



Section 12

Parent Partnership and School Involvement

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BACKGROUND CHECK REQUIREMENTS FOR VISITORS AND VOLUNTEERS

Lighthouse Christian School requires that all school volunteers working directly with students submit to a screening process that includes a criminal background check done through the Washington Access to Criminal History (WATCH). This portion of the background check is completed by the Washington State Patrol; however, other portions of the background check may include reference checks and/or other screening procedures employed by LCS. The main focus for LCS will be crimes against children and other persons and criminal traffic offenses if volunteering as a driver.

The volunteer positions involving children would include, but are not limited to:

- Helping in classrooms or with school activities;
- Driving, chaperoning, and/or attending field trips;
- Listening to children perform academic work, such as stating verses, reading, etc.;
- Helping in the lunchroom or with recess; and/or
- Assisting at any LCS activity, club, or sport in which children are present.

If no criminal history is found, a copy of the report will be placed in the confidential files with the volunteer application and other forms that may pertain to the volunteer. The school will provide the prospective volunteer a copy of the results at the volunteer's request.

If the results indicate a criminal history, LCS will first work to verify that the results match the prospective volunteer. If the match is verified, or likely that of the prospective volunteer, then LCS will decide based on several determining factors which would include the following:

- **Prior Disclosure:** It is important that any criminal history be indicated upfront when completing the volunteer application. Failure to disclose criminal history upfront may be considered negligent or an intentional effort to conceal information. Full disclosure is expected even if a deferred prosecution or plea agreement is obtained for criminal offenses.
- **Type of Offense:** The type of criminal offense matters with regard to the level of risk the person poses to the children at school. Some offenses automatically disqualify the person from volunteering with our school, while others may allow for limited and/or supervised roles.
- **Context of Offense:** The totality of the circumstances may be taken into consideration when deciding, such as when the crime occurred, additional offenses, progress since the crime, timing, and any rehabilitation measures taken.

Some types of offenses will automatically disqualify a person from volunteering at LCS or any school sponsored event. In addition, other offenses may disqualify a person depending on the judgment of the Head of School and other information obtained in the background check. If the risk level of a prospective volunteer with criminal history is low but still questionable, the Head of School may approve a limited volunteer role for the individual. Involvement may be on a short-term or probationary basis. Volunteer roles may be limited, and parameters defined as deemed appropriate by the Head of School. Levels of volunteer supervision will also be determined by the Head of School if the above special circumstances apply.

If the Head of School determines that the prospective volunteer with criminal history poses no greater threat to our students and other volunteers, full access to volunteer opportunities may be given. Normal levels of supervision will be provided.

Offenses (criminal convictions) that would automatically disqualify any prospective volunteer include the following:

1. Any sex crime (rape, child molestation, incest, voyeurism, indecent liberties etc.);
2. Any crimes against children (child abuse or neglect, communication with a minor etc.);
3. Any felony crimes against persons (kidnap, felony assault, robbery, homicide etc.); and/or
4. Any felony weapons violations.

Criminal convictions that would disqualify those applying to volunteer as drivers would include:

1. Vehicular assault or homicide;
2. Multiple alcohol-related driving offenses regardless of time;
3. Any DUI, Negligent Driving, or Reckless Driving within the last 5 years; and/or
4. Driving on a suspended or revoked license within the last 3 years.

Any volunteer applicant declined due to his/her background check will be notified by written notification. If a volunteer or prospective volunteer has questions regarding the results of the background check, or wishes to discuss a non-approval status, he/she may request a confidential meeting with the Head of School.

PARENT-TEACHER CONFERENCES

Parent-teacher conferences for elementary students are scheduled in the fall. Because the educational process is a cooperative effort between home and school, parents (preferably both) are strongly encouraged to attend these conferences. Teachers or parents may request additional conferences any time during the school year.

Middle school parent-teacher conferences are scheduled in the fall and are encouraged, but not required. Invitations are typically sent out by teachers who have specific concerns about students. However, all parents are welcome to schedule a middle school parent-teacher conference.

PARENTS FOR LIGHTHOUSE VOLUNTEER (PFL)

Parents for Lighthouse (PFL) exists to support a Christ-centered, nurturing community at LCS. PFL supports student activities and school events; builds parent community; and assists school leadership.

PFL assists with the parent organization in support of Lighthouse activities and events, including:

- **Staff Appreciation Committee:** Participate in events throughout the year, either monthly or quarterly, to bless the LCS staff either on an individual or group basis.
- **Family Fun Nights**
- Working on ways to engage the Lighthouse family in fun community-building activities.
- **Field Day (June):** Supervising a station or providing materials for the event.

- **Gig Harbor Maritime Parade (June):** Volunteer - Help plan, coordinate, and decorate the LCS entry in the annual Gig Harbor maritime parade.
- **For the Greater Good:** Campus Maintenance – easy fix-it jobs, painting, landscaping, and gardening.
- **Prayer Support:** Participant in weekly parent prayer group.
- **Lighthouse Landing – Student Store: Volunteer** for weekly or monthly shifts.
- **Development:** Volunteer to help raise funds for LCS (Legacy Annual Fund, Annual Auction, etc.)
- **Marketing Team/Committee:** Provide support for LCS in the community and at events. Help at special events and throughout the year, such as an open house.
- **Library:** Assist our Librarian as a library aide, help with the Lighthouse Reads program (record keeping and “prize patrol”).

VISITING CAMPUS

Parents

Parents wanting to visit a child's classroom or observe another class must schedule a time to do so with the school office. The faculty welcomes parent classroom visits, but it is best for both teachers and students if visits are planned in advance. To minimize classroom distractions, young children should not accompany parents when visiting classrooms.

Parents are required to follow general school rules according to where they visit, including the lunchroom, playground, etc.

Students

All student visitors to school must obtain permission through the appropriate school office prior to the visit. Prospective students are encouraged to visit classrooms. Other visitors, such as former students and friends, should limit visits to special activities like Chapel under parent supervision to minimize distractions to the learning process.

VOLUNTEERING

Volunteering is an important part of what makes LCS special and creates a positive learning environment for every student. Parents may contact the main office to find out about the variety of volunteer opportunities. Both general and specialist classroom teachers appreciate and rely upon volunteers for maximizing student learning.

All former students who wish to volunteer at Lighthouse will be approved by the all school principal.

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