

OLYMPIC VIEW ELEMENTARY

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Mrs. Lisa Lines, Principal - Mrs. Bree Watson, Associate Principal

www.olympicviewgoldeneagles.org

“Inspired by the Relentless Pursuit of Excellence for ALL”



Visitors and Volunteers General Information

Welcome to Olympic View Elementary School Home of the Golden Eagles. Please take note of the following information regarding our campus:

- All visitors and volunteers must be logged in the computer in the school office and wearing a badge while on campus.
- Please silence your cell phones when entering the school office, classrooms or anywhere on campus. If you need to make or answer a phone call please do so in the courtyard in front of the school office or off campus.
- Please do not peek in windows and/or disrupt the classroom teacher while he/she is instructing students.
- If using the machines in the volunteer room, please let Olympic View staff have priority and observe the hours posted on the door.
- Please notify the school office if a copier or other equipment breaks or jams.
- Please note that we are an elementary school. Please dress appropriately and pay attention to the wearing of conservative clothing while on campus. Please keep body parts covered properly.
- **SIBLINGS: Due to liability visitors and volunteers may not bring younger siblings with them while they are on campus during school hours.** Older siblings may do community service but must first complete High School Student Volunteer form and sign in as a volunteer.
- Please refrain from using bad language. **CURSING AND SWEARING ARE NOT ALLOWED.** Inappropriate jokes and humor are not permitted.
- Please **DO NOT GIVE STUDENTS CANDY or FOOD** for any reason.
- Volunteers must maintain strict Confidentiality.
- Volunteers DO NOT discipline students, nor should they touch a student in any way that is aggressive.
- Gum chewing is **NOT ALLOWED** on campus.
- Please follow instructions of staff and/or the announcements during a lockdown, earthquake or disaster drill.
- In the event of an evacuation drill or a real evacuation, please proceed to the blacktop area. In the event of an evacuation off the campus we will exit the front of the school and proceed Eastlake High School. There are emergency red backpacks located in all classrooms that must be taken out during evacuations.
- Selling things and passing out flyers of any kind must be approved by district and school.
- If you have concerns or need help with anything while on campus please notify the school office or principal.
- **SMILE.**

Thank you for supporting our Golden Eagles!

Print Name: _____ Signature: _____ Date: _____