

## **Visiting Schools/Classrooms**

Parents, patrons and other guests are welcome to visit our schools. All classroom volunteers must have prior approval from the classroom teacher and/or principal.

All visitors to classrooms must receive prior approval from the building principal at least 24 hours in advance of the requested visitation.

In order to protect students' confidentiality and avoid unnecessary interruptions to instructional time, classroom visitations must be brief and are available only to the parents/guardians of the children who are enrolled in that classroom.

## **Lunch Time Visitation**

- A student's parent/guardian must call the school office at least 24 hours in advance to schedule a lunch visit. If the visitor is someone other than the parent/guardian, the request for a lunch time visit must come from the student's parent/guardian.
- Prior to the visit the parent/guardian or approved visitor must pass a background check. A background check may take up to a week to complete.
- Visitors will be seated at a designated visitor lunch table with their student.
- Visitors are not permitted on the playground during recess.

*This change will be implemented on Monday, April 8, 2013.*

Upon arrival and departure, all visitors (including parents/guardians) must proceed immediately to the school office and check in and out with the building principal or principal's designee.

## **Volunteers**

We encourage you to voluntarily contribute your time and talents to improve and enrich our students' education. If you wish to volunteer at any Southwest Allen County School or accompany your child on a field trip, you will need to complete a Background Check and Authorization Form annually. By signing the form, you are authorizing Southwest Allen County Schools to perform a limited criminal history check. One form needs to be completed each school year. Once submitted and authorized by one of the schools, you are authorized as a volunteer at all schools in the SACS district for the school year.

Recruitment, utilization, coordination and training of volunteers shall be the responsibility of the school administration.

Each elementary building has an active Parent-Teacher Club. Participation in the PTC is an excellent way to be involved in your child's school.