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### **Student Volunteers**

The following protocol will be followed when utilizing student volunteers:

Elementary students will not be utilized to answer phones/ greet visitors during breaks for front office staff without an adult supervisor visibly present.

When secondary students are utilized to answer phones/greet visitors, or carry out other tasks involving security, the school principal will ensure that the students are adequately trained to effectively carry out the task, and that they are adequately trained in all security procedures including lock-down and response to hostile intruders.

When students under the age of 18 are utilized in this role, parental permission in writing will be secured prior to involvement in the role.