



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
- 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