

Volunteer Training

Litchfield Elementary School District



LITCHFIELD ELEMENTARY
SCHOOL DISTRICT



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Sign-In Procedures

Volunteers must sign-in and sign-out in the school office at the beginning and end of every shift.

Please bring your photo identification with you every time.



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Cell Phones

The use of cell phones at school and on field trips is highly discouraged.

Please give our students your full attention.



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Restrooms

Please use the staff restrooms.

Do not use the students' restrooms.



Volunteer Guidelines

Volunteers must be at least 21 years old.

Younger siblings are not allowed on campus or field trips.

Do not bring tobacco, drugs, or alcohol to school.



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Field Trips

Please review the Field Trip Guidelines in our Volunteer Application Packet before every field trip.



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Field Trips

- Make sure you have the teacher's emergency phone number.
- No smoking.
- No cell phones.
- No gift shops or concession stands.
- No photos of kids on social media.
- Students may not be checked out early.



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Field Trips

Keep your group together at all times.

Monitor the students as they enter/exit the restrooms in pairs or teams.

Students must wait for friends who are using the restroom. They may not wander off alone or separate from the group.



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Confidentiality

Never discuss specific students, staff, or school issues outside of your volunteer role.

Volunteers, like teachers and staff, are bound by a code of ethics to keep confidential matters within the school.



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Discipline

Volunteers may not discipline students.

Alert the teacher to any discipline problems that you observe.



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**If a student tells you something
that concerns you . . .**

Tell the teacher, nurse, or principal.

Do not ask more questions.

Do not share what you heard with others.



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Drills and Emergencies

Follow staff directions.

Notify the nearest staff member if you get separated from your evacuation group. (Do not try to reunify with your original group.)

Lock-down in the classroom nearest you (which may not be your homeroom).



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Drills and Emergencies

Do not leave campus. We must account for everyone.

Do not re-enter the building without permission.

Help the students remain quiet and calm.

Please be patient.



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Volunteer Expectations

Volunteers are expected to follow all volunteer guidelines and district policies and procedures.

Volunteers may lose the opportunity to serve if these guidelines are violated.



Next Steps

Read the Volunteer Guidelines on our website.

Submit your completed Volunteer Application Packet to your school office (parents and community volunteers) or District Office (community volunteers).



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Next Steps

Volunteers at Dreaming Summit Elementary School must participate in an on-site training.

Please contact the school office to schedule.



Thank You!

Volunteers are a crucial component of our excellence in education.

We deeply appreciate your engagement and support!



Learn More

Contact your school's parent organization (PTA/PTO) to stay informed about upcoming events and fun ways to support our students.

Visit our web site to learn about school tax credits, a dollar-for-dollar opportunity to direct your tax dollars to the school of your choice.

www.lesd79.org



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Use the Link Below to Complete this Training

Thank you for serving Litchfield Elementary School District. We appreciate you!

In order to volunteer, you must complete the form in the link below.

[CLICK HERE](#)