



# ROUND ELEMENTARY SCHOOL

*Dorothy Hottum, Principal*

11550 Hibner Road  
Hartland, MI 48353

Telephone (810) 626-2800  
Fax (810) 626-2801

## 2022-23 K-12 Visitor and Volunteer Expectations

HCS believes in providing a safe, secure, and orderly environment for our students and staff, as this ensures the best learning opportunities for our students. HCS also values the involvement and partnership with our parents and community. Our visitor/guest protocols and procedures have been developed to support these ideals.

The following protocols and procedures have been put in place with the aforementioned ideals in mind:

### **K-6 Protocols for Visitors and Volunteers**

- All visitors must use the main entrance and report to the office upon arrival.
- A visitor tag must be worn at all times during the school day.
- All volunteers must complete a *Volunteer and Visitor Agreement* form prior to volunteering in the building.
- The building principal must pre-approve all volunteers.
- Parent visitors/volunteers are restricted from the cafeteria during lunch and on the playground for recess.
- The number of classroom volunteers will be limited for indoor events.
- Expectations for outdoor events will be communicated by the building principal.

### **7-8 Protocols for Visitors and Volunteers**

- All visitors/volunteers must enter the school through the main entrance and are required to explain their reason and/or show their ID before entering the building.
- All visitors/volunteers must sign in at the office upon arrival and will be given a visitor badge or sticker if they remain in the building.
- Visitors dropping items for students (other than medication) will leave those items with the staff in the office.
- Volunteers and guest speakers must be approved by the building principal before they are scheduled in the building.
- The building principal or designee has the authority to deny any visitor/volunteer access to the building as deemed necessary.

### **9-12 Protocols for HHS Visitors and Volunteers**

- All visitors/volunteers will have to explain their reason and/or show their ID before entering the building.
- All visitors must sign in at the security desk and then report to the main office or counseling office upon arrival.
- Visitors dropping items for students (other than medication) will leave those items with security to deliver to the main office.
- Volunteers and guest speakers must be approved by the building principal before they are scheduled in the building.
- The building principal or designee has the authority to deny any visitor/volunteer access to the building as deemed necessary.

## **9-12 Protocols for LEGACY HS and Hartland Virtual Academy Visitors and Volunteers**

- All visitors should call ahead to indicate intent to be on campus.
- All visitors must report to the Alternative Education office upon arrival.
- Visitors dropping items for students (other than medication) will leave those items with the LEGACY office to deliver to students.
- Volunteers and guest speakers must be approved by the building principal before they are scheduled in the building.
- The building principal or designee has the authority to deny any visitor/volunteer access to the building as deemed necessary.
- Expectations for indoor/outdoor special events will be communicated by the building principal.