# WEDGEWORTH ES

## Home of Excellence

# Volunteer Handbook

**Principal: Dr. Paulina Cho**

**Assistant Principal: Terri Serey**

**Office Manager: Veronica Dennis**

***"What people do for themselves dies with them. What people do for others lives forever."* –Winston Churchill**

## Why Wedgeworth Elementary School Volunteers Are Important

**1. Enhancing Student Success:**
Volunteers help meet the individual needs of each child, allowing for more personalized support and increasing the chance for academic and personal growth.

**2. Strengthening Community Ties:**
When parents and community members engage with schools, it creates a powerful partnership that supports the whole child — academically, emotionally, and socially.

**3. Enriching the Educational Experience:**
Volunteers provide real-world experiences through field trips and classroom support, making learning more meaningful and connected to life outside of school.

**4. Contributing Talents and Skills:**
By sharing their unique talents and life experiences, volunteers add depth and variety to students' educational environment.

**5. Supporting Teachers and Staff:**
Volunteers offer extra help, which allows educators to focus more on teaching. This support lightens the load and boosts morale.

**6. Modeling Community Engagement:**
When students see adults volunteering, it teaches them the value of giving back and being active, caring members of their community.

**7. Building a Culture of Support:**
Schools thrive when supported by families and communities. Volunteers help foster a welcoming, inclusive, and resource-rich school culture.

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At Wedgeworth Elementary, volunteers are not just helpers — they are essential partners in shaping the future of every child. Thank you for being part of our Wedgeworth PRIDE!

# Registering Volunteers

To ensure the safety of our students and staff, **all volunteers must complete the following before beginning their service**:

- ✅ Submit a **School Volunteer Application**
- ✅ Provide **TB test clearance** (valid for 4 years)
- ✅ Show **proof of COVID-19 vaccination**
- ✅ Complete **Live Scan fingerprinting** for background clearance

# Volunteer Orientation & Training

Volunteers will receive an overview of school policies and procedures through one of the following:

- **Group Orientation** – Conducted by the principal early each trimester
- **Individual Interviews** – For those unable to attend group orientation

Orientation is required **before volunteer duties can begin**.

# Sign-In Procedures

To ensure safety and accountability, all volunteers must:

- 📘 **Sign in and out** on the Volunteer Log Sheet in the front office
- 🏷️ **Wear a name badge** at all times while on campus

These steps help us ensure proper identification and student safety.

# Suggestions for Starting Your Volunteer Experience

Build a strong and successful partnership by following these helpful tips:

### 1. Meet with the Teacher or Staff Member First

- Understand your assigned duties and expectations
- Ask questions if anything is unclear
- Maintain open communication

### 2. Get to Know the Campus

- Familiarize yourself with the school layout
- Know where to find the **office, library, cafeteria, bathrooms**, etc.

### 3. Observe Classroom Routines (if volunteering in a classroom)

- Learn the daily routines and structure
- Know where supplies are kept
- Coordinate with the teacher for effective classroom support

⚠️ **Classroom volunteering must be pre-arranged** with both the principal and teacher.

### 4. Build Positive Relationships with Students

- Be friendly and approachable
- Encourage and support students in a positive manner

### 5. Address Any Concerns Promptly

- First, speak with the teacher or staff member
- If unresolved, contact Dr. Cho for additional support

# Thank You!

Your time and commitment make a meaningful difference in the lives of our students.
**Have a great time and thank you for being part of the Wedgeworth PRIDE!**

# 🏫 Getting Off to a Good Start

**Wedgeworth Elementary School Volunteer Guide**

## ✅ Working with Groups of Students (Small or Large)

To ensure a smooth and effective experience when working with students:

- **Clarify your role:** Ask the teacher for specific instructions on what students should be working on.
- **Introduce yourself:** Let students know how you'd like to be addressed (e.g., Mr./Ms./Coach, etc.).
- **Discuss behavior expectations:** Talk with the teacher ahead of time about classroom management—know if and how you should redirect behavior, or if the teacher will handle it.
- **Encourage all students:** Praise effort and participation, not just correct answers.
- **Be patient:** Give each student time to think and respond—don't allow others to answer for them.
- 😊 **Have fun and show you care:** Let students know you enjoy being with them. Your enthusiasm makes a difference!

## 🛠️ Volunteer Opportunities at Wedgeworth

### Support Classroom Instruction

- Reinforce phonics, spelling, math, and language skills through games
- Assist students during seatwork or learning center time
- Listen to students read aloud
- Help with memorizing math facts
- Read stories to the class
- Perform clerical tasks for teachers

### Support Schoolwide Programs *(Most Needed Areas)*

- **Media Support:** Help Mrs. Castro with book returns or book repairs
- **Student Drop-Off Area:** Greet students and ensure safety in the morning
- **Clerical Support:** Assist with copying, cutting, and other tasks for the office
- **MPR Supervision:** Help during breakfast and/or lunch
- **Playground Supervision:** Engage students in safe, fun activities during recess
- **Staff Supply Requests:** Assist in organizing and delivering materials

**"Everybody can be great because everybody can serve." — Martin Luther King, Jr.**

## Volunteer Responsibilities

- **Support Role:** Assist teachers in meeting students' educational needs by preparing materials or working directly with children under supervision.
- **Boundaries:** Do **not** discipline students or plan lessons—those are the teacher's legal responsibilities.
- **Teamwork:** Collaborate with the school team while understanding your specific role.
- **Professionalism:** Maintain a positive image of the school in all interactions.
- **Communication:** If problems arise, contact the teacher, office staff, or principal promptly.
- **Commitment:** Be reliable and put forth quality effort in your volunteer work.
- **Fulfillment:** Volunteering should be a rewarding and enjoyable experience.

## Confidentiality Expectations

- **Confidentiality is critical.** Do **not** share information about students, parents, or staff with anyone who is not professionally entitled to know.
- **No Gossip:** Avoid discussing any issues you observe or hear, whether inside or outside of school.
- **Respect for All:** Uphold trust and contribute to a respectful school environment.

**Legal References:**

EC 44810 (a)

"…the parent or guardian of a pupil of the school, who comes upon any school ground…and there willfully interferes with the discipline, good order, lawful conduct, or administration of any school class or activity of the school, with the intent to disrupt, obstruct, or to inflict damage…is guilty of a misdemeanor…"

EC 44811 (a)

"Any parent of guardian whose conduct in a place where a school employee is required to be in the course of his or her duties materially disrupt class work or extracurricular activities or involves substantial disorder is guilty of a misdemeanor."

EC 32211

A principal has the right to request any person to leave the school if it appears reasonable to the principal or designee to conclude that the continued presence of the person requested to depart would be disruptive of, or would interfere with, classes or other activities of the public school program. Failure to leave can constitute a misdemeanor.