

## Visitation Request Form

Name \_\_\_\_\_ Phone No. \_\_\_\_\_ Date of Request \_\_\_\_\_  
Location of Visit \_\_\_\_\_ Time Requested \_\_\_\_\_  
What do you hope to gain from this visit? \_\_\_\_\_

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Will a follow-up conference be necessary? Yes \_\_\_\_\_ No \_\_\_\_\_

Visitation confirmed \_\_\_\_\_  
Principal \_\_\_\_\_ Teacher \_\_\_\_\_

**PLEASE REMEMBER TO CHECK IN AT THE OFFICE AND PICK UP VISITORS PASS UPON ARRIVING!**



### A GUIDE FOR VOLUNTEERS AND VISITORS

*Complete guidelines involving  
Camas School District's policies and procedures  
can be found on the district web site:  
[www.camas.wednet.edu](http://www.camas.wednet.edu)*

# A GUIDE FOR VOLUNTEERS AND VISITORS TO BUILDINGS IN THE CAMAS SCHOOL DISTRICT



CAMAS SCHOOL DISTRICT  
1919 NE lone Street  
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[www.camas.wednet.edu](http://www.camas.wednet.edu)

# VISITORS

**THE CAMAS SCHOOL DISTRICT WELCOMES VISITORS TO ITS SCHOOLS. WE'RE GLAD YOU'RE HERE! THANKS FOR READING THE FOLLOWING SUGGESTIONS AND GUIDELINES. PLEASE ASK ANY OFFICE STAFF MEMBER IF YOU HAVE QUESTIONS. WE HOPE YOU ENJOY YOUR VISIT.**

- For security reasons, all visitors are required to check in at the office upon entering the building.
- Visitors proceeding beyond the office must wear a visible visitor's badge bearing the current date.
- If a visitor wishes to observe a classroom, a time should be pre-arranged through the use of the "Visitation Request Form" (see sample). Forms are available through the classroom teacher or the office.
- We appreciate the attention of all visitors to the need for discretion and confidentiality relating to any student or classroom protocols.
- Thanks for maintaining a discreet presence in order to reduce disruption of daily routines.
- Frequent visitors may be asked to complete a state background check to comply with district policies.
- Compliance and cooperation with these guidelines will ensure minimal disruptions to the classrooms and learning and are certainly appreciated.

## **PARENT PICKUP AND DROP OFF:**

- Parents who are picking up their child should remain in the office area until their child is called from class.
- Remember to sign your child out.
- As noted above, if you need to proceed past the office, please obtain prior approval, sign in and wear your visitor's pass.
- Security for all children is our highest concern, so we appreciate your help in this area!

# VOLUNTEERS

**THE PRIMARY ROLE OF THE VOLUNTEER IS TO SUPPORT TEACHERS AND STUDENTS WITH THEIR CLASSROOM WORK OR OTHER ACTIVITIES AS REQUESTED.**

**VOLUNTEERS CAN PROVIDE ESSENTIAL HELP IN ALL OUR SCHOOLS. THANKS FOR THIS COMMITMENT TO CHILDREN AND FOR READING THE FOLLOWING REQUIREMENTS IN ADVANCE:**

- To comply with state and district requirements, all Camas School District volunteers must have completed the necessary background check and be on the approved list of volunteers. This also applies to field trips.
  - Volunteers should always wear their name tag and stop by the office to sign in when arriving and again to sign out when leaving.
  - We feel it is important and valuable for all volunteers to participate in volunteer training. Please check with the office staff for details.
- YOUR VOLUNTEER EXPERIENCE WILL BE THE MOST BENEFICIAL AND ENJOYABLE IF YOU:**
- Have the desire to motivate children to work and to help them succeed in school.
  - Are discreet and trustworthy with confidential matters relating to students.
  - Arrive on time for your assignment or give advance notice of absence. Remember, you have made a commitment to not only the teacher but the students as well.
  - Maintain a pleasant and positive attitude while working with the teacher and students.
  - Stay aware of children's needs and developmental levels.
  - Dress appropriately for the learning environment.
  - Accept directions as well as constructive feedback.
  - Work in the assigned area.
  - Bring siblings only if prior arrangements have been made.
  - Follow specific classroom rules and procedures. The teacher welcomes questions about what is expected in

his/her classroom. You can also ask for and receive the student handbook for any school in Camas. There are many helpful guidelines in these handbooks.

- Try to use language that students understand.
- Use students' names wherever you can.
- Compliment students when possible.
- Ask questions to check for understanding and listen carefully to what a student has to say.
- Students make mistakes. Let them know that making mistakes is a part of learning. Do not be afraid to make mistakes yourself.
- Relax and enjoy yourself.

## **PLEASE NOTE THAT VOLUNTEERS SHOULD NOT:**

- Assume total responsibility for students or administering discipline.
- Diagnose students' needs, prescribing instructional programs or counseling students.
- Enter grades on the computer.
- Ask or answer questions about controversial topics (i.e., religion, politics, ex, etc.).
- Work exclusively with just your child.

## **FIELD TRIP VOLUNTEERS ONLY BE SURE YOU:**

- Have background check approved.
- Are 18 years or older
- Accept the assignment from teacher.

