



The Lighthouse School

"Lighting the way to a brighter future."



Protocol for Volunteers on Campus

ORS 326.607 - Requires that volunteers undergo a background check when the possibility of direct unsupervised contact with students could occur.

“Direct, unsupervised contact with students” means contact with students that provides the person opportunity and probability for personal communication or interaction when not under direct supervision.

General expectations of Parent Volunteers at TLS.

Duration: Volunteers should be on campus for pre-determined duration of time with an intended and requested purpose

Servant Attitude: Volunteers should have the ability to follow teacher instructions, guidance on classroom routines, rules, and adhere and uphold classroom management strategies

Respect for Student Independence: Volunteers should encourage students to try tasks independently before offering help

Scheduled times: Volunteer times should benefit the classroom needs, be pre-approved by the teacher and scheduled in advance of showing up at the school (Please check in at the office.)

BACKGROUND CHECKED

TLS will run a free criminal background check on volunteers at registration each year until September 30. This process is optional (see restrictions below under Without a background check)

Those who complete the background check process may:

- accompany classes on both day and overnight field trips
- work individually with small groups
- be on campus during school hours when students are present
- work at school sponsored events on or off of school property
- work at (LPO) Lighthouse Parent Organization sponsored events on or off of school property

WITHOUT a Background Check

Volunteers who do not wish to submit to a criminal background check, or do not complete the background check process may still volunteer at the Lighthouse School under the following restrictions:

Un-cleared Volunteers:

- may be a supervised guest speaker
- may be on campus when students are NOT present
- may volunteer from home
- may NOT accompany classes on any field trips
- may NOT work with small groups
- may NOT be unsupervised on campus during school hours when students are present
- may attend but NOT volunteer at Lighthouse School sponsored events on or off of school property
- may attend but NOT work at events sponsored by (LPO) Lighthouse Parent Organization that are held on or off of school property

THE LIGHTHOUSE SCHOOL VOLUNTEER EXPECTATIONS

Employees have the right to choose not to have parent volunteers in their classroom. While many schools encourage parent involvement, it is not mandatory and teachers can decide if and how they want to incorporate parent volunteers, based on their teaching style and classroom needs.

Employees also have the right to determine how often, when, and for what projects they want or need parent volunteers and to choose volunteers whom fit their classroom style.

Because employees have employment rights, schools are not required to have written policies governing parent volunteers.

Below are general expectations of Parent Volunteers at TLS.

Duration: Volunteers should be on campus for pre-determined duration of time with an intended and requested purpose

Servant Attitude: Volunteers should have the ability to follow teacher instructions, guidance on classroom routines, rules, and adhere and uphold classroom management strategies

Respect for Student Independence: Volunteers should encourage students to try tasks independently before offering help

Scheduled times: Volunteer times should benefit the classroom needs, be pre-approved by the teacher and scheduled in advance of showing up at the school (Please check in at the office.)

Things Background Cleared Parent Volunteers can do to help around the school when requested:

- Support small group activities
- Support 1:1 memorization practice i.e. flashcards, poems, etc.
- A parent can be a designated photographer to provide pictures to share for the yearbook
- Help the students make crafts on designated crafting days
- Sign up to be the room parent to assist the teacher in organizing class parties
- Organize bookshelves, play areas, or kitchen spaces as requested by the teacher
- Help with small group activities as requested by the teacher
- Prep activities for the teacher (count out papers, cut papers, etc.)
- Clean counters / student work areas and helps kids organize cubbies / desks
- Make copies as needed for the teacher using the hallway copier
- Weed the garden beds
- Specified tasks pre-approved with director pertaining to specialized knowledge areas
- Accompany classes on both day and overnight field trips

Things Parent Volunteers can do at home:

- Write thank you cards to staff members for teacher appreciation week in May
- Pre-prep craft materials
- Cut out laminated materials
- Hole punch materials that go into binders

Things Parent Volunteers CANNOT do:

- Use the parent Directory contact information for any purpose not related to school business
- Grade student work
- Take home student/teacher files
- Behavior/IEP/504 support
- Coordinate curriculum / lesson plan
- Support playground supervision during recess
- Administer First aide or medications to students
- Be in or use identified staff only areas (below) without pre-approval from the Office;

Employee Lunch room	Cafeteria kitchen	Nurses Bay
Employee Lounge (in gym)	Custodian Closets/Maintenance room	Copier supply room (by office)
Drama room	Archery room	Science / Cooking room

Engaging in any of the above prohibited activities as a volunteer can result in a restriction of volunteer privileges, up to and including trespass from school grounds