



## Community Volunteer Letter of Understanding

Thank you for your time and commitment to helping at the school. The children/youth will greatly benefit from your efforts. We feel it is important for all volunteers in our building to act as positive and supportive role models. You can help by following these guidelines:

- Remember that everything you hear and see regarding parents and students is confidential.
- Let us know of any changes in your time commitments.
- Treat all members of our school community with respect.
- Wear your name or visitor tag while on the school grounds and in the school.
- Consult and obtain approval from staff before you initiate any new volunteer activities.

As a community volunteer with the Langley School District, I agree to:

1. Treat students and employees with respect.
2. Act as a positive role model for students and volunteers.
3. Comply with [School Board Policies and Administrative Procedures](#).
4. Perform volunteer activities in a reliable and timely manner.
5. Maintain strict confidentiality of all parents, student, and employee personal information.

In addition to the above, volunteers who assist with activities must ensure that all students:

1. Understand and follow the rules that apply to the activities.
2. Participate in activities which are safe and suitable in view of the students' experience, ability, and age.
3. Interact with each other in a respectful manner.
4. Are given a reasonable opportunity to participate at elementary levels.
5. Exhibit good sportsmanship.

Volunteers are required to comply with [School District Policies and Administrative Procedures](#). As outlined in [Administrative Procedure 490: Community Volunteer](#), volunteers are required to comply with the following Administrative Procedures:

1. [Administrative Procedure 140: Computer Access to Electronic Information](#)
2. [Administrative Procedure 160: Occupational Health and Safety](#)
3. [Administrative Procedure 165: Emergency Preparedness](#)
4. [Administrative Procedure 170: Anti-Harassment and Anti-Discrimination](#)
5. [Administrative Procedure 325: Reporting Suspected Cases of Child Abuse](#)
6. [Administrative Procedure 355: Student Expectations and Consequences](#)

Our students' safety is of paramount importance. As a volunteer in our school(s), you are in a position of trust and as such, it is essential that the physical and emotional safety of our students be maintained. In the event that your conduct compromises a child's safety we will revoke your volunteer status.

Your continued efforts and assistance as a volunteer are greatly appreciated. We look forward to working with you. Thank you for your support.

I have read and understand the above statements and agree to comply with the Langley School District's expectations as set out in this Community Volunteer Letter of Understanding.

School Name: \_\_\_\_\_

Name of Community Volunteer: \_\_\_\_\_

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