

# Campus and Classroom Visitation Guidelines

For the safety of our students, the orderly operation of the school, and the security of our campus Canyon Pointe and Pinnacle Pointe volunteers and visitors are required to sign in at the school office, obtain and display a visitor's pass, and adhere to the following guidelines:

## Volunteers

### Positions

Café - Assist Café Manager with student lunch and café clean-up.

Classroom - Assist Teacher with prep work, sorting/filing and instructional assistance.

### Hours

Café- Monday-Friday, 10:45 am - 12:45 pm

Classroom- Monday-Friday, 12:45 - 2:45 pm

### Guidelines

1. Volunteers agree to follow Student Handbook policies and procedures as well as instructions from school employees.
2. Café Volunteers work under the direct supervision of the Café Manager.
3. Café Volunteers work exclusively in the Café while on campus.
4. Classroom Volunteers work under the direct supervision of the assigned teacher.
5. Classroom Volunteers work exclusively in assigned classroom while on campus.
6. Volunteers agree to dress appropriately for the activity for which they are volunteering.

### Scheduling

1. Café and Classroom Volunteer opportunities are available in the office each Thursday for the following week.
2. Two Café Volunteer positions are available for each regular school day.
3. One Classroom Volunteer position (per classroom) may be available each regular school day (if requested by the teacher).
4. Volunteers and Volunteer schedules must be approved by the Principal or Assistant Principal 24 hours in advance.

## Visitors

### Purposes

1. Campus tour.
2. Curriculum observation.
3. Spend time with child (lunch only).

### Guidelines

1. Visitors agree to remain under the direct supervision of administrators, teachers or staff.
2. Visitors agree to follow Student Handbook policies and procedures as well as instructions from school employees.

### Scheduling

1. Visitation sessions are approved for 15 minute blocks (1 per day).
2. Campus visitation must be approved by the Principal or Assistant Principal 24 hours in advance.

As a matter of professional ethics and in compliance with State and Federal laws, campus volunteers and visitors are required to protect the privacy of students, staff, faculty, and administrators by not sharing information obtained while volunteering/visiting. For safety purposes, younger siblings and other non-students may not accompany volunteers and visitors on campus during school hours. Campus Volunteers and Visitors may not discipline students, but should alert their supervisors immediately if they observe student behavior that violates the Student Handbook.