

Volunteers, and College Student Observers:

All volunteers and persons wishing to observe classes must have a current name based background check completed prior to arriving on campus or at campus events. This form must be completed annually as defined by August 1- July 31 of a school year.

You may download the form and return it to either the campus or the administration office **at least one week prior to the desired event**. Once cleared your name will be added to the eligibility list on campus for that year.

You must make arrangements in advance to observe a classroom. Once approved (background cleared) contact campus administration to schedule visits.

Visitors:

All visitors must enter through the main office and obtain a visitor's badge. You must have a photo identification card (driver's license, state identification, or passport) in order to be cleared by our visitor login system to visit. Visitors are allowed in monitored settings, for limited time, and under the direction of the campus administration.

General Eligibility:

As safety of our students is a priority, the following guidelines are used in determining eligibility for volunteering, field trip monitoring, and/or campus visitation. Please understand that this is not an all inclusive list but a general guideline for our community.

- a. No felony arrests
- b. No misdemeanor arrests within 5 years.