

**Any transportation changes** must be communicated to the scholar's teacher via Class Dojo or Email and Transportation Department via email prior to 2:30 pm and 1:00 pm on Wednesdays.

- Email [bus@paideiamail.com](mailto:bus@paideiamail.com)
- Include in your email:
  - Scholar Name
    - *Example "my scholar Alice Jones"*
  - Scholar Homeroom Teacher
    - *Example "homeroom teacher Mrs. Johnson"*
  - Transportation change and date
    - *Example "parent pickup today September 11, 2023"*

## Visitors and Volunteers

The Paideia Academy welcomes and appreciates parent visits and volunteering. The Paideia Academy has created a volunteer program that streamlines the daily schedule and duties of volunteers to place them in areas of greatest need in the school. Remember that unscheduled visits can be distracting to the learning environment. To avoid a disruption in the classroom, we ask that parents schedule their visits ahead of time with the classroom teacher. To ensure the security of scholars, all visitors must check in at the front office and sign the Visitor/Volunteer Register. We ask that volunteers do not bring children and/or younger siblings. Volunteers should dress in modest business casual attire.

Visitors and volunteers should never:

- Be alone with a scholar.
- Pick up a scholar; place a scholar on their lap; hold a scholar close physically or massage, caress, or kiss them; or express affection toward any scholar physically or verbally other than their own scholar.
- Verbally or physically punish their scholar in front of other scholars.
- Yell at, grab, touch, strike, be physically, or verbally antagonistic toward any scholar, staff member or other adult.
- Correct, discipline, question, or give order to any scholar other than their own except to prevent immediate injury.
- Physically examine any scholar in any way (hair, mouth, feet, areas beneath clothing, etc.).
- Pick up or move a scholar who has fallen, been injured or has become ill. It is imperative that proper first aid procedures be followed when any emergency situation occurs. Visitors or volunteers should summon the nurse or other staff members to take care of the problem.
- Allow themselves to come in contact with blood, saliva, or other body secretions of scholars or anyone else on campus, field trips or school related activities. The use of gloves and taking other precautionary measures to protect themselves is imperative.

We ask that visitors and volunteers respect the flow of learning throughout the school day. Visitors and Volunteers should not accompany scholars to classes in the morning after morning assembly. Visitors



and volunteers must first go to the front office and sign the Visitor/ Volunteer Register and see the Parent Volunteer coordinator to see where in the school their time is most needed.

I agree to follow the Paideia volunteer policies and procedures.

**Visitors and volunteers are required to comply with the lawful orders of the Principal or designated person in charge. Interference with or disruption of an educational institution ranges from a class 6 felony to a class 1 misdemeanor.**

**The Principal of the campus is charged to maintain public order and has authority to order a person to leave the property if there is reasonable grounds to believe that:**

- 1) Any person or persons are committing any act that interferes with or disrupts the educational institution.**
- 2) Any person has entered the property for the purpose of committing any act that interferes with or disrupts the educational institution.**

### **Weekly Tours**

Every Thursday at 9:00 am a weekly tour of the school campus will be hosted by The Paideia Liberal Arts Academy Principal, Dr. Winsor. Please call 620-343-3043 to schedule your tour. Check in at the office prior to 9:00 a.m. for a tour.