

Teacher/Staff flowchart for Visitors/Volunteers

Please remember we are implementing these new policies/procedures to increase our safety within the school, if you have any questions please contact your principal or superintendent.

1. Is this during school hours?
 - a. Yes: proceed to question 2
 - b. No: Visitor/Volunteer screening process is not necessary. Please understand you on school property and we ask that everyone respect and watch over the school property when on campus.
2. Will you or a paid staff member be with the visitor/volunteer AT ALL TIMES while on the campus?
 - a. Yes: this is considered a visitor
 - i. They must do a driver's license screening with the front office, either when they arrive at the office or provided before. Once cleared the office will call you to escort the visitor AT ALL TIMES.
 - ii. If they are helping you with students please have them review the volunteer powerpoint on LCUSD9 website, under (location within the website). This gives pointers on how to best help students and our policies within the schools.
 - b. No: proceed to question 3
3. Where will the volunteer be helping; classroom, single day field trip (chaperone), overnight field trip (chaperone)?
 - a. Within the classroom:
 - i. The volunteer will be asked to review the volunteer powerpoint on LCUSD9 website (location within the website). Upon completion of the powerpoint they will be directed to go to raptor website and submit information to do a background check. *There is a small fee associated with background check, please make sure the volunteer is aware before they commit.*
 - b. Single day field trip (chaperone):
 - i. They will follow the same procedures as a classroom volunteer. Completing the powerpoint and doing a background check.
 - ii. Make sure all chaperones have all rules that they and the students are required to follow
 - iii. Please make sure chaperones have a schedule for the field trip, (ie times for departure, time for specific activities, etc.)
 - iv. Make sure you have all chaperones cell phone numbers and you have shared either your cell phone number or the school's number for any emergencies.

- c. Overnight field trip (chaperone):
 - i. They will follow the same procedures as a classroom volunteer.
Completing the powerpoint and doing a background check
 - ii. Make sure all rules are provided in writing to all chaperones at least a month before the trip and then again two days before the trip.
 - iii. Please have an in person meeting with all chaperones at least a month before the trip,
 - 1. Review the rules
 - 2. Give them a small quiz on important points within the volunteer powerpoint (this helps confirm they have read ALL information provided within it)
 - 3. Make sure all background checks are completed by this meeting
 - 4. Discuss the itinerary
 - 5. Provide all emergency information and procedures
 - 6. Make sure during this meeting you have all allergy information and emergency contact info for the chaperone.