

Volunteer Training



Litchfield Elementary School District

#WhyLESD



We have a variety of fun and engaging volunteer activities available across our 16 campuses.



Litchfield Elementary School District

#WhyLESD



Volunteers work with the school or teacher to determine when and how they volunteer.



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Who Can Volunteer?



Parents, Grandparents,
Guardians, Business
Leaders, Retirees ...



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Who Can Volunteer?



Volunteers must
be at least 21 years
old.



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Basics



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Getting Started



Read & Sign
the Volunteer
Handbook



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Getting Started

Submit your completed Volunteer Application Packet:

Parents/Guardians: Submit Applications to School

Community (Non-Custodial) Volunteers: (includes relatives and community members): Applications Approved by 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.



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Sign-in Procedures



Don't forget to bring a photo ID!



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Cell Phone Use

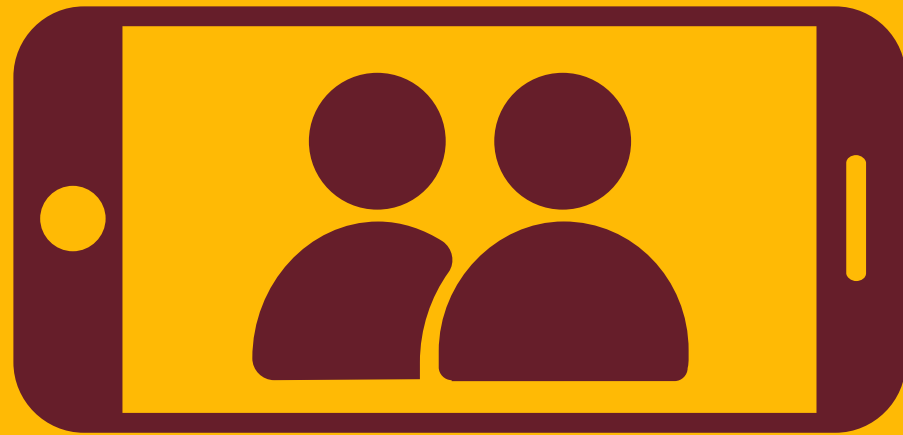


The use of cell phones at school and on field trips is highly discouraged.



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Cell Phone Use



Please refrain from posting photos of students to your personal social media accounts.



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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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Restrooms



Please use staff
restrooms.

Do not use student
restrooms.



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Prohibited



LESD is a Drug Free
School Zone.

ARS 13-3411



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Discipline



Volunteers may not discipline students.

Alert the teacher to any discipline problems that you observe



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What if?

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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Safety

Drills & Emergencies



Follow staff directions.

Do not leave campus.

Help the students remain quiet and calm.



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Training



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



Contact the school office for details: 623.547.1200

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Field Trips



No gift shops or concession stands.

Make sure you have the teacher's emergency phone number.



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Field Trips



Younger siblings are not allowed on campus or field trips.

Keep your group together at all times.

Students may not be checked out early.



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We appreciate you!



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