



**For HR Use Only**  
 Date Received: \_\_\_\_\_  
 Date Approved: \_\_\_\_\_  
 Entered Into Database: \_\_\_\_\_



206-631-7200

## TYPE TWO VOLUNTEER FORM

Type Two volunteers are individuals who are not the parent(s) and/or legal guardian(s) of one or more students in this school and are not otherwise affiliated with an organization that is working in the school. Type Two volunteers are not permitted to be alone with a student. **This form may not be used for Type One volunteers or Volunteer Coaches.**

**To be completed by volunteer:**

Name: \_\_\_\_\_  
 Last Name First Name Middle Name

Address: \_\_\_\_\_  
 Street – Apt # City/State ZIP Code

Phone Number: \_\_\_\_\_  
 Primary Secondary Cell

Email Address(s): \_\_\_\_\_  
 Home Email Address Work Email Address Other

Emergency Contact: \_\_\_\_\_ Relationship: \_\_\_\_\_ Phone No.: \_\_\_\_\_

Required information for background check:

\_\_\_\_\_  
 Birthdate List birth name/other names used

**I am interested in volunteering in the following area(s):**

- Field Trip Chaperone  Presentation Panelist  Classroom Helper  Reading Tutor  Math Tutor  Library Helper  Other (please be specific):

\_\_\_\_\_  
 \_\_\_\_\_

Date Volunteering will start: \_\_\_\_\_ Date Volunteering will end: \_\_\_\_\_  
 (not to exceed two school years)

For the purposes of student safety, I understand that Highline Public Schools will perform a background check on all Type Two volunteers. I also understand that providing false or incomplete statements on this application may result in Highline Public Schools terminating my volunteer status immediately. Highline Public Schools reserves the right to terminate or revoke a volunteer's status at any time.

- Yes    No Have you been convicted of any crime? **This includes crimes against a minor, a developmentally disabled person or a vulnerable adult, or crimes involving driving.**
- Yes    No Are you currently under investigation for any crime or are there any outstanding criminal charges and/or warrants pending against you? ?

**A copy of your Washington State driver’s license or ID and/or US passport will be sent to the district’s Human Resources department for completion of a background check (attach copy to this application).**

As a Type Two volunteer I agree that I will not be alone with a student. I agree to sign in at the office when I arrive and leave school, and I will comply with all school rules and instructions of Highline Public Schools staff. I have read School Board Policy 5253 ‘Maintaining Professional Staff/Student Boundaries’ (below) and will comply with that policy. I agree that failure to follow these rules may result in losing the ability to volunteer in this school or other schools. By signing this agreement I agree to undergo a background check completed by Highline Public Schools, and I will not volunteer in this school until I have been cleared to volunteer. I agree that if any of the information in this application changes I will notify my school principal who will notify the district’s human resources department.

\_\_\_\_\_  
Signature of Volunteer

\_\_\_\_\_  
Date

For Office Use Only:

Results of background check: \_\_\_\_\_.

I acknowledge that \_\_\_\_\_ (name of volunteer) will be volunteering in this school.

\_\_\_\_\_ Date

\_\_\_\_\_ Signature of principal/designee

*Attach copy of Washington State driver’s license or ID and/or US passport*

**School Board Policy 5253 “Maintaining Professional Staff/Student Boundaries”**

The purpose of this policy is to provide all staff, students, volunteers and community members with information to increase their awareness of their role in protecting children from inappropriate conduct by adults.

The board expects all staff members to maintain the highest professional, moral and ethical standards in their interaction with students. Staff members are required to maintain an atmosphere conducive to learning, through consistently and fairly applied discipline and established and maintained professional boundaries.

The interactions and relationships between staff members and students should be based upon mutual respect and trust, an understanding of the appropriate boundaries between adults and students in and outside of the educational setting, and consistency with the educational mission of the schools.

Staff members will not intrude on a student’s physical and emotional boundaries unless the intrusion is necessary to serve an educational or physical, mental and/or emotional health purpose. An educational purpose is one that relates to the staff member’s duties in the district. Additionally, staff members are expected to be sensitive to the appearance of impropriety in their own conduct and the conduct of other staff when interacting with students. Staff members will discuss issues with their building administrator or supervisor whenever they suspect or are unsure whether conduct is inappropriate or constitutes a violation of this policy.

The board supports the use of technology to communicate for educational purposes. However, district employees are prohibited from inappropriate online socializing or from engaging in any conduct on social networking Web sites that violates the law, district policies or other generally recognized professional standards. Employees whose conduct violates this policy may face discipline and/or termination, consistent with the district’s policies, acceptable use agreement and collective bargaining agreements, as applicable.