULTS**

Lead safety strategy  
Account for students and adults  
Notify if missing, extra or injured students or adults

**Call 911 and DPS Department of Safety Dispatch at 720-423-3911 or Ext. 33911**

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**K12  
2021**

**STANDARD  
RESPONSE PROTOCOL**



## SECURE (LOCKOUT)

Called when there is a threat or hazard **outside** of the school building. Whether it's due to violence or criminal activity in the immediate neighborhood, or a dangerous animal in the playground, Secure (Lockout) uses the security of the physical facility to act as protection.



## LOCKDOWN

Called when there is a threat or hazard **inside** the school building. From parental custody disputes to intruders to an active shooter, Lockdown uses classroom and school security actions to protect students and staff from threat.



## EVACUATE

Called when there is a need to move students from one location to another.



## SHELTER

Called when specific protective actions are needed based on a threat or hazard. Training should include response to severe weather threats and hazmat incidents.



## HOLD

Called when a situation requires that students remain in their classrooms or in another area, in order to keep hallways clear and away from an incident or situation.



## Volunteer FAQs

### About Sterling Volunteers

- **Which browser should I use to access the web portal?**

Some browsers will not work properly with the Sterling Volunteers website. For the best possible viewing experience, please use Internet Explorer 9 (IE9) or later or the latest versions of Chrome, Firefox or Safari.

- **Why do I need a username and password?**

When a volunteer gets screened through Sterling Volunteers, they are actually joining the Sterling Volunteers community. That means they can re-enter the platform at any time, check the status of their background check, view the background check report itself, share with new organizations, and more. Without a username and password, this type of access and control would not be possible.

- **What is a "GOOD DEED Code"?**

A GOOD DEED Code is a code provided to the volunteer by some prospective volunteer organizations to initiate a background check. If you are asked for a Good Deed code, it means that your connection to your organization's account has been broken – simply return to the original email or link provided to you and begin the process again. You will know you have the right spot when you see your organization's logo on the landing page!

- **Who are the Advocates?**

The Advocates are the Sterling Volunteers customer care team. They are available via phone and email to all Sterling Volunteers community members – volunteers and organizations – and can help with platform-usage questions and general inquiries. They can be reached at [TheAdvocates@Sterlingvolunteers.com](mailto:TheAdvocates@Sterlingvolunteers.com) or 855-326-1860 Option 1.

- **What do I do if I forgot my password?**

If you have forgotten your password, click the Forgot Password link on the login screen. Simply enter your username on the Forgot Password screen and we will send an email with a temporary password to your email address.

- **Do you sell my information to 3<sup>rd</sup> parties?**

We will not share your Personal Information with third party marketers for direct marketing purposes. We use and may share the information to provide and improve the Site and the Services; deliver correspondence, communications, or services, such as newsletters, events or training; solicit your feedback, and inform you about the Site and the Services, our products and services and the products and services of our promotional partners.

- **Why does it mention "credit" in the consent and disclosures step 3 of my background check?**

Criminal background is considered Consumer Data and is regulated by a federal law called the Fair Credit Reporting Act. That law requires that very specific blanket disclosures be provide to you before you consent access to your consumer data. Your organization is not accessing any credit data related to your financial history and this report will not appear as a credit inquiry to the reporting agencies.

- **I have questions on my report. Who should I call?**

Call The Advocates at 1-855-326-1860 Option 1. We are here to help.