

## Volunteer Level Clarifications

### Visitors:

The following activities do not require a background check. Instead, “visitors” are only required to adhere to our school sign-in and sign-out process via Raptor in the front office.

Please note that this list is not exhaustive, and we ask that you contact the school volunteer coordinator or the district office for questions about activities not listed here.

<b>Visitors</b>
<i><b>Must be signed in to Raptor as a visitor/guest and will be monitored by a staff member at all times</b></i>
School tour or parent meeting
Award Ceremonies
Walking your child to class, eating lunch with your child (no other students outside of the direct line of sight/supervision of an LWCS employee)
Spectator for fun run, Field Day, sports, Special Olympics
Shopping at the book fair
Guest Speaker (includes presentation/performances)
Class performance/presentation, play/chorus/science fair
Classroom observations (college students)
School celebrations (Veterans Day, Halloween Parades, etc.)
Community partners for staff appreciation type events.
Judging competitions
Sporting Event support, e.g., chain crew, timers, etc. (Note: this excludes coaches who must follow volunteer background check requirements)
Concessions, Ticket Collection/Sales, Parking, etc. (No direct supervision of students. Cashless transactions or no money handling.)

### Volunteer Level 1:

The following activities have been identified as those where the volunteer would only require the Level 1 background check.

Please keep in mind that all these activities require that the volunteer be under the direct supervision or line of sight of an LWCS employee at all times.

<b>Volunteer Level 1</b>
<i><b>Must have an approved volunteer application and Level 1 background screening, so long as they are under the direct supervision of a LWCS employee.</b></i>
Classroom helper – holiday activities, small groups, reading to students
Field trip chaperone or other school-sponsored event where you are not supervising children and/or are under direct supervision of LWCS staff.
Assisting with band/chorus/drama
Helping at the book fair, organizing the school library/media center

Monitoring school dance/festival/carnival, hallways (watch dogs)
Organizing clothes closet/food pantry
Club sponsor, mentor, tutor
Office helper, SAC

**Volunteer Level 2:**

While the list below mirrors that of a Level 1 Volunteer, those performing the activities listed below **without direct supervision of an LWCS employee** are required to have a Level 2 background check completed.

<u>Volunteer Level 2</u>
<i>Must have an approved volunteer application and Level 2 background screening completed, since they may <u>not</u> be under the immediate direct supervision of a LWCS employee.</i>
Classroom helper – holiday activities, small groups, reading to students
Field trip chaperone or other school-sponsored off-campus activity where you are helping supervise students
Athletic coaching/assisting
School Events: supervising student stations at Field Day, Fall Festival, Color Run Fun Runs, etc.
Assisting with band/chorus/drama
Monitoring School dance/festival/carnival, hallways
Organizing clothes closet/food pantry
Club Sponsor, Mentor, Tutor
Assisting with PreK events - Ex: helping run water day, Easter egg hunt, etc...
PTA/PTO



## Hillcrest Elementary

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Rebecca Thomas  
Principal

Chenia Thate  
Assistant Principal

June 3, 2025

Dear Hillcrest Families,

Based on new guidance, the Charter Office has created three classifications (Volunteer 1, Volunteer 2, and Visitors) to help clarify who requires a background check and which type is required.

**IMPORTANT NOTE:** This does not include exempt volunteers, who already have a Level 2 background screening. Exempt volunteers are **LWCS staff, law enforcement, and college students screened through Pre-Employment Services**. Students are also exempt due to being under 18 years of age.

### Required Fees:

- Visitors = No Cost associated
- Volunteer Level 1 = \$25.00
- Volunteer Level 2 = \$84.00 (\$64 for the required background checks via Field Print and \$20 for the fees associated with the state's new online clearinghouse)

*Clarifications can be found on the school website under "Parents" page.*

We realize that you may have questions regarding specific events and/or activities not listed here. We ask that you please contact your school's volunteer coordinator or the district office to help clarify the requirements based on the specific nature of the activity. Additionally, the district will be posting resources to help clarify the distinction between a Visitor, Volunteer Level 1, and Volunteer Level 2.

### **To sign up to be an LWCS Level 2 volunteer:**

Please follow the instructions provided in this link: <https://forms.gle/HXhq6zwb5x3R4K1GA>

Or use this QR code to access.



*Thank you for being a valued member of our Hillcrest community.*