



Visitors and Volunteers on Campus Policy

Date Originally Adopted: 5/8/12

Revisions: 1/29/13

Related Documents: **Background Check Policy; Safety Policy**

Kona Pacific PSC welcomes visitors and volunteers. We have created a process to facilitate a safe, welcoming environment.

Students Visiting Requirements

Students visiting campus, prospective students and/or friends and relatives of enrolled students without an adult guardian need to follow these steps prior to their visit:

1. Seek and confirm permission from the appropriate class teacher; the school office may assist with this;
2. Sign in and out at the school office upon arrival and departure;
3. Wear a school shirt while on campus; and
4. Submit a Visiting Student Emergency Form to the school office.

The class teacher is responsible for the student during the visit.

Volunteer Requirements

1. All volunteers who are alone with the children (i.e. a field trip driver) must successfully clear a criminal background check. Whether a finding in the background check prevents the volunteer from serving at the school is at the discretion of the Director. Whether a volunteer may be left alone with the children is at the discretion of the Director.
2. Kona Pacific encourages all volunteers that work with children to present proof of a negative TB test.
3. All volunteers must check in at the school office. Volunteers who have cleared a criminal background check will be given a green visitor badge, and volunteers who have not cleared a criminal background check will be given a red visitor badge.

Adult Visitor Requirements

1. All visitors to campus must check in with the school office and obtain a visitor's badge.
2. Visitors shall be accompanied by a school staff member at all times while on campus.