

# School Visitors and Volunteers

## Visiting Schools and/or Classrooms:

- Parents, patrons and other guests are welcome to visit our schools.
- Upon arrival all visitors (including parents/guardians) must proceed immediately to the school office and check in with the building principal or principal's designee.
- Prior to departure, all visitors (including parents/guardians) must proceed to the school office to check out with the building principal or principal's designee.
- All visitors to classrooms must receive prior approval from the building principal at least 24 hours in advance of the requested visitation.
- In order to protect students' confidentiality and avoid unnecessary interruptions to instructional time, classroom visitations must be brief and are available only to the parents/guardians of the children who are enrolled in that classroom.

## Lunch Time Visitation:

- A student's parent/guardian must call the school office at least 24 hours in advance to schedule a lunch visit.
- If the visitor is someone other than the parent/guardian, the request for a lunch time visit must come from the student's parent/guardian.
- Prior to the visit the parent/guardian or approved visitor must pass a background check. A background check may take up to a week to complete.
- Visitors will be seated at a designated visitor lunch table with their student.
- Visitors are not permitted on the playground during recess.
- Upon arrival and departure, all visitors (including parents/guardians) must proceed immediately to the school office and check in and out with the building principal or principal's designee.

## Parent/Volunteers – Background Checks:

- We encourage you to voluntarily contribute your time and talents to improve and enrich our students' education.
- Parents do not need background check for "public" events at the school.
- Parent/Volunteers need a background check if they are:
  - Volunteering in a classroom
  - Chaperoning a field trip or field day
  - Having lunch in the school cafeteria.
- Parents who have lived in Indiana less than one year must pay for an out-of-state Safe Hire background check at the Central Office and pass a check of the sex offender registry.
- Following the initial background check as well as initially passing a check of the sex offender registry, parent/volunteers must pass a limited criminal history plus a check of the sex offender registry every three years.
- Recruitment, utilization, coordination and training of volunteers shall be the responsibility of the school administration.
- Each school has an active Parent-Teacher Club. Participation in the PTC is an excellent way to be involved in your child's school.