# Volunteer Training Litchfield Elementary School District



LITCHFIELD ELEMENTARY SCHOOL DISTRICT



## **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.



## **Cell Phones**

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

Please give our students your full attention.



#### Restrooms

# Please use the staff restrooms.

#### Do not use the students' restrooms.



## **Volunteer Guidelines**

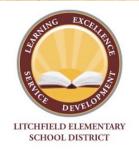
Volunteers must be at least 21 years old. Younger siblings are not allowed on campus or field trips.

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



## **Field Trips**

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



## **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.



## **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.



## Confidentiality

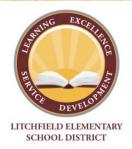
Never discuss specific students, staff, or school issues outside of your volunteer role.

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



## Discipline

Volunteers may not discipline students. Alert the teacher to any discipline problems that you observe.



# 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.



#### **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).



#### **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.



#### **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).



#### **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!

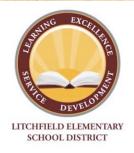


#### Learn More

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



## 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.

