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Home of the Rangers!

Volunteer Program Mission

1. *To provide our valuable volunteers with open communication, a friendly working atmosphere, and to recognize the precious gift of time that they give so freely!*
2. *To provide our Rangers with encouragement to achieve academic success, direction to become better students and citizens, and to enrich their elementary education.*
3. *To extend the effectiveness and efficiency of our teachers and staff through active involvement and support of parents and the community.*

Volunteer Handbook

Thank you for making the commitment to volunteer at Learning Lodge Academy. We are thrilled to have you as an approved volunteer!

Volunteer Sign In and Badges

A photo ID is a required to gain access to any Pasco County School. We expect our volunteers to be role models for all visitors. Please ensure you check-in and out each time you volunteer. Name badges need to be worn at all times.

School Emergency Plan

Flip charts with emergency procedures are located near the main exits. If you are working in a classroom and an emergency/drill comes to pass, please stay calm and follow the directions given to students by staff members.

Lunches/snacks

If volunteering on LLA campus, breakfast and/or lunch can be purchased in the main hallway and Café, respectively. Be sure to ask for an adult portion lunch entrée.

Be Cautious

Never allow yourself to be put in a possibly compromising situation. If you feel uncomfortable in a particular situation, please let a staff member know immediately.

Younger Siblings

For liability and safety reasons, non school-age children may not accompany a parent when volunteering at school.

Volunteer Recognition Program

Volunteers, who have 40 or more volunteer hours, excluding field trips, will be recognized at the end of the school year celebration.

Volunteer Schedule

Volunteer time must be prearranged ahead of time. Report on time to the office and then to the person who will supervise your job. If, at any time, this person is not available, or for any reason the job does not materialize, please contact the volunteer coordinator. Please do not expect to conference with the teacher during your volunteer time.

If You Must Cancel

If illness or an emergency arises, please call the school office as soon as possible. Ask the office to inform the teacher that you will not be there. Instructional time may be interrupted if you are not where you expected at the scheduled time.

Appearance and Language

Your appearance in dress and grooming should be neat, clean and appropriate for working with elementary-age children. Dress may be comfortable and casual (i.e. walking shorts, slacks, etc.) and project a positive image to our students. Volunteers may not wear short shorts or tank tops. Also, adults may not use inappropriate language or gestures on school grounds as we have a responsibility as role models to gain the respect of our students. Personal conversations should not take place around students.

Accept Direction

Accept direction and supervision, recognizing that you are an important helper. You do not take the place of a staff member. You are a supplementary person who offers assistance and enrichment with your personal skills.

Assignment

If the assigned job does not prove to be what you expected or can handle, and you are hesitant to discuss this with the staff member, please contact the volunteer coordinator.

Using the Equipment

All volunteers must be properly trained before using any equipment. Please be aware that staff members may need to use the equipment (i.e. copy machine) at the same time you are using the equipment. Please allow them to do so, as they are on a schedule.

Enjoy yourself

Your enthusiasm will be conveyed to the students who are eager to learn about new topics and ideas.

Volunteer Fraternization

We encourage all our parents to network as a useful learning tool to help their child succeed. It is natural, as children form positive friendships in school, that volunteers who work together do the same. We only ask that the following points be considered:

- While volunteering, we realize there may be down times. While engaging in conversation, please be aware of your surroundings, your topic of conversation and level of voice.
- While on school grounds, at school functions off campus and publishing on-line (ex: Facebook), it is not appropriate or acceptable for a volunteer to speak about a student, parent, staff member and/or school activity (on or off campus). **This also includes sharing photos.**
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CONFIDENTIALITY

Respect the confidential nature of anything you see or hear. Share your concerns you may have only with those in authority over the volunteer program (principal and/or volunteer coordinator).

Abuse Reporting Tips & Information

During the course of volunteering, if a student gives you cause to be concerned about possible abuse, neglect or other safety issues out of school, we advise you to follow the appropriate course of action:

1. If the student is sharing disturbing information with you, it is extremely important that you stop the student. Politely excuse yourself and share your concern with the student's teacher, principal, assistant principal or guidance counselor. These staff members know the student and their situation and are the best equipped to handle the situation appropriately.
2. If you feel the situation was not handled correctly, we encourage you to discuss the situation with the Principal or Assistant Principal.

VOLUNTEERING AS A CHAPERONE FOR FIELD TRIPS

Thank you for wanting to attend field trips as a **chaperone**. We are thrilled to have you join the LLA family for the day! We are asking all chaperones to read the **Information and Expectations** below. Keep in mind that all information from the Volunteer Handbook also applies to field trips.

Information & Expectations

Volunteer Sign In and Badges

A photo ID is a required. Please ensure you check-in and out in the main office. ID badges must be worn at all times. All volunteers attending a school sponsored event must be an approved volunteer with the county.

Arrival

Please be at LLA 30 minutes prior to departure. This is an important time for teachers to communicate with you about the day's events. You and your child must ride the bus to and from field trip destination.

Buddy System

You will be responsible for supervising children all day during the field trip. Please find another teacher or approved volunteer (**ONLY IF THEY ARE WEARING AN ID BADGE FROM LLA**) to be your buddy. This will be helpful during bathroom breaks. Children should be supervised at all times during the trip, including bathroom breaks. You are responsible for your group of students until the end of the trip, unless an emergency arises.

Lunch

If this field trip requires your child(ren) to bring a lunch from home or school lunch, you will need to bring a lunch from home to eat with your child. Coolers will be available when you check in with your classroom teacher.

Restrictions

You may not smoke or drink alcoholic beverages (some amusement parks have such items). Since the event is school sponsored you may be chaperoning your own child with additional students. No other siblings may attend the trip with you. Please refrain from using a cell phone while performing school duties.