

Visiting Our School: A Community Member's Guide

Creative Science School is committed to ensuring our school is a safe place for our students and staff. One way we do this is by utilizing the Raptor volunteer/visitor system provided and managed by PPS Security Services. Volunteers play a vital role in the education of our students, especially here at CSS where we have so many off-site and overnight experiences for children that require additional adult help. We could not do it without our families' support and encourage you to join us! Volunteers donate countless hours to our program each year.

THANK YOU 😊

- All non-CSS employees are required to check in at the main office when coming on campus during school hours, except during drop off and pick up.
- Non-CSS employees will check in as either a Visitor or a Volunteer.

Visitor	Volunteer
<p>★ A Visitor is someone who is on campus for less than 15 minutes and does not interact with students or is under the direct supervision of PPS staff at all times.</p> <p>★ A Visitor has not completed the PPS Volunteer Verification process.</p>	<p>★ A Volunteer is someone who can be on campus for more than 15 minutes and interact with students and staff.</p> <p>★ A Volunteer must complete all 3 steps in the Volunteer Verification process. All steps can be completed online:</p> <ol style="list-style-type: none">1) Review the Volunteer Code of Conduct (2 min.)2) Complete the Mandatory Volunteer Training (4 min.)3) Complete the Volunteer Application (8 min.)<ul style="list-style-type: none">- The background check required during this step verifies your name, date of birth, and compares that information to the national sex offender registry. Your information is not run through any other databases and no other external sources are checked. The information you share is stored in an internal PPS database. Registered sex offenders will not be allowed entry into the school.- The background check is not meant to be a barrier to families beyond this screening. If you are unsure of how to proceed as a community member due to another concern associated with a background check and/or documentation or identification, please reach out to the office, administrators, or another trusted staff member to discuss specifics.

If you have completed the Volunteer Verification process, you can always check in as a Volunteer by default.

Visiting Our School: A Community Member's Guide, continued...

We **highly recommend** that every parent/guardian/family member that would like to attend any event at CSS (whether it is to help or to be a spectator) complete the Volunteer Verification process that takes about 15 min. Background checks are valid for 3 years and this will ensure you are able to be present on campus. Completing the volunteer application does not obligate you to volunteer, it is simply a safety protocol.

FAQ's:

What happens the first time I come to the school as a visitor or volunteer?

The very first time you come to the school you will need to bring a government-issued photo ID i.e. driver's license or passport card. The CSS Office will scan this card to upload your photo into our database via the Raptor system and check if your volunteer status is up to date. We will only need to scan your ID once. You will then receive a badge to be worn while you are on campus. *(Note: Please always have photo identification available when planning to visit or volunteer at CSS.)*

When does CSS enforce these policies?

During school hours from 8 am to 3:15 pm Monday - Friday.

What are some examples of when I would need to check in as a visitor or a volunteer?

Reason for Visit	Visitor vs. Volunteer
Meeting with a Staff Member	VISITOR The visitor would go directly from checking into the office to another office or classroom with the staff member. The visitor would have no unsupervised access to students.
Field Trip/Overnight	VOLUNTEER A volunteer would be interacting with multiple students during a field trip/overnight situation.
Performance	VISITOR or VOLUNTEER A visitor attending a performance would be watching from the audience <u>in seats with no interaction with students besides their own.</u> A volunteer would be helping with the performance and interacting with multiple students.
Outdoor event	VISITOR or VOLUNTEER A visitor attending an outdoor event would be watching from the audience <u>in seats with no interaction with students besides their own.</u> A volunteer would be helping with the event and interacting with multiple students. Note: CSS does not have stadium seating. Most outdoor events would require the people attending to be volunteers.
Picnic	VOLUNTEER A volunteer would be interacting with multiple students unsupervised during a picnic situation.

Promotion	VISITOR or VOLUNTEER A visitor attending a performance would be watching from the audience <u>in seats with no interaction with students besides their own</u> . A volunteer would be helping with the performance and interacting with multiple students.
PTA After School Hours Event	NO CHECK-IN REQUIRED for CSS After school hours events require a CUB (Civic Use of Building) application. These are reviewed and approved by the CUB department. The booking party retains responsibility for their reservation under the PPS policies. More information can be found here: https://www.pps.net/Page/1486

PPS Board Policies on Visitors and Volunteers can be found here:

[7.20.020-P Volunteers](#)

[7.20.021-AD Volunteers Program – Implementation](#)

[5.10.064 Professional Conduct Between Adults and Students](#)

[Administrative Directive 3.10.015-AD Registered Sex Offenders on School Property](#)

[Field Trips, Foreign Travel, and Other Off-Campus Activities 6.50.010-P](#)

[Policies and Administrative Directives <https://www.pps.net/domain/4814>](#)