



LITCHFIELD ELEMENTARY
SCHOOL DISTRICT

Volunteer Guidelines

"Stronger Mind for a Stronger Future"



LITCHFIELD ELEMENTARY SCHOOL DISTRICT

272 East Sagebrush Street • Litchfield Park, Arizona 85340 • 623.535.6000 • Fax 623.935.1448 • www.lesd.k12.az.us

"A Stronger Mind for a Stronger Future"

Dear Volunteer,

Greetings and welcome to Litchfield Elementary School District. Thank you for choosing to spend your valuable time with us. Volunteers provide an important service to our award-winning district and we very much appreciate your support.

These Volunteer Guidelines contain important information to ensure that your volunteer experience is enjoyable and rewarding. Please take a few moments to learn about the expectations and responsibilities that come with your new role.

We are committed to protecting and nurturing the students in our care. Thanks to your engagement, we can better address the diverse needs of our growing student population. Thank you for joining us to provide a professional and positive experience for each and every one of our students. We are happy to have you on our team and proud to serve alongside you as we focus on excellence in education.

You have my best wishes for a positive and meaningful volunteer experience – and my sincere gratitude for your service.

Your partner in education,

Superintendent Jodi Gunning



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Litchfield Elementary School District Volunteer Program Goals

The Litchfield Elementary School District Volunteer Program exists to assist schools in offering excellence in education to every student. Volunteer services help to:

- relieve teachers of some non-instructional tasks
- provide teachers with more time to work with students
- enrich children's learning opportunities
- strengthen individual attention to enhance a personalized learning environment
- promote a school-home-community partnership for high quality education

Who Can Volunteer?

Everyone who cares about children and education is a potential volunteer. Prior teaching experience is not necessary. Volunteers include parents, grandparents, local retirees, and caring community members. All volunteer must be at least 21 years old.

LESD Volunteers:

Recognize that well-educated children are our greatest natural resource
Are dependable
Have strong moral character
Are willing to accept supervision and responsibility
Understand and appreciate the work of teachers and staff

What Types of Jobs Do Volunteers Perform?

Volunteer opportunities include working directly with children or fulfilling administrative tasks. Talk to your favorite teacher about how you can serve or call 623.535.6047.

- Classroom Instructional Volunteer - Work directly with individuals or small groups of students. Listen to students read, reinforce basic math skills, or assist with writing.
- Classroom Assistance Volunteer - Assemble bulletin board displays, correct/sort papers, photocopy, etc.
- Office Clerical Assistant - Greet visitors, sort mail, photocopy, prepare/distribute classroom supply orders, answer phones, etc.
- Special Education Volunteer - Engage students in friendly conversations, help students with writing/fine motor skills, read to students, assist with special projects, etc.
- Health Office Assistant - Provide clerical assistance, comfort sick children, organize/implement annual health screenings (vision, hearing), etc.
- Library or Media Center Volunteer - Repair and shelve books, complete clerical tasks, greet and assist students, etc.
- Other Assignments - Support specialty programs such as visual and performing arts and technology labs. Serve as a guest speaker.

How to Get Started

1. Review the Litchfield Elementary School District Volunteer Guidelines
2. Submit a completed Volunteer Application Packet and proper identification to your school office (parent and community volunteers) or the District Office (community volunteers only).
3. Complete the online Volunteer Training. (Volunteers at Dreaming Summit Elementary School and Palm Valley Elementary School must participate in an on-site training.)

Volunteer Expectations

- Commitment - Carefully consider the commitment you are making before agreeing to volunteer. The work volunteers do is important, and the staff and students quickly become dependent upon volunteer assistance. Avoid committing more volunteer time than you are able to fulfill.
- Dependability - Be prompt and consistent. Sign-in and sign-out in the school office for every shift. Wear your name badge/visitor sticker at all times.
- Health - Please stay home when you are sick.
- 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.
- Dress Code and Behavior Expectations - Dress appropriately for your volunteer job. Casual clothing is appropriate, and is expected to be neat and conservative. Your speech and behavior should serve as good examples for students to follow.
- Cell Phones - Cell phones are discouraged during your volunteer time.
- Guests - Please do not bring children or unexpected guests with you to volunteer.

What Volunteers May Not Do

Volunteers may not:

- discipline students
- manage the classroom for any length of time
- access materials in students' files (health records, grades, etc.)
- diagnose student needs
- counsel students
- discuss student progress with parents
- give students advertisements or fundraising solicitations
- gossip or discuss school issues outside of your volunteer role

When Working with Students

- Call students by name - Make every effort to pronounce and spell each child's name correctly.
- Model the teacher's techniques - Try to model the teacher's instructional methods when working with students.
- Follow the teacher's lead - Demonstrate consistent support of classroom and school rules. Encourage children to follow the rules.
- Discipline - Volunteers may not discipline students. Alert the teacher to discipline problems that you observe.
- Reinforce good behavior - Praise effort and positive choices.
- Keep students on task - Keep the lesson or activity moving. Encourage students to stay on topic.
- Supervise students carefully. Under no circumstances should you leave a student or small group of students without supervision. Always be fully aware of what students are doing at all times.
- Student Dismissal - Volunteers may never dismiss a student from school. Volunteers may not walk or drive students to their homes unless the child's parent has given permission to the school office in advance.

Become a Champion of Our Work

As a volunteer, you provide a vital link between the school and the community. The community will view you as a representative of the school and will pay close attention to what you say about the staff and the educational programs. We hope you will serve as a champion of Litchfield Elementary School District and public education. (Never share confidential information.)

Insurance Coverage

Volunteers are covered by a blanket liability insurance policy while they are working on campus under the supervision of the professional staff, provided the volunteer has registered at the front office for the shift. The District does not carry health and accident insurance or Workers' Compensation for volunteers.

Teacher/Volunteer Conference Checklist

Cover these topics when you meet with the teacher:

- Meet office staff and administration
- Learn mandatory sign-in procedures
- Identify location of staff restrooms
- Identify where to leave your personal belongings
- Establish preferred method of communication
- Establish days and times you will work
- Learn how to notify the teacher if you are unable to work
Establish alternate plans in the event of your assigned student's absence
- Learn classroom rules and expectations
- Address any questions or concerns

Tax Deductions

Some of your out-of-pocket expenses incurred while volunteering may be tax-deductible. Check with the Arizona Department of Revenue and the IRS for a complete list of state and federal tax-deductible volunteer expenses.



Volunteer Application Packet

Submit this completed Volunteer Application Packet to your school office or the District Office.

Check one:

___ Parent/Guardian Volunteer

___ Community (Non-Custodial) Volunteer
(includes step-parents, grandparents, aunts, uncles, and older siblings)

First Name	Last Name
Street Address	City, State, Zip
E-Mail	Date of Birth (Must be at least 21 years old)
Home Phone	Cell Phone

School: _____

Student: _____ Grade: ___ Teacher: _____

Student: _____ Grade: ___ Teacher: _____

Student: _____ Grade: ___ Teacher: _____

Have you ever been convicted of a misdemeanor or felony? NO YES
(If yes, please state the nature, date and place of conviction.)

Have you ever been convicted of a crime against children? NO YES
(If yes, please state the nature, date and place of conviction.)

Emergency Contact's Name: _____ Phone: _____

Physician: _____ Phone: _____

Describe any medical issues/allergies or medications we should be aware of:

I give my permission to have emergency care administered. Signature _____

Office Use Only – Enter Dates

Paperwork Received: _____

Entered in Synergy: _____ Training Received: _____

Background Check Completed: _____

Fingerprint Card Received: _____



Volunteer Application Packet

Please submit this completed packet to
your school office (parents and community volunteers)
or the District Office (community volunteers only).

I certify that all data and information submitted in this application is truthful and accurate and that no information has been omitted. I have read the Litchfield Elementary School District's Volunteer Guidelines and completed the Volunteer Training. I agree to abide by all District rules and policies.

I agree to receive e-mail from the school and their representatives in regards to volunteer opportunities.

In accordance with A.R.S. § 15-512, Volunteer Application Packets for all non-custodial volunteers must include a copy of your photo identification for a background check. Fingerprints are required for overnight trips.

In the event I am injured while volunteering, I understand that my own accident and/or health insurance will be necessary.

Signature _____

Date_____

Print Name _____

This private information will be held in strict confidence.
Volunteers must submit a new Volunteer Application Packet every school year.



Field Trip Guidelines

- 1) Approved parent and community volunteers may accompany students on field trips. Photo identification is required at all times. Prospective volunteers must submit a completed Volunteer Application Packet and proper identification, and they must complete the online Volunteer Training. (Volunteers at Dreaming Summit Elementary School and Palm Valley Elementary School must participate in an on-site training.) Fingerprint clearance is required for overnight field trips.
- 2) Siblings are not allowed on field trips. All volunteers must be at least 21 years old.
- 3) Tobacco, alcohol, and drugs are strictly prohibited from all Litchfield Elementary School District campuses and facilities. Volunteers may never use these products on a field trip.
- 4) Inappropriate language is not permitted in the presence of children. Please model good manners and professional behavior.
- 5) Volunteers must sign in and check out at the school office. Proper identification is required.
- 6) Please stay with your student group from the start to the finish of the field trip. Field trips end when all of the students are back at school. Students may not be checked out from field trips.
- 7) Cell phone usage is highly discouraged on field trips.
- 8) Students must always remain at the field trip site. Field trip chaperones may not take students anywhere else, including neighboring shops and restaurants.
- 9) Chaperones must take responsibility for all assigned students. Do not trade or abandon students in your group. Speak privately with the teacher if you are uncomfortable with your group.
- 10) Get an emergency contact phone number from the teacher before you and your group venture out independently. Use this number in case of emergency.
- 11) Unless pre-approved by the teacher, concession stands, gift shops, and rides are prohibited.
- 12) Students should use the restroom in pairs or teams. Please monitor the students from outside of the restroom. It is appropriate to have students wait for each other until everyone is ready.
- 13) Posting field trip photos to social media is prohibited. Many parents have not authorized their children to be photographed.



**Litchfield Elementary
School District #79**
"A" Rated School District

Barbara B. Robey Elementary School
Sandra Flood, Principal
5340 N. Wigwam Creek Blvd.
Litchfield Park, AZ 85340
Phone: 623.547.1400
Fax: 623.547.1947



Corte Sierra Elementary School
Tanya Rotteger, Principal
3300 N. Santa Fe Trl.
Avondale, AZ 85392
Phone: 623.547.1000
Fax: 623.935.2108



Dreaming Summit Elementary School
Sarah Lewis, Principal
13335 W. Missouri Ave.
Litchfield Park, AZ 85340
Phone: 623.547.1200
Fax: 623.547.4770



Litchfield Elementary School
Sabine Hopper, Principal
255 E. Wigwam Blvd.
Litchfield Park, AZ 85340
Phone: 623.535.6100
Fax: 623.935.3779



Mabel Padgett Elementary School
Gina DeCoste, Principal
15430 W. Turney Ave.
Goodyear, AZ 85395
Phone: 623.547.3200
Fax: 623.536.3421



Palm Valley Elementary School
Jennifer Benjamin, Principal
2801 N. 135th Ave.
Goodyear, AZ 85395
Phone: 623.535.6400
Fax: 623.935.0058



Rancho Santa Fe Elementary School
Laura Combs, Principal
2150 Rancho Santa Fe Blvd.
Avondale, AZ 85392
Phone: 623.535.6500
Fax: 623.535.3072



Scott L. Libby Elementary School
Rachelle Morris, Principal
18701 W. Thomas Rd.
Litchfield Park, AZ 85340
Phone: 623.535.6200
Fax: 623.935.7803



Verrado Elementary School
Luke Jankee, Principal
20873 W. Sunrise Ln.
Buckeye, AZ 85396
Phone: 623.547.1600
Fax: 623.853.2314



Verrado Heritage Elementary School
Kimberly Franz, Principal
20895 W. Hamilton St.
Buckeye, AZ 85396
Phone: 623.547.3300
Fax: 623.853.0655



White Tanks Learning Center
Carl Burks, Director
18825 W. Thomas Rd.
Litchfield Park, AZ 85340
Phone: 623.535.6085
Fax: 623.853.1764



L. Thomas Heck Middle School
Kristin Casillas, Principal
Courtney Frazier, Asst. Principal
12448 W. Bethany Home Rd.
Litchfield Park, AZ 85340
Phone: 623.547.1700
Fax: 623.536.5955



Verrado Middle School
Karen Williams, Principal
Corby Naylor, Asst. Principal
20880 W. Main St.
Buckeye, AZ 85396
Phone: 623.547.1300
Fax: 623.853.2358



Western Sky Middle School
Tami Garrett, Principal
Michelle Ruff, Asst. Principal
4095 N. 144th Ave.
Goodyear, AZ 85395
Phone: 623.535.6300
Fax: 623.935.9536



National Blue Ribbon Winner

Wigwam Creek Middle School
John Scudder, Principal
Jenny Tassin, Asst. Principal
4510 N. 127th Ave.
Litchfield Park, AZ 85340
Phone: 623.547.1100
Fax: 623.547.0873

