



GUIDELINES FOR ON-CAMPUS VISITORS

Wichita Falls ISD has many opportunities for individuals and community organizations to work alongside our students and support them in their learning and/or social emotional needs. In order to ensure student safety, there are measures in place for all campus visitors. Please see the guidance below for specific campus volunteer roles.

Is the volunteer on campus as part of a civic organization, business, faith-based group or non-profit organization?

If the answer is **NO**, please follow the steps below:

1. [Register as a volunteer.](#)
2. [Acknowledge the volunteer rules and expectations.](#)
3. Check in at the campus kiosk upon arrival. When checking in, log in as a *volunteer* so that volunteer hours are recorded. Wear the provided name badge at all times while on campus. Sign out at the campus kiosk before leaving the school.

If the answer is **YES**, please follow the steps below:

1. Notify the [WFISD PIE Coordinator](#).
2. Complete a [Memorandum of Understanding](#) and return the completed form to the [PIE Coordinator](#).
3. Each organization/business representative that will be volunteering on campus must complete the volunteer registration form. The registration process includes a background check.
4. Each volunteer must review and acknowledge the [volunteer rules and expectations](#).
5. A [district permission slip](#) must be on file with WFISD prior to the student participating with the volunteer from the organization/business. The permission slip must remain in the student's permanent record.

6. Check in at the campus kiosk upon arrival. When checking in, log in as a *volunteer* so that volunteer hours are recorded. Wear the provided name badge at all times while on campus. Sign out at the campus kiosk before leaving the school.

Visitors who are not volunteering (eating lunch with a child, attending a class party, etc.), should follow the steps below:

1. Check in at the campus kiosk upon arrival.
2. Select "just visiting" at the bottom of the sign in screen.
3. Wear the provided name badge at all times while on campus.
4. Sign out at the campus kiosk before leaving the school.