



Vale School District #84

“Home of the Vikings”

Visitor & Volunteer Guidelines

Vale School District extends a warm welcome to parents/guardians and others to visit our schools and classrooms. At the same time, we must assure that our students and staff are safe and that learning is not disrupted. We must be aware of who is in the buildings at all times. A **volunteer** is defined as any individual who wishes to access the school campus beyond the school office, without the supervision of a school employee. **Visitors** must be under the supervision of, or accompanied by, a school employee at all times if they wish to visit beyond the school office. Any individual wishing to visit the campus beyond the school office must annually agree to the following:

- All volunteers are required to pass a background check annually;
- All visitors are required to remain under the supervision of a school employee if they are beyond the school office.
- All visitors/volunteers must be approved by the building principal;
- Visitors/volunteers may be requested to provide photo identification to verify their identity;
- All visitors/volunteers must use the main entrance, report to the school office, sign in before going elsewhere in the building, and sign out before leaving;
- Approved visitors/volunteers will receive a pass when they sign in. Please be sure your pass is visible while you are on the school campus;
- All visitors/volunteers will respect and support the school and classroom rules and procedures;
- Visitors/volunteers will conduct themselves so as not to interfere with the daily operation of the school program, instruction, or the duties of school personnel;
- Visitors/volunteers will not interrupt classroom instruction, activities, or planning time to discuss individual matters with teachers or support staff;
- Visitors/volunteers may not bring young children if they plan a lengthy visit, as they can be a distraction during instruction;
- Visitors/volunteers are expected follow the same dress code guidelines as students;
- Visitors/volunteers are expected to use appropriate language when in the presence of students;
- Alcoholic beverages, drugs (legal or illegal), and tobacco products are not to be possessed or consumed by visitors/volunteers;
- Photos of students other than your own are not permitted. Please do not post pictures of students other than your own on the Internet (Facebook, Instagram, etc.); and
- If a visitor/volunteer engages in disruptive or inappropriate behavior, the building principal may restrict or deny future visits.

I have read the Visitor & Volunteer Guidelines above and agree to adhere to them. I am aware that failure to follow these guidelines may impact my ability to visit or volunteer at a Vale School District school in the future.

Visitor/Volunteer Printed Name

Visitor/Volunteer Signature

Date