



**Tier 1 (DO NOT NEED TO COMPLETE APPLICATION, COMPLETE VOLUNTEER AGREEMENT)**-Someone who volunteers occasionally and in a highly public setting with little or no contact with students and who is under constant supervision by School personnel will not be required to complete a volunteer application, although they will need to sign the school's volunteer agreement and expectations form. A volunteer fitting this example might be someone working at a school field day or fundraising event or someone working in the concession stand or making an occasional classroom visit.

**Tier 2 (COMPLETE APPLICATION, VOLUNTEER AGREEMENT, LEADERSHIP APPROVAL)**-Regular volunteers during the typical school day/academic setting with student contact under constant supervision of personnel must complete a volunteer application and agreement acknowledging expectations for volunteers, and pass a criminal history background check. A volunteer fitting this example might include a room parent, class readers, front office volunteers and single day field trip chaperones.

**Tier 3 (COMPLETE APPLICATION, BACKGROUND CHECK, VOLUNTEER AGREEMENT, BOE APPROVAL)** Tier 3-Regular volunteers outside the typical school/academic setting with student contact under the direct supervision of personnel must complete a volunteer application and agreement acknowledging district expectations for volunteers and have a background check performed by the district. A volunteer fitting this example might include assisting with extra, co-curricular clubs/activities and athletics that meet regularly. Copies of all volunteer applications must be sent to the personnel office. Tier 2 and Tier 3 volunteers must be approved by the Principal/Executive Director. However, the Principal, or his/her designee, may grant emergency approval for volunteers, pending future approval. Tier 3 volunteers must have a background check done. All background checks will be done at school expense.

### Volunteer Agreements and Expectations

#### As a School Volunteer, I agree to:

- perform the duties assigned to me in accordance with School Policies and Procedures;
- follow the reasonable directives of School employees;
- conduct myself in a professional manner, to promote the education and interest of the students and the reputation of the School;
- treat all students, staff, and community members with respect;
- not disclose any personally identifiable information or confidential information or materials that I may have access to as a result of my volunteer assignment;
- use discretion in my appearance and dress appropriately;
- adhere to the School's Code of Conduct;
- avoid being alone with students;
- refrain from any physical interaction with students;
- refrain from any communication outside my volunteer activity unless I have a previous relationship with such student(s);
- not leave any children unsupervised;
- sign-in and sign-out of the building when volunteering; and
- wear a volunteer badge when volunteering.

I understand and recognize that the School may remove me as a volunteer at any time and solely at its own discretion.

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Original Copy: Volunteer File (HR Office)  
Copy: School Leader, Volunteer