

SUBJECT: **Volunteers & Visitors**
NUMBER: **2900**
EFFECTIVE DATE: **07/01/2026 (revised 02/03/2026)**

I. POLICY

All visitors must report to the school office and sign in when visiting the school grounds. Any visitor working in a volunteer capacity supervising students must be VIRTUS trained and approved through the Diocesan background check.

II. PURPOSE

It is always the intention and mission of St. John School to keep students safe; this includes monitoring who has access to the building while students are present.

III. RESPONSIBILITY

It is the responsibility of the administration and parish to audit VIRTUS compliance of volunteers every year. It is the responsibility of teachers and staff to ensure that all visitors are pre-approved by administration.

IV. PROCEDURE

1. All volunteers must sign in prior to entering the building. A visitor pass may be issued by school personnel to those individuals who volunteer on a regular basis.
2. Any visitor working in a volunteer capacity must be VIRTUS trained and approved through the Diocesan background check.
3. School grounds include the playground, parking lot, school building, and church building/parish center.
4. Any other visitors must be pre-approved by administration.
5. Adherence to school policy and proper behavior is expected of all visitors.
6. Parents/guardians must adhere to all stipulations outlined in custody agreements. For the protection of the students, the school may request a copy of such an agreement.