



Visitors and Volunteers to Schools

While encouraging volunteering and visitation at schools, PPS has a legitimate interest in avoiding disruption to the educational process, protecting the safety and welfare of students and staff, upholding the privacy interests of students, and protecting PPS's facilities and equipment from misuse and vandalism.

The school principal or their designee reserves the right to limit or restrict access of visitors or volunteers to school property. In addition, visitors and volunteers who violate PPS policy may be excluded from PPS property. Those who have been excluded are subject to established PPS trespass procedures.

The following are general guidelines for volunteers and visitors to schools:

I. General Protocols for Visitors and Volunteers

- A. All requests for visits and volunteers must be routed through the school principal or designee.
- B. Visitors and volunteers must enter through the school's front entrance and sign in at the main office.
- C. A printed name badge must be visible and worn at all times while visitors and volunteers are on school premises.
- D. No electronic listening or audio/video recording device may be used by volunteers or visitors in a classroom without the teacher's and principal's permission.
- E. Upon arrival, the visitor or volunteer should be advised of these guidelines in written form.

II. Specific Guidelines for Visitors

- A. Visitors must present government-issued identification.
- B. School staff will scan visitors' identification and cross-reference name and birth date with the sex offender registry. If the visitor is not a registered sex offender, school staff will print an official name badge.
- C. Visitors must be accompanied at all times by the school principal or designee, except in the following circumstances:
 - i. A union representative is permitted to meet privately with a union member in their workplace; and
 - ii. Department of Human Services staff are permitted to meet privately with students at the school.
- D. The length of the visit will be no more than 20 minutes unless prior arrangements are made with the principal. Extended visits will be granted only in the most extraordinary cases or as required by law.

- E. Under ordinary circumstances, a teacher who has a visitor to the classroom should continue with the regular classroom work.

III. Specific Guidelines for Volunteers

Volunteers may be utilized to assist PPS personnel in classrooms and in school programs. School staff retain responsibility for supervising, diagnosing, prescribing, instructing, and evaluating students.

A. Before volunteering in PPS schools, volunteers must:

- i. Read and agree to the Professional Code of Conduct in 5.10.064-P;
- ii. Review mandatory volunteer training, including on Child Abuse Prevention and Reporting and Adult Sexual Misconduct;
- iii. Submit a volunteer application; and
- iv. Have a PPS cleared criminal background check.

B. Volunteers will be asked to present government-issued identification at the time of their first volunteer opportunity and any time a staff member is not familiar with the volunteer.

C. The acceptance and utilization of the services of any person on a voluntary basis is at the discretion of PPS, and the utilization of such services may be discontinued by PPS at any time.

D. Volunteers may not engage in political or religious activities while on school premises and while performing PPS duties.

History: Adpt. 3/90; Amd. 8/91; Amd. 9/02; Amd. 5/2026