

RIVERVIEW ELEMENTARY NEEDS YOU!!!

**** Complete this form each year to volunteer at Riverview Elementary School. ****

LCSD requires ALL volunteers to complete the Criminal History online form at www.lebanon.k12.or.us
Click on "Resources", "Volunteer" and finally "Online Background Check". Fill in and submit form. If you do not have online access please contact the school and we can arrange a time for you to use a computer. When your online form is complete, please initial _____ and date _____

Parent Name _____ Date _____

Telephone (Home/Cell) _____ (Work) _____

Names and grades of children attending Riverview Elementary:

1. _____ Grade _____ Teacher _____
2. _____ Grade _____ Teacher _____
3. _____ Grade _____ Teacher _____
4. _____ Grade _____ Teacher _____

I would like to help in my child's classroom: Circle your preferred day: M, T, W, TH, F

School-Wide Volunteer Opportunities

Check the areas you are interested in volunteering for.

- | | |
|--------------------------------|--------------------------------------|
| Book Fair (fall/spring) _____ | Picture Day (fall/spring) _____ |
| Box Tops _____ | Popcorn Reward Days _____ |
| Carnival _____ | PTC _____ |
| Classroom Helper _____ | Riverview Readers Rock _____ |
| Family Fun Nights _____ | Room Parent (classroom events) _____ |
| Field Day _____ | Run for Riverview (fall) _____ |
| Field Trips _____ | SMART Reader (T/Th weekly) _____ |
| Garden (fall/spring) _____ | Tasting Tables (monthly) _____ |
| Health Assessment (fall) _____ | Tuesday Folders (weekly) _____ |

Please initial here _____ if you give permission for your contact information to be shared with PTC Officers with regards to helping with school activities.

Please provide emergency contact info for **YOU**, the volunteer (not your students).

Name _____ cell # _____ alternate # _____

Name _____ cell # _____ alternate # _____

Thank you for volunteering at Riverview Elementary School. We appreciate YOU!

Complete both sides



RIVERVIEW ELEMENTARY SCHOOL - CODE OF CONDUCT AGREEMENT FOR VOLUNTEERS

The staff at Riverview Elementary loves to have volunteers in our building! We appreciate the time that you are able to share with our students. Volunteering is a great way to get to know the staff and be involved in your child's scholastic career. We ask that all volunteers conduct themselves in a professional manner at all times. Below are a few points we ask all volunteers to follow. By signing this form you are agreeing to the following:

- Cell Phones/
Cameras/
Video Recorders: Please turn cell phones off while at Riverview. If turning your phone off is not possible, please place it on mute. If you do receive a call while in the classroom, please step outside of the room for your conversation. **Photographs/video: You may ONLY photograph or video tape your own child/children while at Riverview.**
- Restrooms: All adults must use the staff restrooms that are located in the workroom.
- Language: All language and actions must be "G" rated. Please do not use any foul, slang, or negative language while volunteering. This also includes hand or body gestures.
- Physical Contact: Public displays of affection (PDA) needs to be kept to high-fives, waves or thumbs up. This means no holding hands, sitting on laps, hugging, piggy-back rides, etc.
- Clothing: Riverview Elementary does not allow our students to wear strapless tops, spaghetti strap tank tops, short shirts, short shorts or skirts, low-rise pants, low-riding pants or clothing with offensive or suggestive writing/pictures on them or that advertise alcohol or drug items. We ask that you follow these same guidelines.
- Confidentiality: As students attending Riverview Elementary are minors, it is imperative that volunteers respect their privacy. It is not permissible to share any information regarding a student with others. This also pertains to any information a student may share with you. If a student leads you to believe that there may be instances of bullying, abuse, neglect, etc., please share your concerns with their teacher as soon as possible. Do not ask the student for additional information or give advice to them.
- Hallway: Riverview has a "stay to the right side, no talking or running, hands-to-yourself" policy while in the halls. Please set a good example for our students.
- Behavioral Issues: Please defer all behavioral issues to a Riverview staff member. If a situation occurs while you are at Riverview, please ask the nearest Riverview staff member for assistance.
- Volunteer Opportunities: There are many areas you can volunteer in at Riverview. In the classroom you may be asked to help with reading, math, art, filing, photocopying, organizing classroom celebrations, or special projects. If you have a hobby that you believe would be a good classroom project let the teacher know. They are always looking for new ideas.
- Absences: *If you are scheduled to volunteer, please notify the teacher if you will not be able to be here so they may plan accordingly.***

We value you as a volunteer and would like to help make this a positive experience for you, your child and the staff at Riverview Elementary. If you have any questions or concerns regarding this information, please call 541-451-8451.

Volunteer's Printed Name

Volunteer's Signature

Date

Complete both sides

