

# Wakulla County Schools

# Volunteer Handbook

2017- 2018



*Lend A Hand.....*

*Be a School Volunteer*

**Superintendent**  
Robert R. Pearce

**Wakulla County School Board**

Becky Cook

Jo Ann Daniels

Greg Thomas

Melisa Taylor

Verna Brook

**District Staff**

Vicki Benton – District Support Liaison  
Erica Hooker – Administrative Secretary

## OUR THANKS

Thank you for serving as a Wakulla County School Volunteer.

You are taking an active role to support and enrich the development of Wakulla's greatest resource—our students.

There is a direct correlation between the positive involvement of parents and community partners and the improved academic performance of students. In Wakulla County we work at the district, school and classroom levels to encourage and support this involvement.

The district's Strategic Plan as well as each school's School Improvement Plan has identified objectives and strategies to engage parents and community members as interactive partners in the educational process. *(These documents are available on the district website at <http://wakulla.schooldesk.net>.)* Our schools are open to and invite this involvement as a vital part of the instruction we offer.



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## SCHOOL BOARD POLICY

### 3.80 School Volunteers

#### **POLICY:**

A school volunteer is any non-paid individual who gives his / her time to a school or school staff member while performing assigned duties. Duties assigned to school volunteers shall be consistent with Florida Statutes and State Board of Education rules.

- (1) The school principal and each staff member who is assigned a school volunteer shall be responsible for assigning duties to school volunteers which are consistent with Florida Statutes, State Board of Education rules, and School Board rules. School volunteers shall be recommended by the Superintendent and approved by the Board or its designee.
- (2) The Superintendent shall issue directives concerning school volunteers as may be deemed necessary.
- (3) A school volunteer shall be accorded the same protection of Florida Statutes as accorded to certificated instructional personnel provided the school volunteer:
  - (a) Has officially recorded his / her attendance in the school where he / she is rendering services under an administrative or instructional staff member.

**STATUTORY AUTHORITY:** 1001.41, 1001.42, 1012.01(5), F.S.

**LAWS IMPLEMENTED:** 110.504(4) (5); 440.01(11)(d)3; 768.28, 1001.21, 1001.43, F.S.



**VOLUNTEER PROGRAM MISSION  
STATEMENT**

Wakulla County School Volunteer Program will promote effective partnership between professional educators and citizen volunteers in order to support and improve student performance.

.....  
**Volunteers work to support the school system and students as they progress toward the accomplishment of the District Purpose and Direction.**

**DISTRICT PURPOSE**

**A rigorous and appropriate education that results in success for all students.**

**DISTRICT DIRECTION**

**COMMITTED TO SUCCESS**

**for students, teachers, staff, and our school system**

## PROGRAM GOALS

- Provide individualized educational assistance to students.
- Enrich each student's school experience through personal interest and interaction.
- Improve student motivation for learning.
- Stimulate business and community interest, concern, and support for the educational system.
- Provide opportunity for involvement.
- Strengthen school-community relations through direct and positive participation in the schools.

## SCHOOL VOLUNTEER CODE OF ETHICS

As members of a group with the purpose of enriching and improving the lives of children, volunteers have a challenging role to play.

Here are some guidelines to help:

Volunteers may work directly or indirectly with students. Volunteers never replace the teacher. Volunteers offer a supplementary service and are there to provide motivation and support for the student.

School staff and teachers will decide the specific tasks that volunteers perform and the information and materials volunteers will need.

Appreciation and respect for each student as a person are critical ingredients in working effectively as a volunteer. Self-worth and self-confidence are building blocks in the learning process.

Teachers are in charge of the instruction and the discipline of each student. The volunteer's job is to guide and encourage the student along the path the teacher has provided. The personal interest volunteers show students may be the catalyst that makes them recognize their own innate ability to improve and achieve.

Volunteers will consider any and all information about the students as privileged, and they will hold it in the strictest confidence.

Volunteers support the basic aims of education by:

- maintaining consistent and regular attendance.
- following all regulations and procedures of the school and the district.
- adhering to school dress code.
- discussing school problems and issues with staff members at appropriate times.
- observing discretion in commenting on school matters.

The commitment that volunteers make to our students is a significant one. As they participate in school activities, volunteers are looked upon as role models. Therefore, it is imperative that volunteers conduct themselves in an appropriate and responsible manner.

## SAMPLE VOLUNTEER OPPORTUNITIES

1. Classroom Assistant  
Works under the direction or in cooperation with the classroom teacher to support so that the teacher may devote full attention to the accomplishment of the objectives for the class.
2. Clerical Assistant  
Works under the direction or in cooperation with the school staff to provide clerical support for the school.
3. Arts and Crafts Assistant  
Works with art or classroom teachers to help students develop their creativity and/or supervise creative projects. Volunteers may work on material preparation or assist the teacher with supervision of students as they work.
4. Language Arts/Reading Tutor  
Works under the direction or in cooperation with the teacher to extend the language, listening, speaking, reading or writing skills of the student. This may include reading to or listening to students read aloud.
5. Math Tutor/Science Tutor  
Works with the teacher to provide individual help in the area of math or science.
6. Physical Education Assistant  
Works under the direction or in cooperation with the classroom or physical education teacher to help provide experiences for students through physical education.
7. Special Activities Volunteer  
Provides occasional support needed for the duration of a particular school project or activity.
8. Media Center Assistant  
Works under the direction of the school media specialist supporting the services of the media center. This job may include maintenance tasks that speed the availability of books and materials to students.
9. Student Volunteer  
Provides peer and cross-age tutoring (middle school, high school, or college students)
10. Homeroom Parent  
Works with the classroom teacher to assist with classroom parties and serves as a liaison to parents for disseminating information.
11. Vision Screening Volunteer  
Assists with vision screening for students. This process takes several days, depending on the size of the student population. Training is required.
12. "At Home" Projects  
Projects at home might include cutting out items for crafts or bulletin boards, drawing posters, making crafts – anything that can be done at home. This is convenient for working parents or those with younger children at home who still wish to be involved in the volunteer program.

13. Field Trips

Upon request of the teacher, a volunteer may help chaperone students during field trips.

14. Labels/Receipts for Education

Volunteers help collect and/or organize labels and receipts from various products, as needed. These are submitted to provide additional funding for special projects.

15. School Pictures

Volunteers help organize students for picture-taking sessions on school picture days.

16. Carnivals/Festivals

Volunteer workers and planners are needed to plan and implement school festivals. These activities serve as enjoyable times for students and families and are used as fundraisers for school projects.

17. PTO Board Membership

Depending on the needs of the PTO serve as an officer or a member of a specific committee in the organization.

18. SAC (School Advisory Council)

Volunteers are nominated and elected by the parent populations to serve on the School Advisory Council. This is a state-mandated advisory board which helps develop and implement the School Improvement Plan. The make-up of the council is regulated by state guidelines.

19. District Advisory Council

This council provides guidance at the district level on items such as calendar and the District Strategic Plan. If you are interested in serving in this capacity, please let a school administrator know.

20. Booster Club Membership

Schools have a variety of parent organizations that serve to support specific activities such as Band, ROTC, and various sports.

Mentors and Volunteer Coaches are special volunteer classifications, which require additional clearance procedures. These are addressed later in the handbook.

**Not all of the above volunteer classifications are available at all schools. Schools determine their volunteer needs and recruit and place volunteers accordingly.**



## BECOMING A VOLUNTEER

1. Volunteers must register every year. No person will be allowed to volunteer without completing the registration form.
2. Registration may be accomplished in any of the following ways:
  - Complete the online registration form that is on the Wakulla County School District website. When completed, this form is automatically submitted to the Volunteer Coordinator at district or
  - Print the online form, complete it and submit it to the school site where you wish to volunteer, or
  - Contact the district office or any school office or teacher and request to volunteer. The completion of the registration form will be required at this time.
3. Once the Registration Form is completed and submitted, school personnel will check the applicant against the FDLE Sexual Predator/ Offender Registry. Please see the “Background Checks” section of this handbook for additional information on Background Checks.
4. The school or organization Volunteer Coordinator will contact the volunteer to conduct a brief volunteer orientation and assign volunteer placement and/or responsibilities.

## BACKGROUND CHECKS

All school volunteers will be checked annually against the FDLE Sexual Predator/Offender Registry prior to being placed in any volunteer position. Additional screening may occur if deemed necessary.

**Level II screening and clearance is required for any person wishing to serve as a mentor or a volunteer coach (athletics, cheerleading).**

**The school principal has the right to decline the services of any volunteer at any time if he/she determines that this is in the best interest of students or the educational process.**



## **STRUCTURE OF THE SCHOOL VOLUNTEER PROGRAM**

Each school's volunteer program is individualized to meet the specific needs of the students and teachers at that school

### **Principal Responsibilities:**

- Determining and communicating volunteer guidelines that are specific to the school (Ex. Sign-in procedures, use of school equipment, placement of volunteers, etc.)
- Assessing the school's volunteer needs
- Providing support to all persons involved in the school volunteer program
- Selecting a person to serve as a school-based volunteer coordinator to lead the school program
- Assuring that staff are trained and all volunteers receive a volunteer orientation

### **School-based Volunteer Coordinator Responsibilities:**

- Surveying needs of teachers for volunteer assistance
- Recruiting and registering volunteers
- Communicating specific volunteer needs to the district volunteer coordinator
- Orienting and training teachers and volunteers
- Assigning volunteers to specific tasks and teachers with approval of the administration
- Serving as a resource person for volunteers and school staff
- Keeping accurate records of volunteer services and hours
- Disseminating materials to volunteers when needed
- Coordinating school recognition events for volunteers

### **Sequence of the Volunteer Registration Process:**

1. Volunteer submits online registration form.
2. District Volunteer Coordinator/Designee reviews the application and checks the volunteer Information against the Sexual Predator/Offender database. If the registration form meets certain criteria it is submitted to the district Safety and Risk Management Officer for further review.
3. Unless disqualifying information is found, the volunteer is approved in the database.
  - a. P r i o r felony charges including battery, drugs, or abuse are scrutinized closely and result in non-approval;\*
  - b. A pattern of offenses that indicate an inability to serve as a positive supervisor of children;\*
  - c. Mentors and Volunteer Coaches have additional requirements and are addressed later in this handbook.
4. The school or organization volunteer coordinator contacts approved volunteers and invites them to a Volunteer Orientation.
5. The school volunteer coordinator along with the designated administrator conducts the Volunteer Orientation.
6. Once the volunteer has participated in the Volunteer Orientation, the volunteer may be assigned to volunteer duties.
7. If a volunteer cannot attend an orientation then the volunteer must assure that he/she has reviewed the Code of Ethics and other basic information required for successful volunteering. This is reviewed on a school-by-school basis.

**\*If a volunteer is not approved, the volunteer will be contacted by the district safety officer.**

## GENERAL VOLUNTEER PROCEDURES

1. Each school year, all volunteers are required to complete a Volunteer Registration Form. Community Resource Volunteers will provide a picture ID and sign in and out at the school office on the day that they speak.
2. Volunteer athletic coaches are required to complete a Volunteer Athletic Coaching form and have it approved and submitted by the school principal in addition to the Volunteer Registration Form.
3. Volunteers must always work under the supervision of a district employee and are never to meet a child alone. Note: Those volunteers who have been fingerprinted, received Level II clearance, and have participated in Substitute Teacher training may provide supervision in a classroom for a short period of time at the discretion of the administrator.
4. Volunteers must wear an identification badge whenever they are serving as a school volunteer or accompanying students on a school activity.
5. If a volunteer is going to be absent for a scheduled activity, or if a community resource volunteer is unable to speak at the agreed upon time, the volunteer should call the school and ask that the teacher and/or student be informed of his or her absence.
6. Volunteers should be prompt; due to scheduling requirements, it is important to make every minute count.
7. Once the volunteer receives his/her assignment from the school volunteer coordinator, the volunteer should meet with the teacher at a time when the teacher does not have students in the classroom. This will provide an opportunity to discuss the assignment, learn about procedures, etc. Volunteers are encouraged to set up additional meetings, if necessary, to get further instructions, discuss any problems, and/or learn about materials.
8. The teacher is in charge of the classroom at all times, and the teacher will provide any discipline that is required.
9. Volunteers are expected to maintain strict confidentiality with information to which they have access while performing their duties. Any question concerning a child's behavior, achievement, and/or needs should be immediately directed to the teacher.
10. If a volunteer has a question about a policy or a procedure, he/she should follow the proper channels within the school, and ask the appropriate person: the teacher, the principal or the school volunteer coordinator. It is usually best to begin with the assigned teacher.
11. Praise and encouragement are the approved methods to demonstrate care and respect for students.
12. Placement of volunteers is at the discretion of the principal and teacher.
13. Volunteers are not to bring other children (not enrolled at the school) to school when they volunteer.
14. Volunteers may not ride regularly scheduled buses to reach their assigned school.
15. Volunteers shall not administer medication to students.

## MENTORS and VOLUNTEER COACHES

### **Mentors:**

One of the highest needs in the volunteer program is for mentors. Mentors work with a specific student in an ongoing one-on-one capacity. They provide support, encouragement, a listening ear, a positive role model and accountability. Mentoring occurs during the school day at times that are approved and fit in with the school schedule. Examples include, but are not limited to, lunch and field trips. While some tutoring may occur, tutoring is not the main goal or purpose of mentoring.

Level II screening and clearance is required for any person wishing to serve as a mentor.

### **Volunteer Coaches:**

Volunteer Coaches provide a valuable service to the district. They help the middle and high schools offer a wide variety of athletic activities that might otherwise be unavailable. Not all volunteers who work with the different sports are Volunteer Coaches. A Volunteer Coach is a volunteer who has the lone responsibility for a group of students. They may be with the students in locker rooms or traveling to away events/games. They are seen as the authority figure for the team. The students call them "Coach".

The following additional procedures/requirements are in place for Volunteer Coaches:

- 1) When a person checks "Volunteer Coach" they must contact the Athletic Director or Principal of the school for which the person wishes to coach to receive the form to completed and then submit to the school.
- 2) This form must be approved by the Athletic Director/Principal and forwarded to the Human Resources Department at the District Office. Once this is done, the person wishing to coach may arrange for fingerprinting.
- 3) A volunteer **MUST** have Level II Clearance to serve as a Volunteer Coach.
- 4) The required form(s) are available from the Athletic Director if the volunteer is unable to download them from the website.



## CONFIDENTIALITY

A volunteer is subject to Florida Statute 1002.22 which protects the rights of privacy with regard to student information and records. Any information about individual students or groups of students is considered confidential and should not be discussed with anyone other than the student's teacher or principal. This includes general school-related incidents such as misbehavior of students or items concerning academic performance, good or bad.

Volunteers should let the teacher communicate with parents about student performance. Please refer all parent inquiries to school personnel and never discuss student progress or behavior.

## SOCIAL NETWORKING

It is a violation of District policy and the Volunteer Guidelines to make disparaging comments about one's colleagues, students, parents and other members of the community that are encountered as a result of your volunteer service. Each volunteer shall keep in confidence personally identifiable information obtained in the course of volunteering. By virtue of your position as a volunteer you are held to a higher standard. Be cautious when posting information utilizing programs such as, Facebook, Twitter, YouTube, Blackberry pinning, blogging, texting, etc.

Avoid:

- Posting student names and photographs
- Discourteous behavior
- Inappropriate language
- Malicious or intentionally false statements about a colleague

## USE OF DISTRICT INTERNET RESOURCES

School District internet resources shall not be used for any purpose perceived as a conflict with District interests, normal business activities or operation. Posting of any type of propriety or confidential information is strictly prohibited. Your use of District internet resources, to include postings on social media sites or blogs, must not violate District policy, including the District's prohibition against unlawful harassment and discrimination or State and Federal laws including The Family Educational Rights and Privacy Act [FERPA] or The Health Insurance Portability and Accountability Act [HIPPA] and Florida Statute 1002.22, Education records and reports of K-12 students rights of parents and students; notification; penalty.

## SIGN-IN and SIGN-OUT INFORMATION

Each time a volunteer enters a school or arrives at an activity to volunteer, she or he must sign in, wear a nametag and sign out when she or he is ready to leave the school or activity. This requirement is necessary for the following reasons:

1. Safeguarding our students and maintaining campus security is of the utmost importance.
2. In case of an emergency telephone call, the volunteer can be located.
3. While volunteering at school for a specific purpose, individuals are covered by school board insurance **provided** they are an approved volunteer and have signed in.
4. In some cases verified volunteer service can be used as work experience for future employment.
5. Each school is recognized for its number of **registered** volunteer hours. The Florida Department of Education presents the Golden School Award to a school with twice as many hours of volunteer hours as students enrolled.

## VOLUNTEERS AND FIELD TRIPS

Volunteers provide a valuable service by helping to supervise students on educational and recreational field trips. The following guidelines, when followed, help to assure that students have a safe and productive experience. Teachers are asked to review these guidelines with chaperones prior to each field trip. Field trips include band excursions and athletic team travel as well as trips planned for a specific educational purpose during the school day.

1. Chaperones must have completed a Volunteer Application and been approved prior to going on a field trip.
2. Chaperones must adhere to appropriate dress codes.
3. Chaperones must sign in and out.
4. Chaperones must wear an identification badge at all times.
5. The teacher should provide a list of students for whom the chaperone is responsible on the trip.
6. Chaperones must ride on the transportation with the students to and from the destination, or as prearranged with the school.
7. Chaperones may not bring other children or adults with them.
8. Chaperones must maintain contact with their assigned group of students at all times.
  - a. Students are not allowed to participate in anything that violates school policy while on a field trip.
  - b. If a chaperone has difficulty with a student, the teacher should be contacted immediately.
9. Chaperones may not administer medication of any type. This includes Tylenol.
10. Tobacco use is not permitted in the presence of students.
11. Chaperones are expected to model appropriate language to students. This means that cursing is not permitted.
12. A chaperone may not drive a school vehicle unless he/she has been previously cleared by Pat Jones, Coordinator of Transportation. At no time should a chaperone transport a student in a personal car.  
\*See below.
13. No student from your group should be allowed to go off with another adult or group.
  - a. If a parent who is not a chaperone is on the trip, they may not be given charge of any student. They may walk with the group of which their child is a part.
  - b. Any questions must be referred to the teacher/administrator.
  - c. Students may not be released to parents without prior administrative approval.

*School trips would be impossible without the support of volunteers to chaperone our students. We appreciate the commitment of time and energy on the part of our chaperones. Our goal is to provide educational experiences away from school while maintaining a safe environment for our students.*

**\*In addition, chaperones who are asked to drive a district vehicle must be aware of the following:**

1. Any chaperone who is asked to escort students in a district vehicle must have his/her driver's license checked by the Coordinator of Transportation, Pat Jones, **PRIOR** to the trip. It is the driver's responsibility to provide a copy of his/her current driver's license to Mrs. Jones. Her contact information is: [patricia.jones@wcsb.us](mailto:patricia.jones@wcsb.us); 926-7550.
2. No students are to be escorted during school functions in a personal car.
3. Chaperones must complete and submit a Volunteer Registration Form **PRIOR** to the trip. The service of chaperones who fail to do this may be refused.

## YOU ARE IMPORTANT – STUDENTS ARE WATCHING YOU

Volunteers serve as positive role models. When serving as a volunteer, an individual must refrain from inappropriate behaviors including, but not limited to, the following:

- use of profanity
- being under the influence of drugs or alcohol
- discussion of inappropriate topics
- making inappropriate comments to a student
- selling merchandise or actively promoting a business
- wearing clothing considered to be inappropriate in the school setting



### **What Does the Teacher Expect of the Volunteer?**

Promptness  
Confidentiality  
Love of Children  
Positive Attitude  
Enthusiasm  
Friendliness  
Flexibility  
Dependability  
Support  
Patience  
Appropriate Dress  
Organization  
Loyalty  
Openness to Suggestions  
Businesslike Attitude  
Initiative

### **What Does the Volunteer Expect of the Teacher?**

Consideration, Patience, Appreciation  
Professional Respect, Cooperative Attitude  
Pleasant Voice, Organization, Suggestions  
Clear Directions, Feedback, Courtesy, Respect  
Friendliness, Materials, Classroom Management  
Love of Children, Preparation, Appropriate Instruction



## KEYS TO SUCCESS FOR VOLUNTEERS

Volunteers assist the staff in the school to provide an enriched educational program for the students. The volunteer's contribution is a vital one and becomes an important part of the total instructional effort. Teachers and students come to depend upon you. The successful volunteer takes his/her responsibilities as a member of the educational team seriously.

1. Be prompt, dependable, and regular in attendance; follow the school's policy for notification in case of absence.
2. Familiarize yourself with school and classroom policies and procedures.
3. Remember that you are acting as a role model for children in language, dress, and behavior.
4. Respect the confidential nature of school records and relationships between staff members and students.
5. Recognize that the volunteer's relationship with school staff members is one that requires mutual respect and confidence.
6. Discuss any questions or problems with the staff members who are directly concerned or with the volunteer coordinator.
7. Support and supplement the instructional program of the classroom teacher; the volunteer's role is assistance, not replacement.
8. Always enter the building by way of the school office where you will sign in. When you leave, be sure to sign out and record your hours in the school office.
9. If a student seems ill, contact the teacher immediately. Do **NOT** give first aid or medication to a student.
10. Be aware of the allergies of others. Some students and/or teachers are sensitive to strong scents. Be aware that a little perfume goes a long way.
11. Inquire about the correct procedures for a fire drill.
12. Inquire as to the parking area for volunteers.
13. There are telephones in the main office and in many classrooms. Please ask for permission before using a telephone. In addition, it is important to silence any cell phone that could disrupt instruction in the classroom
14. Discipline should always be left to the teacher.
15. If you volunteer at Wakulla Institute or Wakulla Education Center and you wish to purchase a school lunch, please inform us early in the morning, so the correct number of adult lunches will be prepared.
16. All Wakulla County School Board Schools are designated tobacco free zones.



## BUSINESS PARTNERSHIPS

Business partners work together with schools to improve educational programs that are responsive to the needs of the students, the community and our society. The goal of education/business partnerships is to utilize available resources of both the business and the school to creatively satisfy the predetermined needs of each partner.

## CONTACT INFORMATION

### District Volunteer Coordinator:

Vicki Benton – District Support Liaison  
Wakulla County Schools  
69 Arran Road  
Crawfordville, FL 32327  
victoria.benton@wcsb.us  
926-0065

Erica Hooker – Administrative Secretary  
erica.hooker@wcsb.us

### Title I Parent Involvement Coordinator:

Sue Anderson, Director of Special Programs  
Wakulla County Schools  
69 Arran Road  
Crawfordville, FL 32327  
sue.anderson@wcsb.us  
926-0065

Your School Volunteer Coordinator and Contact Information:

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Principal: \_\_\_\_\_ Teacher: \_\_\_\_\_

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## NON DISCRIMINATION STATEMENT

The following policy applies to students, applicants for admission, employees, and applicants for employment:

The School Board of Wakulla County, Florida does not discriminate in admission or access to, or treatment or employment in, its programs and activities on the basis of race, color, religion, age, sex, national origin, marital status, disability, genetic information for applicants and employees, or any other reason prohibited by Federal and State law regarding non-discrimination. See 34 C.F.R. 100.6(d); 34 C.F.R. 106.9; 34 C.F.R. 110.25.

In addition, the School Board provides equal access to the Boy Scouts of America or any other youth group listed in Title 36 of the United States Code (as a patriotic society). This holds true for all students who are interested in participating in educational programs and/or extracurricular school activities. See 34 C.F.R. 108.9.

Disabled individuals needing reasonable accommodations to participate in and enjoy the benefits of services, programs, and activities of the School Board are required to notify the administrator at the school/center at which the event or service is offered to request reasonable accommodation in advance.

The designated Equity Coordinator, Title IX and Section 504 Compliance Coordinator as required by 34 C.F.R. 100.6(d) is Angela Walker, 69 Arran Road, Crawfordville, Florida 32327; 850.926.0065; [angela.walker@wcsb.us](mailto:angela.walker@wcsb.us)

### EQUITY COORDINATOR

The District appoints an Equity Coordinator to ensure compliance with Federal and State laws prohibiting discrimination. If you have any questions, concerns, complaints, or suggestions about policies and/or procedures effecting employment or educational opportunities in the district please contact:

**Angela Walker, Equity Coordinator**  
69 Arran Road, Crawfordville, Florida 32327; 850.926.0065;  
[angela.walker@wcsb.us](mailto:angela.walker@wcsb.us).

### REASONABLE ACCOMMODATIONS PROVIDED

Disabled individuals needing reasonable accommodations to participate in and enjoy the benefits of services, programs, and activities of the School Board are required to notify the administrator at the school/center at which the event or service is offered, in advance, to request reasonable accommodation.

### HARASSMENT

Harassment of any kind, religious, sexual or racial to name a few is considered undesirable behavior. It is each individual's responsibility to respect the rights and integrity of others. It is the responsibility of each individual to report incidences of harassment witnessed or suspected to a person (s) of authority. Harassment on the basis of sex is a violation of Federal and State law and is prohibited by the Wakulla County School Board. Questions, concerns or complaints regarding this policy or a specific act or situation should be brought to the attention of the Equity Coordinator. The grievance procedure timeline will be followed for resolution of issues (WCSB Policy 2.70).

Wakulla County Schools  
**Orientation for Field Trip Volunteers**

*Thank you for agreeing to serve as a chaperone for our students. Here are a few reminders to help make this a successful and safe trip.*

**Date of Trip:** \_\_\_\_\_ **Destination:** \_\_\_\_\_

**Time Chaperone should be at school:** \_\_\_\_\_ **Anticipated Return:** \_\_\_\_\_

***Please review the following prior to the trip. Refer any questions to the teacher. Return this form to the teacher prior to the scheduled field trip.***

1. Chaperones must have completed a Volunteer Application and been approved prior to going on a field trip.
2. Chaperones must adhere to appropriate dress codes.
3. Chaperones must sign in and out.
4. Chaperones must wear an identification badge at all times.
5. The teacher should provide a list of students for whom the chaperone is responsible on the trip.
6. Chaperones must ride on the transportation with the students to and from the destination, or as prearranged with the school.
7. Chaperones may not bring other children or adults with them.
8. Chaperones must maintain contact with their assigned group of students at all times.
  - a. Students are not allowed to participate in anything that violates school policy while on a field trip.
  - b. If a chaperone has difficulty with a student, the teacher should be contacted immediately.
9. Chaperones may not administer medication of any type. This includes Tylenol.
10. Tobacco use is not permitted in the presence of students.
11. Chaperones are expected to model appropriate language to students. This means that cursing is not permitted.
12. A chaperone may not drive a school vehicle unless he/she has been previously cleared by Pat Jones, Coordinator of Transportation. At no time should a chaperone transport a student in a personal car.
13. No student from your group should be allowed to go off with another adult or group.
  - a. If a parent who is not a chaperone is on the trip, they may not be given charge of any student. They may walk with the group of which their child is a part.
  - b. Any questions must be referred to the teacher/administrator.
  - c. Students may not be released to parents without prior administrative approval.

***School trips would be impossible without the support of volunteers to chaperone our students. We appreciate the commitment of time and energy on the part of our chaperones. Our goal is to provide educational experiences away from school while maintaining a safe environment for our students.***

**I have read the above and agree to adhere to the requirements while chaperoning students.**

\_\_\_\_\_  
**Print Name**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**