



WILLOUGHBY-EASTLAKE Board of Education

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August 2014

Dear Parents / Guardians,

Welcome to the 2014 – 2015 school year. We would like to make you aware of some changes in our visitor policy that have been established during our review of district security protocols:

Volunteer/Visitor Policy

1. All volunteers are required to pass a background check provided by the school district before participation in any school activity during school hours. This policy also applies to chaperoning on field trips. (If a parent/volunteer does not pass the background check they are NOT permitted to be room parents or chaperone.)
2. Classroom party volunteers are limited to a maximum of two (2) parent volunteers per classroom. Approved background checks MUST be on file prior to the event.
3. State or Government picture identification is required. After State or government ID verification, a school district employee will provide the visitor with a badge containing name, date and reason for visit. ID will be returned to visitor upon signing out of the building.
4. The visitor shall be instructed to wear the pass so that it is clearly visible and that the pass only allows them access to the location approved by the office.
5. Teachers and staff should question any person within the building that is not properly identified, and escort them immediately to the main office.

PICK-UP POLICY

1. Adults coming to pick up a child for early release must show proper picture (government issued) identification **and** be on the pick-up list provided by the parent/guardian. Additions and deletions to the list must be made in writing by the parent/guardian.

Please contact your schools main office or the Operations Department with any questions.