

A **visitor** is a guest on campus without district volunteer clearance. Visitors must be pre-arranged with the hosting staff member and notification sent to the office. The visitor must sign-in and out of the main office, wear a dated badge, and be under the direct, constant supervision of the staff member hosting for the entirety of their visit. The hosting staff member will arrange for an escort to their space and back to the main office.

A **volunteer** is someone who has an approved district volunteer clearance and should be considered a “helper” while on campus. The volunteer will check in and out of the office, communicate where they will be while on campus, and wear a badge the entire time. Being a volunteer may include such activities as volunteering in the classroom, helping to supervise in the lunchroom or recess, chaperoning a field trip, assisting with class celebrations, fulfilling duties as an art docent or WatchDog. Volunteers will have a specific task and timeframe for their time on campus.

In all cases, visitors and volunteers on campus must adhere to the guidelines posted at the sign in desk. These include maintaining confidentiality, following staff guidance for student interactions, and respecting student only areas such as restrooms.