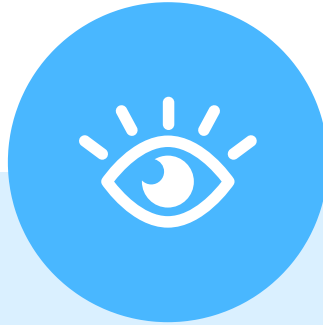


WHITE SETTLEMENT ISD VISITOR & VOLUNTEER PROCEDURES

The following procedures are implemented in WSISD to ensure the safety of our students.

CATEGORY	 IMPORTANT THINGS TO KNOW	 VERKADA CHECK IN USED TO NOTIFY STAFF OF REGISTERED SEX OFFENDERS GOVT. ID REQUIRED	 VOLUNTEER APPLICATION EXTENSIVE CRIMINAL BACKGROUND CHECK	 WSISD STAFF SUPERVISION	 SPECIAL NOTES For ALL Field Trip Attendees & Volunteers
VISITOR i.e. Lunch with student, attending event/program	To avoid delays during check-in, visitors are highly encouraged to sign up to attend large-scale, daytime events in advance. Links will be sent out via ParentSquare.	✓	✗	Must remain supervised and in designated areas	
FIELD TRIPS Accompanying students off campus	Volunteer applications should be submitted at least 2 weeks prior to ensure adequate time to process applications. *(See Special Notes)	✗	✓	Always supervised by staff	*FIELD TRIPS: Parents/guardians will only be responsible for their child(ren). Parents will remain in a group together.
OCCASIONAL VOLUNTEER i.e. Reading to class, volunteering at event	Volunteer applications should be submitted at least 2 weeks prior to ensure adequate time to process applications. * (See Special Notes)	✓	✓	Always supervised by staff	*Any individual with a felony conviction within but not limited to the following will not be allowed to attend a field trip OR volunteer. • Offenses involving children • Robbery • Murder • Family Violence • Aggravated Assault
REGULAR VOLUNTEER i.e. Mentor, PTA/PTO support, classroom helper	Volunteer applications should be submitted at least 2 weeks prior to ensure adequate time to process applications. *(See Special Notes)	✓	✓	May work with students under staff supervision	*PTA/PTO/Booster Club officers and volunteers must complete a volunteer application.

*WSISD RESERVES THE RIGHT TO APPROVE OR DENY VISITOR, VOLUNTEER, AND FIELD TRIP PARTICIPATION REQUESTS. STUDENT SAFETY WILL ALWAYS BE THE PRIMARY CONSIDERATION IN THESE DECISIONS.