



WELCOME!

Wilder Elementary
Volunteer Orientation

School Year
2025-2026

Let's start
with a mindful
moment!

Breathe in...

Notice how you are
feeling in this
moment.

Breathe out...



Enraged	Furious	Frustrated	Shocked	M	Hyper	Lively	Motivated	Ecstatic
Livid	Frightened	Angry	Restless	O	Energized	Cheerful	Inspired	Excited
Fuming	Anxious	Worried	Annoyed	O	Enthusiastic	Happy	Optimistic	Thrilled
Repulsed	Troubled	Concerned	Peeved	D	Pleasant	Joyful	Proud	Blissful
M	O	O	D	M	E	T	E	R
Disgusted	Disappointed	Glum	Sad	E	At Ease	Content	Loving	Fulfilled
Pessimistic	Lonely	Mopey	Bored	T	Relaxed	Secure	Chill	Grateful
Embarrassed	Depressed	Discouraged	Tired	E	Calm	Mellow	Satisfied	Carefree
Despair	Hopeless	Miserable	Exhausted	R	Relieved	Peaceful	Tranquil	Serene

A graphic of a spiral-bound notebook with a white page and an orange cover. The spiral binding is at the top, and there are two horizontal tabs on the left side, one pink and one orange. The word "AGENDA" is written in large, bold, orange letters in the center of the page. Below it is a bulleted list of activities.

AGENDA

- Volunteer Opportunities
- Pre-screening and Training
- Arrival, Check In, Identification
- Interacting with Students
 - Classroom Support
 - Recess Support
- Bathroom Use
- Departure/Check Out

Volunteer Opportunities

Please make sure to drop your name, child(ren)'s name and child(ren)'s homeroom teacher in the chat.

Today's training is for all parent volunteer opportunities taking place during the school day.

Wilder Elementary and the Wilder PTSA provide several volunteer opportunities before, during, and after the school day.

Each is intended to support the work of the school and enrich the school experience for students.

In-school volunteers are not intended to replace staff member responsibilities. Your work with students is under the purview of a staff member at the school. (No transfer of responsibility)

Pre-Screening and Training

Volunteer Training:

Available from the school and through the PTSA

Job specific training may be required in addition to this general training

Volunteer Screening

District Screening needs to be completed prior to volunteering in schools and is valid for 2 years.

This is done through the district website:

<https://www.lwsd.org/get-involved/volunteering-in-lwsd>

If you have any questions or don't know if your screening is up-to-date, contact Meredith Cain (Wilder office manager) who can verify this for you.

Arrival and Check-in

Arrival and Check In:

Always enter and exit the building at the front entry using the gray video/speaker.

In case of an emergency or an evacuation drill, you will return to the main office.

Do not open the door for other people if you are in the lobby or a classroom.

Identification:

All in-school volunteers need to wear clearly visible identification (lanyard or sticker) that ensures that you are approved to be on-campus.

For anyone helping with recess, we will provide you with a yellow vest so you are visible on the playground.

Interacting with students

We encourage positive interaction with all students!

Please make sure that your language is 'elementary appropriate'

You may be interacting with children you know including your own child. It is important to maintain your role as a school volunteer and set aside your role as a parent.

Confidentiality:

Students in school have rights to privacy and confidentiality that must be maintained by anyone who works in schools.

Violation of this student right is the most common grounds for declining a volunteer participation in school.

Cellphone Use

In general, when working with children, cell phone use is discouraged.

If you need to take a call, please ensure that the children you are working with are safe and you let the teacher or other staff member know.

Classroom Support

Teachers will direct classroom support activities. You may be working with a small group of students in the classroom or in the pod area between rooms.

For safety and liability reasons, if an activity is in a room or portable away from the classroom, leave the door open.

You should not work with an individual student 1:1 outside of the classroom.

Some teachers will ask for support with 'production'.

If you are uncomfortable with the activity, talk with the teacher and they can reassign you to a different activity.

Classrooms are 'guarded' spaces in the building and often have personal items of staff members.

- Please do not enter an empty classroom without explicit permission
- Please do not deliver items directly to the teacher.
- Deliveries can be made through the front office

Recess Support

You are encouraged to talk with students and organize/join their games!

Playground Volunteers must wear a yellow vest to be easily identifiable from a distance.

Safety Reminders:

- Be aware that you are bigger than students
- Be aware that child movement is not always predictable

When in doubt, reach out to the recess teachers

You are NOT expected to intervene during a conflict:

- If a conflict arises between students, verbally talking with children is acceptable (ask how they are doing or how you can help)
- Volunteers may physically place themselves between students in a conflict, but should never restrain (grab, hold, hug, etc.) a student.
- Volunteers should be aware of their own personal safety
- Any escalation is the responsibility of recess teachers or admin. Please contact one of them for support or have other students get them to assist.

Bathroom use

Changes from last year around bathroom use:

Parent volunteers are asked to use the student bathrooms located in the lunchroom.

When students are using those bathrooms during lunch/recess, please use the bathroom located in the first Pod workroom.

Wilder lunch/recess schedule:

K-2 → 12:08 - 1:03

3-5 → 12:33 - 1:28

Please use the bathroom located in the first Pod workroom during these times.

Please DO NOT use staff bathroom located at the end of the main office.

Departure

Check out in the front office noting the time that you are leaving the building on the same sheet that you signed in on.

Return any school items to front office staff

Lock the portable or outside door in the classroom.



THANK YOU!

QUESTIONS?

If you have additional questions about volunteering at Wilder Elementary, contact:

- PTSA Volunteer VP, Bethany Maloney
bethanym@wilderptsanet
- Associate Principal, Azure Grossi
agrossi@lwsd.org