

Los Molinos School Volunteer Handbook 2023-24



"With helping hands, together we can!"

Dear Wildcat Volunteer,

Welcome to Los Molinos Elementary School! We are thankful that you have chosen to volunteer your services to our students. With the support of volunteers such as yourself, the opportunity to meet the individual needs of each child is greatly increased.

The Wildcat Staff encourages parents/guardians and other members of the community to share their time, and abilities with our students. Community volunteers in our school enrich the educational program and strengthen our school's relationship with homes, businesses, public agencies and private institutions.

The education of the youth of today takes a whole community. Caring members of our community bring new energies and resources into our schools. We appreciate your willingness to give of yourself and your time. Our children will benefit from your many contributions as well as by seeing you in a different role. Your reward will be more intrinsic; the students' smiles, laughter and the knowledge that your time has been well spent are all that we can offer you. We thank you for your support and willingness to assist us, as we provide our students the best quality education.

Sincerely,

Erika Terrazas
Principal

Overview of the Volunteer Handbook

This handbook will give you an overview of the school volunteer program and the variety of opportunities that you may choose to pursue. It is our hope that you will find personal satisfaction in what you do. Some of the options are:

- PTA Committees – please contact a PTA officer if you are able to help
- Volunteering in the classroom
- Volunteering “outside” the classroom

The handbook contains a few general guidelines that all volunteers should follow when working at our school. They will help you have a successful experience. Thank you for your willingness to help!

Volunteer Program Goals

- To provide individualized educational assistance to students
- To enrich children’s experiences through activities, resources, and the gift of your time
- To assist teachers, thus providing them with more time focused on instruction
- To contribute to a more informed community which actively supports the school program
- To model the importance of school and education for your child and all children
- To model and encourage students to be Safe, Respectful, Responsible and Kind

Volunteer Requirements

- Complete all requirements as listed on district volunteer application.
- Comply with roles, responsibilities, and campus procedures.
- Complete signature page of the volunteer handbook.

Confidentiality

You will be serving in a unique capacity with our students. Sometimes students share things with a volunteer that they have not shared with anyone else. This information may be about private family matters, or information about themselves that they are entrusting to you. It is very important to the integrity of your work with students that you do not share this information with others. If you feel it is important that another person have this information, please talk to the teacher or the Principal.

There may also be a time when a student shares something with you that causes you some concern, such as concern about their personal safety. If this should be the case, please immediately contact the classroom teacher or Principal. That person will know the proper procedure to deal with this situation.

Most people do not want anyone saying anything about their child. Please respect student and parent rights. If anything happens in the classroom, it is the teacher’s responsibility to contact the parent. Please remember that volunteering to work in the classroom is a privilege – not a right. Violations of confidentiality may cause school authorities to suspend that privilege.

Volunteer Opportunities

There are a variety of areas where volunteers are needed:

- Classroom and Academic Support
- Field Trips
- PTA
- School Programs/Special Projects
- Organic Garden
- Library-Scholastic Book Fair
- School office

Volunteer Roles and Responsibilities

1. Please dress appropriately for working with children.
2. Volunteers may not “discipline” another parent’s student. If a situation occurs between two children while at home, please talk with the parent or child while at home. Rules for adults are quite different when on school grounds. If a situation between two children occurs at school – whether it involves your child or other children, please notify the teacher and let the school officials take care of the discipline.
3. If you cannot make the pre-arranged time, please let the teacher know as soon as possible so lesson plans can be changed.
4. Please do not just drop in to offer help to the teacher, they will have schedule a time and date volunteers can come help in the classroom. All volunteering should be pre-arranged with the teacher. Lesson plans are commonly written around volunteer’s availability.
5. Cell phones should be off while you are working with children, except in case of emergencies. If you must take or make a call, please do so outside of the classroom. Talking on the phone is very distracting to the students. It can also give them the impression that what they are doing is not as important as the conversation.
6. Parent Volunteers should make other arrangements for siblings and/or other children while volunteering in the classroom. Younger children and older siblings are distracting to the educational environment.

Campus Procedures

- All volunteers must sign in and out at the front office immediately upon arriving to our school.
- Identification badge must be worn at all times while on campus.
- Parents should not enter the staff lounge or main offices without permission, please wait at front counter for assistance.
- Please help us stay within our supply budget by practicing economy and eliminating waste with materials available in the classroom. All materials come out of our school budget. For example, whenever possible, please try to use butcher paper instead of the more costly construction paper.
- Let us all work together by leaving our workspace neat and tidy after each use.
- Please remember, young children/siblings are not allowed on campus while volunteering.

(Please sign and return to the front office)

Parent Volunteer Handbook
Los Molinos Elementary School

I have read and understand the expectations and confidentiality of begin a school volunteer. I understand that if confidentiality or expectations are violated, I may not be able to continue to participate in the volunteer program.

Signature: _____

Date: _____

Student Name: _____

Student's Teacher: _____