



## **Visiting & Volunteer Procedure Agreement**

**School Year: 2025-2026**

Thank you for your interest in volunteering at Western School of Science and Technology. We value parent involvement and appreciate your willingness to contribute your time and support. For the safety and well-being of all students and staff, we ask that all visitors and volunteers adhere to the following procedures:

### **Volunteer Requirements**

To ensure the safety and well-being of our students, **all school volunteers must meet one of the following requirements** before participating in any school-sponsored activities:

#### **Option 1:**

- Provide a valid **IVP Fingerprint Clearance Card** on file with the school.
  - Coaches & Club sponsors are required to have a Fingerprint Clearance Card.

**OR**

#### **Option 2:**

- Complete the required course (video) and complete the volunteer quiz
- Complete the required volunteer documents

### **Required Courses:**

1. **WSST Volunteer Video (English or Spanish)**
2. **Volunteer Quiz (English or Spanish)**

Completion of either option is mandatory prior to engaging in volunteer activities. Please provide proof of training completion or a copy of your fingerprint clearance card to the front office.

- Volunteers must complete and sign this agreement before participating.
- Volunteers are expected to follow all school rules and staff instructions.

## Check-In & Identification

- Volunteers must check in at the front office upon arrival.
- A visitor badge must be worn and visible at all times.
- Volunteers must sign out when leaving campus.

## Code of Conduct

- Maintain professional boundaries with students and staff.
- Confidentiality is essential.
- Do not discipline students or interfere with instruction.
- Limit cell phone use during instructional time.
- Be respectful and supportive of all students and staff.

## Dress Code

- Wear modest, neat, and appropriate clothing for a school setting.

## Health & Safety

- Stay home if you feel unwell.
- Follow emergency procedures as directed by staff.

## Limitations

- Do not bring other children/siblings while volunteering.
- Do not take photos or videos of students without approval.

**By signing below, you acknowledge that you have read, understand, and agree to follow the Visiting & Volunteer Procedures.**

## Parent/Guardian Information

**Full Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Student(s) Name:** \_\_\_\_\_

**Volunteer Area (if known):** \_\_\_\_\_

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## For Office Use Only

- IVP Fingerprint Clearance Card on file or Virtual Video Training, & Quiz
- Volunteer form signed and dated

**Approved by:** \_\_\_\_\_

**Date Received:** \_\_\_\_\_