

Title: Visitors and Volunteers in District Buildings

All school visitors and volunteers, which include persons other than employees or students, must present a valid form of identification to be scanned into the District's visitor management system at the school office or reception desk. Upon validation, the visitor will be given a visitor's sticker that includes the person's photo and the date of the visit. This visitor's sticker must be worn noticeably during the visit in the building and/or on school grounds. Visitors are asked to return their visitor's sticker to the front desk upon leaving the building.

Persons who wish to visit a classroom while school is in session shall notify the principal and obtain approval from the principal prior to the visit so appropriate arrangements can be made. Such visits will not interfere with the instructional activities in the building and/or on school grounds.

When possible and in concert with the education program, members of the school district community may be asked to serve as volunteers in making presentations to students or assisting employees in duties other than teaching. Recruitment, training, utilization and the maintenance of records for the purposes of insurance coverage and/or recognition of school district volunteers is the responsibility of the Superintendent.

All volunteers shall be pre-approved, at a minimum of every two years, to volunteer through the District's screening process, which includes checks of applicable state child and dependent adult abuse registries and state and/or national sex offender registries. College students, or other persons conducting research in the schools and working independently with students, shall participate in and be subject to the screening process. No person who is a sex offender who has been convicted of a sex offense against a minor shall be permitted to act as a volunteer, in accordance with the law. Persons who are listed on state child and dependent adult abuse registries and state and/or national sex offender registries shall not be permitted to act as volunteers.

Volunteers are considered role models to students of the District and are expected to act professionally at all times. Volunteers shall abide by all applicable laws and regulations as well as all District policies, rules and procedures while they are serving as volunteers for the

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District. The District reserves the right to evaluate the services of any volunteer and discontinue such services at its sole discretion.

All visitors will conduct themselves with mutual respect and consideration for the rights of others while attending school events, activities and meetings. Visitors failing to conduct themselves accordingly will be required to leave the premises.

It is the responsibility of employees to report inappropriate conduct by visitors or volunteers to a building administrator. It is the responsibility of a building administrator to take the action necessary to stop the inappropriate conduct. If a building administrator is not available, a school District employee will act to stop the inappropriate conduct.

Cross References:

904, 912.1, 913, 914

Legal References:

Iowa Code §§ 279.8; 692A. 113;
716.7

Approved: Apr. 4, 1987

Reviewed: January 27, 2004

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