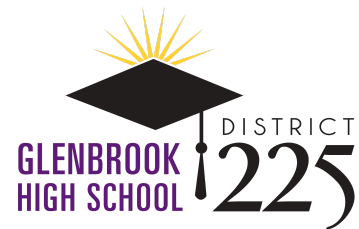


## Policies and Procedures for Guest Speakers



The following summary outlines key policies, procedures, and rules from the District's Board of Education and Student Handbook that apply to all individuals visiting school campuses to work with our students or volunteering in any capacity. These policies are in place to ensure a safe, respectful, and educationally focused environment. All visitors and volunteers are expected to comply with these policies at all times when on school property or participating in school-related activities.

In order to protect the rights and privacy of all students and staff, volunteers and visitors must abide by all board policies and procedures, especially:

### **Prior to Arrival** ([Policy 6:250 School Visitors](#))

- The classroom teacher, director, or official sponsor notifies their administrative supervisor of the use of a volunteer or visitor. Notification includes name, dates, and purpose.
- The requestor will complete the Volunteer Information Form or Visitor Information Form per the definitions of the two roles and notify the Volunteer/Visitor of the next steps
- Volunteers should be advised by the requesting teacher, director, or official sponsor of pertinent safety and emergency protocols and procedures. Additionally, the teacher, director, or official sponsor should be consulted when the volunteer is making a significant decision regarding students, staff, and programs.

### **Upon Arrival** ([Policy 8:30 – Visitors](#))

- Check in at the designated visitor entrance.
- Present valid photo identification.
- Complete the security screening process.
- Wear a visible school-issued visitor badge and lanyard at all times.
- Return badge and lanyard at the Visitor Center upon departure.

### **General Conduct** ([Policy 8:30 – Visitors](#))

- The school district expects mutual respect, civility, and orderly conduct among all people on school premises or at school events or during school-related activities.
- No person on school premises or at a school event or during school-related activities shall:
  - Strike, injure, threaten, harass, or intimidate any other person.
  - Behave in an unsporting manner, or use vulgar or obscene language.
  - Possess a weapon, any object that can reasonably be considered a weapon or looks like a weapon, or any dangerous device.
  - Damage or threaten to damage another's property.
  - Damage or deface school property.
  - Violate any law, ordinance, or Board Policy.
  - Smoke or otherwise use tobacco products.
  - Consume, possess, distribute, or be impaired by or under the influence of alcoholic beverages, cannabis, or illegal drugs.



- Be present when the person's alcoholic beverage, cannabis, or illegal drug consumption is detectable, regardless of when and/or where the use occurred.
- Use or possess medical cannabis, unless he/she has complied with Board Policy 8310.
- Impede, delay, disrupt, or otherwise interfere with any school activity or function (including using cellular phones in a disruptive manner).
- Enter upon any portion of school premises at any time for purposes other than those that are lawful and authorized by the Board.
- Operate a motor vehicle: (a) in violation of any law or ordinance; (b) in a risky manner; (c) above the posted speed limit; or (d) in violation of an authorized district employee's directive.
- Violate other district policies or regulations, or a directive from an authorized security officer or district employee.
- Engage in any conduct that interferes with, disrupts, or adversely affects the district or a school function.
- Refrain from disruptive behavior, including unapproved photography, videography, audio recording, or loud phone usage.
- Follow all staff directions and remain in authorized areas only. Visitors/Volunteers should only be visiting those who they were explicitly invited to meet.
- Comply with all school rules, laws, and Board policies at all times.

**Student Privacy** ([Policy 7:15 - Student and Family Privacy Rights](#), [Policy 7:340 – Student Records](#); [Policy 7:345 - Student Data Privacy and Security](#), [Policy 7:197 – Wireless Communications Devices](#), [Policy 8:12 - Social Media](#), [Policy 8:30 – Visitors](#))

- Do not photograph, record, or share any student images, work, or conversations, especially on social media, without written consent from the administration.
- Adhere to student confidentiality laws (FERPA, ISSRA, etc.).
- Never use information learned through volunteering or visiting for personal, public, or political purposes.
- Do not request student contact information. If you have a job or internship opportunity, please provide your contact information to the student.

**Surveys and Instructional Integrity** ([Policy 7:15. Student and Family Privacy Rights](#), [Policy 6:10 - Statement of Philosophic Goals and Objectives](#), [Policy 6:40 – Curriculum Development](#); [Policy 6:80 - Controversial Issues](#), [Policy 8:30 – Visitors](#))

- Surveys, questionnaires, or feedback tools may only be used with prior administrative approval.
- Volunteers and visitors must adhere to the approved curriculum and instructional goals, and approved purpose for the volunteer activity.
- No outside materials, discussions, or topics may be introduced without permission.
- Observations must be non-disruptive and educationally appropriate.

**Access to Classrooms and Staff** ([Policy 8:30 – Visitors](#); [Policy 7:197 – Wireless Communications Devices](#), [105 ILCS 5/14-8.02\(q-5\)](#)).

- All visits to classrooms or personnel must be scheduled in advance.
- Observations related to special education services must follow district protocols and forms.
- Visitors do not have consent to audio or video record interactions or conversations with students or employees of District 225, other than public events and performances, without prior expressed administrative approval.



- Visits may not interfere with instructional time or student services. Visitors should remain in authorized areas only. Visitors/Volunteers should only be visiting those whom they were explicitly invited to meet.

**Ethics and Political Campaigns** ([Policy 8:30 – Visitors](#); [Policy 5:120 – Ethics](#))

- Volunteers and visitors must not use their role to gather or share student information, conversations, or images for any political, personal, or commercial purposes, including campaign materials.
- School property and student interactions must never be used to promote or support political campaigns or candidates, either directly or indirectly.

**Consequences for Violations** ([Policy 8:30 – Visitors](#))

- Anyone refusing to follow these expectations may be removed from school property.
- Violations may result in denied future access and/or legal consequences.

**Approval of Visitors and Volunteers** ([Procedures 6:250 - Volunteers](#))

- Volunteers must submit to a criminal background investigation, and potentially a Faith's Law review, if the individual will be working over a long period of time in direct contact with students where no staff is continuously present or in other situations where a check would be prudent (e.g., overnight trips). The Human Resources department must then approve volunteers prior to interacting with students.
- Visitors are approved by the requester's supervisor and secondarily approved by the Associate Principal.

I understand the expectations of visitors and volunteers.

\_\_\_\_\_  
Volunteer Name

\_\_\_\_\_  
Volunteer Signature

\_\_\_\_\_  
Date