**Volunteers/Visitors**

**Volunteer Policy**

Carter City Elementary welcomes all volunteers to our building. A volunteer is anyone giving of their time to assist with student learning, either by direct student contact or by assisting in school employee directed tasks. Chaperones for field trips are considered volunteers. Volunteers are considered a vital part of our school community and we appreciate their role in improving student learning. In order for volunteers to maintain a safe and learning-friendly environment, volunteers must comply with the following:

1. All volunteers must have a background check annually. The Family Resource Center will schedule a time that volunteers can receive the background checks.
2. All volunteers must sign a *“Volunteer Contract”.* The Family Resource Center Director will assign a specific date and time for confidentiality training for parent volunteers/chaperones. Parents will be notified through PTO, School Newsletter, and call messenger of the training date. A sign-up sheet will also be placed in the front office. Carter City Elementary reserves the right to terminate any volunteer contract.
3. Volunteers sign in at the office on the volunteer sign-in sheet. If a volunteer is assisting more than one staff member on that day they must list all staff members’ names on the sign in sheet.
4. Volunteers are not to bring other children (infants, toddlers, pre-school aged children, middle school aged, etc.) when they are volunteering.
5. Volunteers are to assist with tasks provided by the faculty/staff member that they have signed in to be with. Volunteers are NOT to drop into classrooms to check on students or conference with teachers.

**Visitor Policy**

Carter City Elementary welcomes all visitors to our building. Visitors are welcomed and encouraged under the following guidelines:

1. Visitors must sign in the office and state the reason for the visit (lunch, parent conference, etc.).
2. Visitors may bring siblings to lunch or special activities in classrooms only if teacher gives consent.
3. Visitors may not drop into classrooms to check on students or conference with teachers at any time during the day, except during A.M. arrival before school or P.M. dismissal after school. Visitors should only be in the building for the reason stated on the sign in sheet.

First Reading: \_\_\_\_\_August 20, 2015\_\_\_\_\_\_\_\_

Second Reading: \_\_September 17, 2015\_\_\_\_\_\_\_\_\_\_

SBDM Chairperson: \_\_\_Jo Ashworth\_\_\_\_