

# Campus Visitors & Volunteer Protocols

## VISITORS ON CAMPUS

Visitors will be allowed on campus for purposes related to student instruction and support, mentoring, enrollment, tours, and orientation. These include, but are not limited to:

- Registration
- Scheduled conferences/meetings related to academic or social emotional needs of a student.
- Grade-level orientation sessions; School tours
- Partner services related to academic or social emotional needs of students

## DROP-OFF & PICK-UP PROTOCOLS

### Students

Parents and guardians may wait with their children in designated entrances or pick-up areas of the school, but will not be allowed to walk children to their classroom.

### Items

There is no during-the-day drop-off of items (i.e. water bottles, lunches, back packs, islands, etc.). There may be limited and one-time exceptions, but should a pattern develop, administration may address the issue.

## LUNCH VISITS

Parents and guardians are welcomed to visit their children during lunch time.

- Children must remain in the cafeteria with their class during lunch.
- Due to space, bringing younger siblings is discouraged.
- Parents may bring lunch for their child(ren) only.
- Parents may not just drop off lunches – must be present.
- Parents must check-out in the office immediately after lunch.

## VOLUNTEERS ON CAMPUS

Volunteers are welcomed on campus for purposes related to student instruction and support.

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### These include:

- Class Reading Volunteers
- Copy Parent
- Office Volunteer
- Chaperoning Field Trips
- Staff, PTA, and CAC meetings

+ All volunteers must complete the [APIE](#) (Austin Partners in Education) process for volunteer certification to be eligible to volunteer on campus and/or chaperone field trips.

+ Eligible volunteers in the building must follow all required safety and security protocols (i.e. visitor badges, drill participation, etc.).

+ While masks are optional, it is highly recommended that all eligible building volunteers and field trip chaperones be fully vaccinated.

