

Guidelines for Volunteers/Visitors

Moniteau School District is appreciative of all those willing to act as a visitor or a volunteer within the district. Your time and effort are an enhancement to the educational program and greatly benefit the students of Moniteau. We know your time is valuable and hope to alleviate some of the questions that may arise. Please review the following information, as well as Policy #907- School Visitors and Policy #916-School Volunteers.

All classroom visitors and volunteers will be responsible for the following:

1. No visitor or volunteer may arrive prior to the start of each building's office hours. If for some reason a different time is necessary, arrangements must be made with the building principal(s). Dassa McKinney hours are from 8:00am to 4:00pm.
2. All visitors and volunteers must go through the security screening process (e.g. metal detector).
3. All visitors and volunteers must sign in to and out of the office upon arrival and departure.
4. All visitors and volunteers must wear their ID badge at all times while on district property.
5. All information concerning children is strictly confidential.
6. Please avoid interrupting teachers while they are teaching. Questions and concerns can be addressed following instructional time.
7. Teachers will deal with any and all discipline issues. Please bring any discipline problems to the attention of the teacher. It is inappropriate for visitors or volunteers to discipline students verbally or any other way.
8. Visitors and volunteers should only use designated staff restrooms. Each school office will have a list for you upon your arrival.
9. Attire should be neat, clean, and comfortable and must follow the school dress code.
10. No religious or political preferences may be advocated.
11. The use of drugs, alcohol, and tobacco is prohibited.
12. The use of cell phones in view of the students is prohibited while acting as a school visitor or volunteer. Please refrain from taking pictures or videos of students for any reason.
13. You may not eat lunch or loiter in the cafeteria.

Visitors or volunteers who violate any of these rules will have their visitor/volunteer status for a period of time or indefinitely.