

LUCKIAMUTE VALLEY CHARTER SCHOOL
VOLUNTEER PACKET



VISITORS
VOLUNTEERS
CHAPERONES

Luckiamute Valley Charter School
17475 Bridgeport Road
Dallas, Oregon 97338
(503-623-4837)

Welcome to Luckiamute Valley Charter School! Thank you for your support to our students and our program. We strongly feel that visitors, volunteers and chaperones add greatly to the success of our students. To assist visitors, volunteers and chaperones to be successful at our school, please read the following guidelines.

What is the Volunteer Program at LVCS?

The Luckiamute Valley Charter School Volunteer Program is designed to include community members in school activities on various levels. Volunteers can donate their time and skills in one or more of the following ways:

- Assisting students academically in the classroom
- Correcting papers
- Assisting with health screening
- Helping with end of school activities
- Fundraising activities
- Special activities or events at the school
- Field trips not at the school
- Providing support in the office

Visitor, Volunteer or Chaperone?

A specialist visitor is defined as someone who is at the school briefly with a predetermined purpose, and will not be staying at the school for more than the time needed to complete the necessary task. For example, we have several specialists from several school districts who come to our school for the purpose of seeing students or staff.

A parent/family visitor is defined as someone who has a student attending LVCS.

A volunteer is defined as someone who is at the school on a consistent basis or for a limited time to be in the classroom as a student and/or staff support. This person will work with students either directly or indirectly.

A chaperone is defined as a volunteer who will assist students and staff for an activity away from school.

The staff and students at LVCS would like to thank you for the generosity you have shown sharing your time and skills with our students. We are a successful and fortunate school because of our physical surroundings and location, our student population, our staff, and the support we receive from the community.

STEPS TO BECOME A VOLUNTEER

1. Complete an online application for the background check at:
<https://lvcs.keepntrack.com/apply>.
2. Complete the online volunteer orientation under Human Resources at:
<http://lvcs.or.safeschools.com/register/68a6e96f>
Register and provide a username (save for later use)
Print out the CERTIFICATE OF COMPLETION & turn in
3. Completely read the Volunteer Packet
4. Return all signed documents to office
5. Pay \$5 background check fee

Training needs to be done BEFORE the event you are chaperoning, not the day of the event.

KEEP N TRACK at Luckiamute Valley Charter School

Upon arriving at the school, all visitors, volunteers and chaperones must check in at the office before going any place else on campus, including their own child's classroom. Safety is a concern for all parents and staff. Part of keeping our campus safe is to know who is visiting, volunteering or being a chaperone for the day. Wearing an office sticker will help staff and students know that a non LVCS staff person has checked in at the office.

If you are a visitor, parent/family visitor, volunteer or chaperone, the procedures are the following upon arriving at the school:

1. Go to the office
2. Sign in using the *KEEP N TRACK* keyboard
3. Wear your sticker in a visible location
4. When you are done visiting, return to the office and check out using the *KEEP N TRACK* keyboard

****During school hours**, parent/family visitors need to sign in at the office BEFORE visiting any classroom. For parents dropping off tardy or late arrivals need not sign in if they are NOT going to the classroom. Only the student needs to sign in.

VOLUNTEER AND CHAPERONE

Responsibilities and Duties

1. Assist with small groups of students academically
2. Supervise students during school wide activities (lunch, recess, off campus)
3. Assist the teacher preparing classroom materials
4. Correct student work
5. Other duties assigned benefiting the learning and safety of students
6. Report any perceived safety hazards in the classroom or grounds to the classroom teacher
7. Check in at the office and wear the volunteer badge
8. The role of the volunteer or chaperone with students is one of supervision, not discipline

Code of Conduct

1. Keep any information confidential pertaining to the academic, behavior or records of any student
2. Use the instructional practices that the classroom teacher asks you to use within the best of your ability
3. Use school equipment for school use
4. Follow school and district policies when using equipment or supplies as directed by school personnel.
5. Use appropriate language and model appropriate behavior on campus or school activities
6. When volunteering, younger siblings must have alternate care while you are volunteering or chaperoning
7. LVCS has a NO TOUCHING policy for all chaperones, volunteers or visitors. Students are not to be physically reprimanded, restrained, or given physical affection.
8. Volunteers and chaperones are to have groups of **MORE** than one. Volunteers and chaperones should not be alone with one child.
9. LVCS grounds are non-smoking grounds. Smoking is not allowed at any school function, whether at LVCS or a place we are visiting.

Name: _____ Initial _____

FIELD TRIPS PROCEDURES AND GUIDELINES

During the school year, LVCS classes have the opportunity to participate in various field trips. Expanding the educational opportunities for students would not be possible without the wonderful support and time invested by chaperones, volunteers and the Parent Teacher Organization. As always, the safety and education of students is a priority of the teaching staff. The following field trip protocols have been established by the staff and administration of Luckiamute Valley Charter School for the safety and benefit of everyone involved.

A **field trip** is a prearranged event designed for students of a class to include chaperones, teachers and additional staff members as needed. The purpose of the field trip is to broaden the learning experiences of our students. The field trip requires extensive planning and organizing many weeks prior to the event. Information regarding each field trip will be sent home in advance of the field trip, and a timely response from each parent is very important in order for the field trip to be a success.

Students and chaperons will ride the school bus with other classmates on the field trip. This is a very important part of the overall experience. Students will ride with their parents only with a prior meeting and written permission.

PROCEDURES PRIOR TO THE TRIP

The adults responsible for students during an off campus event include an approved chaperone, staff member or teacher.

A **chaperone** is defined as any parent, immediate family member, or someone considered as "family" that has completed the necessary paperwork to attend an event. Paperwork may be picked up at the office, completed and submitted to the office no later than 5 days before the field trip. Paperwork must be submitted annually. A chaperone is volunteering at a designated school event off campus.

To attend an off campus event with a class, any parent or allowed family member will need to complete the volunteer/chaperone procedures. Anyone **WITH** the class has to be an approved chaperone, volunteer, staff member or teacher. An approved person is someone who has completed the necessary paperwork and procedures. If you think you may be a volunteer or chaperone this year, please complete the required paperwork AND training BEFORE the trip.

GUIDELINES DURING THE TRIP

When attending a field trip as a chaperone, you are a chaperone first, and a parent second. By accompanying a class on a field trip, you are accepting responsibility for the group of children assigned to you. We are so grateful to have you along, but you are there for the entire group, not just your child. Please keep students in sight at all times.

While you are in charge of your small group, the classroom teacher is still in charge of the entire class. There are enormous liability issues that are on the teacher's mind whenever the class is taken off school grounds. The classroom teacher is ultimately responsible for all of the students, regardless of what group they are in, and the final call on all discipline (or organizational) issues rests with the classroom teacher. If you have any questions, concerns or a problem during the field trip, please see the classroom teacher.

Certain field trips have gift shops and snack shops. When considering food allergies and students' feelings, we ask students and chaperones to refrain from making purchases for any student. At times, there will be drinks and/or snacks that are part of the field trip.

Field trips are a wonderful opportunity for many of our students to experience places and events that are either unique to our area or the time of the year. It is a joyous event to be shared, and we would like to make it an event to be remembered in a positive light. Thank you for your support, and we look forward to a wonderful year!

Name: _____ **Initial** _____

Luckiamute Valley Charter School

Privacy Statement and Volunteer Confidentiality Agreement

Under Federal law, state law, Luckiamute Valley Charter School policy, ALL information about students maintained by Luckiamute Valley Charter School is confidential with the exception of: student name, dates of attendance, degrees and awards received and the most recent school attended. ALL information about student families, school employees, school staff, school clients and school volunteers is considered confidential with the exception of any information that is considered public under federal, state or local laws. Any information to be disclosed must be disclosed only by an authorized administrator of the school.

Students, student families, employees, staff, clients and other volunteers in LVCS have the right to expect that information about them will be kept confidential by all volunteers. Additionally, the U.S. Congress has addressed the privacy-related concerns of educators, parents and students by enacting the Family Educational Rights and Privacy Act (known more commonly as "FERPA" or the "Buckley Amendment"). Among other provisions, FERPA allows the government to withdraw federal funds from any educational institution, including LVCS, which disseminates a student's education records without parental consent.

- Each student with whom you work has the right to expect that no information during the interaction will be repeated to anyone other than authorized school employees, as designated by the administrator at your school. Even when discussing a student with those who are directly involved in a student's education, such as a teacher, administrator, or counselor, you may not share otherwise confidential information with them unless it is relevant to the student's educational growth, safety, or well-being. (for example: You, as a volunteer, who is assisting with math assessments, may not share the results of those assessments with anyone other than the student's classroom teacher. You may not also ask questions about other students' scores.).
- You may use confidential student information only for the purpose authorized by the administrator. You may not use confidential information for any unauthorized purpose even if you believe doing so is in the best interest of the student. (For example: You, as volunteer, may not talk to your own doctor to ask advice about a medical condition you have become aware of by talking to a student. You may, however, ask the teacher to suggest to the parents to consult a doctor.)
- You may not share information about a student even with others who are genuinely interested in the student's welfare, such as social workers, scout leaders, clergy, or nurses/physicians (a grave medical emergency, in which a student's health or safety is in immediate risk and in which confidential information may be necessary for a student's care, is the only exception). You must refer all such questions to the administrator. (For example: You, as a volunteer, may not share information you learn about a student's family situation with the student's Sunday school teacher even if you think they should know. Instead, you might suggest to the teacher that he encourage the parents to talk to the Sunday school teacher)
- Parents, friends, or community members may, in good faith, ask you questions about a student. You must refer all such questions to the administrator. You may not share information about a student even with members of your own family or the student's family. (For example: You, as a volunteer may be asked by another parent about a student. You must refer those questions to the teacher or administrator)

- **Before you speak, always remember that violating a student's confidentiality is against the law!**

Agreement

I, as a volunteer at Luckiamute Valley Charter School , have read and understand the above, and do hereby agree to preserve in confidence, all information concerning students, families, clients, employees, staff members or volunteers that may be disclosed during the course of performing the job I am assigned. I also agree not to share any information obtained while volunteering, or performing other non-paid services with LVCS.

I fully understand and agree to assume all risks involved in any and all duties that I perform in a volunteer capacity on behalf of or in connection with Luckiamute Valley Charter School. I agree to hold harmless Luckiamute Valley Charter School for any injury(s), loss or damages which I might cause or sustain during the course of my volunteer duties. This waiver does include myself, all of my family members and descendants forever from seeking any legal action whatsoever against Luckiamute Valley Charter School or its successor(s) or any representatives thereof.

As a volunteer I shall indemnify and hold harmless Luckiamute Valley Charter School, its officials, officers, agents employees, volunteers, and representatives, from, and shall defend at my sole expense, against any and all claims, demands, damages, suits of law or at equity, liabilities, losses, judgments, liens, expenses, and costs arising out of or occasioned by the performance, act, and/or omissions by me, my employees, agents, family, friends or representatives relative to any activity and/or services performed by me in my capacity as a volunteer at Luckiamute Valley Charter School.

Printed Name _____ **Date:** _____ **Initial** _____

For office use	Date Completed
Online Volunteer Training	
Keepntrack	
Volunteer Responsibility, Duties & Code of Conduct	
Confidential Agreement	
Field Trip Procedures	
Fee Paid	
Signed off by Mr. Austin, Executive Director	

Approved _____