



# Windy Ridge Volunteer Handbook 2009-2010

"Volunteers are not paid –  
not because they are worthless,  
but because they are priceless."



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Windy Ridge School  
3900 Beech Tree Drive  
Orlando, FL 32835

**Main Office:** 407-296-5100  
**Website:** [www.windy.ocps.net](http://www.windy.ocps.net)  
**PTA Website:** [www.windyridgepta.org](http://www.windyridgepta.org)

**Windy Ridge  
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**Contact Information**

**Administration**

Principal ..... Sheilla Smith Johnson ..... sheilla.johnson@ocps.net  
Assistant Principal ..... John Carcara ..... john.carcara@ocps.net  
Assistant Principal ..... Teena Moore-Jenkins ..... clementine.moore-jenkins@ocps.net

**ADDitions Coordinator:**

- OCPS Staff ADDitions Coordinator:
  - Tina Lupo, [christina.lupo@ocps.net](mailto:christina.lupo@ocps.net), 407-296-5100 ext. 2233

<b>I. Principal’s Message</b>
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Welcome Volunteers!

You have taken a step towards making a significant impact at Windy Ridge. Whether you spend one hour a week, one day a week, or one day on a special project, your efforts will make a difference for our students.

We sincerely appreciate those of you who contribute your time and talent. We know your involvement with us will greatly enhance our school program and we trust it will be a satisfying and inspirational experience for you as well.

On behalf of the Windy Ridge PTA, staff and students, we welcome you and thank you for caring about our school.

Sheilla Smith Johnson  
Windy Ridge Principal

## II. Introduction to the ADDitions Program

### **What is ADDitions?**

ADDitions is the Orange County Public School program of school volunteers. Anyone who wishes to volunteer in any capacity MUST fill out an ADDitions application. See below.

### **How Do I Register?**

All volunteers need to register at <https://volunteer.ocps.net>. (Click on “School Volunteers” on the left hand side of the page.) (If you do not have internet access, please contact one of the ADDitions Coordinators.) This registration process ensures that potential and existing volunteers are screened through the Florida Department of Law Enforcement (FDLE) and the FDLE Sexual Offender and Predators Internet database. It can take a week or so for the county to run a background check and get your approval processed, so register as soon as possible.

**Field Trip Chaperones** are required to complete an additional application **every** time they wish to chaperone, since they are serving in a custodial role. A more comprehensive background check needs to be done on field trip chaperones, so please return your application in plenty of time to get this process completed.

### **How Do I Sign In?**

Volunteers should sign in on the computer at the front desk every time they work at the school. Click on “Volunteer Check In/Out” and when it asks for a login number, enter your social security number. Please be sure to print a nametag sticker and wear it at all times while you are at school. This will enable staff to recognize you as a registered volunteer. When you are finished, please sign out on the computer and remove your sticker so we can keep an accurate record of volunteer hours and volunteers on campus. If you perform volunteer work outside of school, please enter these hours at <https://volunteer.ocps.net>.

### **Why do I need to sign in as a Volunteer and track my hours?**

- Volunteers registered with the ADDitions program are covered by Orange County Schools’ general liability insurance program.
- A record of our volunteers’ hours enables us to evaluate our volunteer program and to recognize volunteers for their contribution of time. The number of hours spent volunteering is an example of the commitment to quality education in our school.
- Certain levels of Volunteer hours are necessary for Windy Ridge to qualify for awards, certain grants, and state recognitions, such as The Five Star and The Blue Ribbon Awards.

### **Dress Code**

Please wear comfortable clothes but be sure to adhere to the school dress code, with nothing revealing or distracting. Clothing may not advertise alcohol or contain obscenities or suggestive logos. No tummies please, and remember the rule about the length of your shorts: drop your arms at your side and if your shorts go above your fingertips, they are too short. Tank top straps should be “3 fingers” wide, and undergarments must be worn at all times.

### **Sibling Policy**

No one is allowed to accompany volunteers in the classrooms or on field trips, including older and younger children. Children may only accompany you to school as a visitor for performances or to attend a scheduled conference.

### **Attendance/Punctuality**

Students look forward to seeing you and the staff and other volunteers are counting on you. If you are unable to volunteer or will be late, please contact the front office as soon as possible.

### **Assignment Changes**

If for some reason the volunteer assignment is not what you expected or you are not comfortable with the assignment, please contact one of the ADDitions Coordinators right away. There are *many volunteer opportunities* at Windy Ridge and we will be more than happy to find one you will enjoy.

## **III. Important Windy Ridge Information**

### **ADDitions Emails: How School Lets Us Know It Needs Volunteers**

This is a great tool! Once your application for the ADDitions volunteer program has been processed, you will begin receiving emails from the address “commresources@ocps.net”. This is the county email system that lets ADDitions coordinators contact all registered volunteers to let them know of an upcoming volunteer need. Please pay careful attention to the *contact person* for each volunteer activity, as you should not reply to the county address but rather to the person coordinating that particular activity. Don't assume someone else will volunteer. We need you! If they do not need anyone else, they will let you know.

### **Parking locations**

You may park in the back (car-rider) lot or across the street. When parking across the street, please park on the areas that have been covered in gravel. This will prevent anyone from getting stuck in the sand. You may also park in the side lot in any space marked “Visitor” or generically “Reserved”. Please do not park in any spaces marked *specifically* for a school official. Also, do not park in the bus loop in front of the school. All visitors/volunteers must enter the building through the front door (by the front office), sign in on the computer and wear a name badge.

### **Getting “Buzzed” In**

For safety, you will need to stop at the front door and ring the intercom for someone at the front desk to let you in. When you hear the quiet “buzz,” then open the door on the far right. Proceed to the sign in computer and sign in. Ask someone at the front desk if you need help.

### **Restrooms**

You may use the restrooms located in the main hallway just before the Media Center or the one in the back of the Media Center. Of course if you are working in a classroom with a restroom, you may use that one as well.

### **Food/Drink**

If you are volunteering (or visiting) over lunch, you may purchase an adult lunch for \$3, which includes iced tea. The adult line is on the right as you face the food service area in the cafeteria. There is also a soda/water machine in the teacher's lounge (door to the left of the food service area in cafeteria). It's always a good idea to bring a water bottle with you if you will be at school for the day.

## Supplies/Resources

There is a box of supplies marked "Volunteer Supplies" behind the counter in the front office, nearest the copier. Ask anyone behind the desk if you are unable to find it. You are also welcome to use the Ellison die cut machines, paper cutters, spiral binder, and paper rolls (all of which are located in the Resource Room in the back left corner of the Media Center).

## Fliers Distributed in School

All fliers MUST be approved in advance of distribution. Turn fliers in to Maggie at the front desk to secure approval. Windy Ridge is working on becoming a green school so we would like to minimize the number of flyers that are sent home. Whenever possible, use email to communicate your message, or print 4-5 fliers on each piece of paper and cut.

## Copy Machines

Volunteers do not have access to any of the copy machines. To get copies made, fill out a copy request form from the pocket on the Volunteer bulletin board. If the content has already been approved by Ms. Johnson, simply place your request form, paper-clipped to your original, back on the Volunteer bulletin board in the "To Be Copied" folder. If it has not yet been approved by Ms. Johnson, give to Maggie. Turnaround time for copies is 48 hours. Retrieve finished copies from Maggie.

## Requesting a Reimbursement (from the PTA)

Reimbursements forms are available in the PTA cabinet behind the front desk. Please attach receipts and leave the form in the PTA box for the treasurer (Katrina Ruiz) to collect. She will provide a reimbursement check for your budgeted/approved expenditures. Remember, the PTA is a Tax-Exempt organization, so you should use the Tax-Exempt number for purchases to avoid paying sales tax. Ask a PTA Executive Committee members if you need a copy.

## Reserving a Room at School

If you are planning a committee meeting or scheduling an activity or special event and you need to reserve a room, speak with Maggie Stewart at the front desk.

## Key Contacts: Administration



John Carcara  
Assistant Principal  
[john.carcara@ocps.net](mailto:john.carcara@ocps.net)

Grades 4-8 administrator; in charge of facilities, website, and school transportation issues



Teena Moore-Jenkins  
Assistant Principal  
[clementine.moore-jenkins@ocps.net](mailto:clementine.moore-jenkins@ocps.net)

Grades K-3, ESE & ESOL administrator; in charge of Security system and school safety plan

Sheilla Smith Johnson,  
Principal  
[sheilla.johnson@ocps.net](mailto:sheilla.johnson@ocps.net)

In charge of whole school; all things must be approved by her

## Other Key Contacts



**Tina Lupo**, *Secretary to Principal, ADDitions and Partners in Education coordinator*



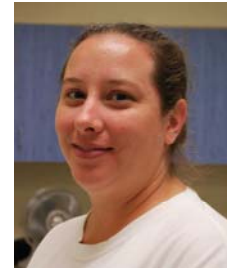
**Maggie Stewart**, *Front Desk: has answers to most everything!*



**Loretta Garrison**, *Nurse*



**Kenyan Cannon**, *Media Specialist*



**Jill Roche**, *Staffing Clerk: will make copies, operate AV equipment*



**Sarah Strickland**, *Cafeteria Manager*



**John Rutroff**, *Program Assistant*



**Kerri Van Sickle**, *Guidance (Primary)*



**Lynn Timmons**, *Guidance (Intermediate)*

## **IV. Volunteer Needs**

There are many different ways that we can use your help at Windy Ridge. We have opportunities both in and outside of the classroom, some of which are one-time needs and others that are ongoing. The right fit depends on which will fit in best with your interests and schedule.

### **Help in the Classroom**

#### **Classroom Assistant**

Volunteers work closely with classroom teachers and staff, assisting with various projects, keeping records, preparing instructional materials and interacting with students. Duties in elementary schools may include telling stories, reading with children, making instructional materials, and preparing bulletin boards. Please note that many teachers prefer not to have

volunteers in the classroom during the first several weeks of school since they are working hard to establish routines and help the students adjust to their new class.

### Homeroom Representative

The homeroom representative works closely with the classroom teacher, planning activities and celebrations throughout the school year. These events may include the Literacy Day parade, holiday and end-of-year parties, Spring Fling, and coordinating Teacher Appreciation Week activities. The homeroom representative position may be shared with another person, and additional parent help from the classroom is always welcome. As a homeroom representative you will be a tremendous asset to your child's teacher, along with building special memories with the children in the class.

### **Help Outside the Classroom**

#### Parent Teacher Association (PTA)

The PTA is an association led by parent volunteers who provide programs, social events, recognitions, etc. for the students and faculty. They also organize fund-raising to support educational programs for the school, to purchase necessary items for the classroom, and to provide programs that will bring families and school staff together.

The Windy Ridge PTA welcomes you and would love to have your help this year. Whether it's for a one-time event or an ongoing committee, everyone is welcome. Our school is a very diverse group of students, teachers and staff and we think our PTA should reflect that diversity.

Please take the time to visit the Windy Ridge PTA website at [www.windyridgePTA.org](http://www.windyridgePTA.org) and peruse the many volunteer opportunities available. Contact this year's President, René Weising [weisin\\_r@bellsouth.net](mailto:weisin_r@bellsouth.net), or any other board member and let them know what sparks your interest. By working together, we can make this year outstanding!

PTA Meetings: There are 2 types of PTA meetings: general meetings and board meetings.

- **General Meetings:** It is mandated that there be at least 3 general meetings per school year. Windy Ridge usually has 4. These are meetings to which the entire PTA membership is invited and can vote. One you will see at Open House/Curriculum Night. The other three occur throughout the year and usually include something fun and informative. This year we plan to do one Fall Movie Night meeting where parents and kids come and a child-friendly movie is shown after brief PTA business. We've had speakers on safety, information on summer camps at the end of the year, etc. If you have any idea or contacts for a general meeting, please contact PTA Vice President of Programs Mindy Bender at [lorminno@aol.com](mailto:lorminno@aol.com).
- **Board Meetings:** There is a PTA board meeting on the second Monday of every month at 9:15am, usually in the Media Center. The meetings this year are currently scheduled for Sept. 14, Oct. 12, Nov. 9, Dec. 14 (off campus), Jan. 11, Feb. 8, Mar. 8, Apr. 12, May 10 (off campus). All PTA Board Members are required to attend these meetings and may vote. Other PTA members are welcome to attend, but cannot vote. In these meetings, board members plan events, organize committees, give updates, brainstorm and make decisions. Ms. Johnson serves as liaison to the PTA. She attends the on-campus meetings and gives updates on what is going on in the school and what she needs from

the PTA. She also takes questions and input. If you have ideas you want to share or wish to get involved, come to one of these meetings and see what it's all about!

### **PTA Executive Board (and Homeroom Rep Coordinators)**



President  
Rene Weising  
weisin\_r@bellsouth.net



1st VP (Fundraising)  
Sally Sawyer  
sassysally@cfl.rr.com



2nd VP (Programs)  
Mindy Bender  
lorminno@aol.com



3rd VP (Communications)  
Joanna Bradford  
joannabradford@bellsouth.net



Treasurer  
Katrina Ruiz  
kruiz@cfl.rr.com



Recording Secretary  
Michelle Dunlap  
mdunlap12@cfl.rr.com



Corresponding Secretary  
Ann Biro  
abiro@cfl.rr.com



Homeroom Rep. Coordinator  
Susan Weems  
dcwsaw@gmail.com



Homeroom Rep. Coordinator  
Nanette Campbell  
ncampbell2@cfl.rr.com

## Other PTA Board Members:

### Fundraising

1st VP - Fundraising	Sally Sawyer	<a href="mailto:sassysally@cfl.rr.com">sassysally@cfl.rr.com</a>
Birthday Books	Kim Thomson	<a href="mailto:ksthomson@cfl.rr.com">ksthomson@cfl.rr.com</a>
Box Tops	Lisa Thibodeau	<a href="mailto:ezmajrelda@yahoo.com">ezmajrelda@yahoo.com</a>
Fundraising Co-Chair	Susan Weems	<a href="mailto:sawdcw@gmail.com">sawdcw@gmail.com</a>
Fundraising Co-Chair	Mary Walsh	<a href="mailto:mwalsh04@bellsouth.net">mwalsh04@bellsouth.net</a>
Health Central Nurse	Maggie Stewart	<a href="mailto:stewarm@ocps.net">stewarm@ocps.net</a>
Partners in Ed	Louise Given	<a href="mailto:weez0627@earthlink.net">weez0627@earthlink.net</a>
Spring Fling Carnival*	Sally Sawyer	<a href="mailto:sassysally@cfl.rr.com">sassysally@cfl.rr.com</a>
Spring Fling Concessions*	Open	
Spring Fling Baskets	Tina Newell	<a href="mailto:FiveNewells@aol.com">FiveNewells@aol.com</a>
Spring Fling Baskets	Katrina Ruiz	<a href="mailto:kruiz@cfl.rr.com">kruiz@cfl.rr.com</a>
Spring Fling Drawing Room*	Susan Mishriki	<a href="mailto:susancardiology@aol.com">susancardiology@aol.com</a>
Spring Fling Dinner*	Wendy Cuppy	<a href="mailto:wendycuppy@aol.com">wendycuppy@aol.com</a>
Spring Fling Marketing/Publicity	Open	
Spring Fling Silent Auction Co-Chair*	Ann Biro	<a href="mailto:abiro@cfl.rr.com">abiro@cfl.rr.com</a>
Spring Fling Silent Auction Co-Chair*	Nanette Campbell	<a href="mailto:ncampbell2@cfl.rr.com">ncampbell2@cfl.rr.com</a>
Spring Fling Tickets*	Rene Weising	<a href="mailto:weisin_r@bellsouth.com">weisin_r@bellsouth.com</a>
Spring Fling Volunteers*	Louise Given	<a href="mailto:weez0627@earthlink.net">weez0627@earthlink.net</a>
T-Shirts	Mindy Bender	<a href="mailto:Lorminno@aol.com">Lorminno@aol.com</a>

### Communications

2nd VP - Communications	Joanna Bradford	<a href="mailto:joannabradford@bellsouth.net">joannabradford@bellsouth.net</a>
County / Legislation	Chris Meikle	<a href="mailto:chris.meikle@ymail.com">chris.meikle@ymail.com</a>
Directory	Michelle Dunlap	<a href="mailto:mdunlap12@cfl.rr.com">mdunlap12@cfl.rr.com</a>
Directory Ads	Open	
ESE Liaison	Patsy Ng	<a href="mailto:ngp@ocps.net">ngp@ocps.net</a>
Homeroom Rep Co-Chair	Nanette Campbell	<a href="mailto:ncampbell2@cfl.rr.com">ncampbell2@cfl.rr.com</a>
Homeroom Rep Co-Chair	Susan Weems	<a href="mailto:sawdcw@gmail.com">sawdcw@gmail.com</a>
Kindergarten Liaison Co-Chair	Kim Richard	<a href="mailto:kkkkrichard@earthlink.net">kkkkrichard@earthlink.net</a>
Kindergarten Liaison Co-Chair	Josephine Medcalf	<a href="mailto:jmedcalf@att.net">jmedcalf@att.net</a>
Membership Co-Chair	Mindy Gerber	<a href="mailto:mgerber2@cfl.rr.com">mgerber2@cfl.rr.com</a>
Membership Co-Chair	Denise Groux	<a href="mailto:dgroux@aol.com">dgroux@aol.com</a>
MS Liaison	Mily Hernandez	<a href="mailto:tonymily@aol.com">tonymily@aol.com</a>
Newsletter*	Open	
Nominating Committee*	TBD	
Public Relations	Open	
SAC Liaison	Tina Newell	<a href="mailto:FiveNewells@aol.com">FiveNewells@aol.com</a>
Teacher Liaison	Mindy Bender	<a href="mailto:Lorminno@aol.com">Lorminno@aol.com</a>
Web Site*	Ann Biro	<a href="mailto:abiro@cfl.rr.com">abiro@cfl.rr.com</a>
Welcoming Co-Chair	Kim Richard	<a href="mailto:kkkkrichard@earthlink.net">kkkkrichard@earthlink.net</a>
Welcoming Co-Chair	Josephine Medcalf	<a href="mailto:jmedcalf@att.net">jmedcalf@att.net</a>

### Programs

3rd VP - Programs	Mindy Bender	<a href="mailto:Lorminno@aol.com">Lorminno@aol.com</a>
5-Star Book	Nicole Kalicak	<a href="mailto:nkalicak@earthlink.net">nkalicak@earthlink.net</a>
ADDitions Co-Chair	Open	
ADDitions Co-Chair	Open	
Awards	Katrina Ruiz	<a href="mailto:kruiz@cfl.rr.com">kruiz@cfl.rr.com</a>
Beautification*	Carole Adams	<a href="mailto:araven923@yahoo.com">araven923@yahoo.com</a>
Book Fair Co-Chair	Nanette Campbell	<a href="mailto:ncampbell2@cfl.rr.com">ncampbell2@cfl.rr.com</a>
Book Fair Co-Chair	Mily Hernandez	<a href="mailto:tonymily@aol.com">tonymily@aol.com</a>

Dad's Committee*	Chris Meikle	<a href="mailto:chris.meikle@ymail.com">chris.meikle@ymail.com</a>
8th Grade Celebration*	Sharon Anderson	<a href="mailto:rickaorl@aol.com">rickaorl@aol.com</a>
5th Grade Celebration*	Louise Given	<a href="mailto:weez0627@earthlink.net">weez0627@earthlink.net</a>
Hospitality*	Open	
Programs	Open	
Reflections	Susan & Jason Wald	<a href="mailto:swald@cfl.rr.com">swald@cfl.rr.com</a>
Teacher Appreciation Luncheon Aug*	Rene Weising	<a href="mailto:weisin_r@bellsouth.com">weisin_r@bellsouth.com</a>
Teacher Appreciation Luncheon Jan*	Rene Weising	<a href="mailto:weisin_r@bellsouth.com">weisin_r@bellsouth.com</a>
Family Event*	Chris Meikle	<a href="mailto:chris.meikle@ymail.com">chris.meikle@ymail.com</a>
Family Event*	Christina Carey	<a href="mailto:akameyer@cfl.rr.com">akameyer@cfl.rr.com</a>

*\* indicates that people are needed to help the committee chair*

### **School Advisory Council (SAC)**

The SAC is an advisory board for the principal. It consists of representatives elected from parent, teacher, and community groups. Each member must commit to attend a minimum of 8 out of the 10 scheduled evening meetings (usually the 2<sup>nd</sup> Tuesday of each month). Everyone is welcome to attend. If you have a concern or question, this is the place to address it. Each year the SAC develops goals and activities to meet the needs and concerns of our school community, and the result is our annual School Improvement Plan. The SAC functions as a resource to the principal, as members work as a team to accomplish school improvement goals and allocate the school's grade "A" school funds. The school improvement plan is available at [www.windy.ocps.net](http://www.windy.ocps.net) under the Parents menu. If interested in being on this committee this year, please contact Mary Beth Smoot at [marybeth.smoot@ocps.net](mailto:marybeth.smoot@ocps.net).

### **Partners In Education**

Partnerships match community resources to identified needs of the school district or individual schools. Schools in turn provide resources to meet identified needs of a particular partner such as a business or community group. Partners often contribute more than money to the program. They donate time and expertise, send tutors and mentors to volunteer in the classroom, speak to classes about their business or organization, and invite students on field trips. For more information on this program or to find out how to become a Partner, contact Louise Given at [weez0627@earthlink.net](mailto:weez0627@earthlink.net) or 321.460.4637.

### **Additional Volunteer Opportunities**

**Media Center Assistant:** This may include working at the circulation desk, cataloguing and shelving books, using a computer, mending books, and/or operating audiovisual equipment. Contact Media at 407-296-5100 ext. 2266.

### **Teach In (Career Day)**

Teach In brings business and civic leaders into the classrooms in a fun and engaging way to talk with students about academics, careers and the future. You can read a book, talk about your career, your travels, your hobby, your culture, your life experiences, etc.

### **Mentor Program**

The Mentor program is designed to recruit volunteers who are interested in working one-on-one with a student who is in need of additional support in his/her academic and/or personal life. Contact Guidance Counselor Ms. Van Sickle at [kerri.vansickle@ocps.net](mailto:kerri.vansickle@ocps.net).

## Volunteer Opportunities Throughout the Year

Event	Dates	Contact Person
<b>One Time Commitments:</b>		
Fall Book Fair	9/11 – 9/23	Nanette Campbell <a href="mailto:ncampbell2@cfl.rr.com">ncampbell2@cfl.rr.com</a> , 407-299-7723
Fall Fundraiser		Susan Weems <a href="mailto:dcwsaw@bellsouth.net">dcwsaw@bellsouth.net</a> , 407-295-7989
School pictures	9/24-9/25, 4/8-4/9	Maggie Stewart, <a href="mailto:stewarm@ocps.net">stewarm@ocps.net</a>
Open House		NA
Homeroom Rep Meeting		Nanette Campbell <a href="mailto:ncampbell2@cfl.rr.com">ncampbell2@cfl.rr.com</a> , 407-299-7723 Susan Weems <a href="mailto:sawdcw@gmail.com">sawdcw@gmail.com</a> , 407-295-7989
Vision Screenings		Tina Lupo <a href="mailto:christina.lupo@ocps.net">christina.lupo@ocps.net</a> , 407-296-5100 ext. 2233
Donuts for Dads		Chris Meikle, <a href="mailto:chris.meikle@ymail.com">chris.meikle@ymail.com</a> , 407-701-1054
Fall Movie Night(s)	10/19	Mindy Bender, <a href="mailto:lorminno@aol.com">lorminno@aol.com</a> , 407-522-2689
Hearing Screenings		Tina Lupo <a href="mailto:christina.lupo@ocps.net">christina.lupo@ocps.net</a> , 407-296-5100 ext. 2233
Scoliosis Screenings		Tina Lupo <a href="mailto:christina.lupo@ocps.net">christina.lupo@ocps.net</a> , 407-296-5100 ext. 2233
Literacy parade	10/29	Homeroom Reps or teacher
Teach In	11/18	Tina Lupo <a href="mailto:christina.lupo@ocps.net">christina.lupo@ocps.net</a> , 407-296-5100 ext. 2233
Spring Fling & Silent Auction	April	Sally Sawyer <a href="mailto:sassysally@cfl.rr.com">sassysally@cfl.rr.com</a> , 407-578-9334
Spring Book Fair	4/8-4/15	Nanette Campbell <a href="mailto:ncampbell2@cfl.rr.com">ncampbell2@cfl.rr.com</a> , 407-299-7723
Teacher Appreciation Week	5/3-5/7	Homeroom Representatives
Field Day	3/23-3/25	PE Teachers
<b>Ongoing</b>		
Student Awards Celebrations	Quarterly	Katrina Ruiz <a href="mailto:kruiz@cfl.rr.com">kruiz@cfl.rr.com</a> , 407-253-9752
Classroom celebrations	Holiday and End-of-Year	Homeroom Representatives or teachers

## V. OCPS Volunteer Guidelines

### OCPS Volunteer Guidelines

- Volunteers must MAINTAIN STRICT CONFIDENTIALITY concerning information they see and hear concerning students and staff, including students' grades, records, and abilities.
- Volunteers DO NOT discipline students. Please report discipline problems to the teacher.
- Volunteers must always be supervised when working with students. They may not supervise a classroom or give permission for a student to leave a classroom. These are the teachers' responsibilities.
- Volunteers may not give any medication to students.
- Volunteers do not diagnose student weaknesses and strengths, prescribe activities for students, or evaluate student progress.
- Volunteers' discussions with teachers should not interrupt class time.
- Volunteers are not to bring preschool children into the classroom during instruction time.
- Volunteers' comments should not be written on student papers that are to be sent home.
- Volunteers should not laugh at or belittle student answers or efforts.
- Volunteers should contact ONLY school staff members with any concerns regarding students.
- Volunteers are assigned only to staff members who request their services.
- Volunteers should set a good example for students by their manner, appearance, and behavior, and should be well groomed and appropriately dressed.
- Comparing and criticizing teachers and students are not acceptable volunteer behaviors.
- Volunteers should be in good physical and mental health.
- Volunteers may not hold informal parent/teacher conferences or leisure conversations with staff members or other volunteers during volunteer time.
- Volunteers may not conduct personal business at school.
- Volunteers should never touch students in any way that is aggressive, disciplinary or sexual in nature.

## **ADDitions School Volunteer Code of Ethics**

- ADDitions School Volunteers are to observe all rules that students are asked to obey. ADDitions School Volunteers are expected to conduct themselves as professionals. ADDitions School Volunteers should refrain from using first names in the presence of students. Mutual respect for students and fellow workers shall be shown.

### **6B-1.06 Principles of Professional Conduct of the Education Profession in Florida.**

*The following disciplinary rule shall constitute the Principles of Professional Conduct for the Education Profession in Florida. Violation of any of these principles shall subject the individual to revocation or suspension of the individual volunteering status or the other penalties as provided by the law.*

#### **1. Obligation to the student requires that the individual:**

- Shall make reasonable effort to protect the student from conditions harmful to learning and/or to the student's mental and/or physical health and/or safety.
- Shall not unreasonably restrain a student from independent action in pursuit of learning.
- Shall not unreasonably deny a student access to diverse points of view.
- Shall not intentionally suppress or distort subject matter relevant to a student's academic program.
- Shall not intentionally expose a student to unnecessary embarrassment or disparagement.
- Shall not intentionally violate or deny a student's legal rights.
- Shall not harass or discriminate against any student on the basis of race, color, religion, sex, age, national or ethnic origin, political beliefs, marital status, handicapping condition, sexual orientation, or social and family background and shall make reasonable effort to assure that each student is protected from harassment or discrimination.
- Shall not exploit a professional relationship with a student for personal gain or advantage.
- Shall keep in confidence personally identifiable information obtained in the course of professional service, unless disclosure serves professional purposes or is required by the law.

#### **2. Obligation to the public requires that the individual:**

- Shall take reasonable precautions to distinguish between personal views and those of any educational institution or organization with which the individual is affiliated.
- Shall not intentionally distort or misrepresent facts concerning an educational matter in direct or indirect public expression.
- Shall not use institutional privileges for personal gain or advantage.
- Shall accept no gratuity, gift, or favor that might influence professional judgment.
- Shall offer no gratuity, gift, or favor to obtain special advantages.

#### **3. Obligation to the profession of education requires that the volunteer:**

- Shall maintain honesty in all professional dealings.
- Shall not on the basis of race, color, religion, sex, age, national or ethnic origin, political beliefs, marital status, handicapping condition if otherwise qualified, or social and family background deny to a colleague professional benefits or advantages or participation in any professional organization.
- Shall not interfere with an individual's exercise of political or civil rights and responsibilities.
- Shall not engage in harassment or discriminatory conduct which unreasonably interferes with an individual's performance of professional or work responsibilities or with the orderly processes of education or which creates a hostile, intimidating, abusive, offensive, or oppressive environment; and, further, shall make reasonable effort to assure that each individual is protected from such harassment or discrimination.
- Shall not make malicious or intentionally false statements about a student or teacher.
- Shall not use coercive means or promise special treatment to influence professional judgments of students or teachers.
- Shall not misrepresent one's own personal qualifications.
- Shall not submit fraudulent information on any document in connection with professional activities.

#### **4. Self-report Offenses (adopted from OCPS Management Directive A-10)**

Volunteers are required to self-report within 48 hours to OCPS' Community Resources office any arrested/charges involving the abuse of a child or the sale and/or possession of a controlled substance. Such notice shall not be considered an admission of guilt nor shall such notice be admissible for any purpose in any proceeding, civil or criminal, administrative or judicial investigatory or adjudicatory. In addition, shall self-report any conviction, finding of guilt, withholding of adjudication, commitment to a pretrial diversion program, or entering of a plea of guilty or Nolo Contendere for any criminal offense other than a minor traffic violation within 48 hours after the final judgment. When handling sealed and expunged records disclosed under this rule, school districts shall comply with the confidentiality provisions of Sections 943.0585(4)(c) and 943.059(4)(c).

## Chaperone Guidelines for Windy Ridge K-8 School

We are so very pleased and grateful to you for giving of your time to join us on this valuable learning experience. However, we do need to make you aware of specific responsibilities that are involved while watching children on our field trip.

\*All chaperones must have district approval with an ADDitions and Chaperone application.

\*All children on the trip must be supervised at all times.

**\*\*\*\*\*SAFETY of EACH child is the number one priority.**

\*Chaperones need to keep their eyes and ears on the children.

\*Cell phone use needs to be limited to **emergency situations only**. If a situation arises where you must be on the phone, alert the teacher so he/she can take over the supervision of the children while you are occupied on the phone.

\*Smoking and drinking of alcoholic beverages are not allowed on any school field trip.

\*OCPS dress codes must be followed.

\*If you need to use the restroom, let the teacher take over your student group while you are indisposed.

\*At least **TWO** chaperones will be assigned to every group of children. It is for your safety as well as the children's that you **remain together** while working to monitor the students.

\***NEVER let any child leave your line of sight or leave with anyone.**

\***If you cannot account for a child, notify the teacher immediately.**

\***Any child that fails to follow your instructions for safety should be brought to the teacher immediately.**

\* Classes continue learning when we return to school after the trip. Parents **may not** sign children out early on field trip days. Early check-out is disruptive as it interferes with the follow-up lessons.

\*Parents are not allowed to bring any other children on the field trip.

These rules are to be strictly followed. If you are not able to fulfill these responsibilities, please let your child's teacher know immediately that you are not going to be able to chaperone. *Chaperones who go on trips and do not abide by the rules will never be able to chaperone any more trips at Windy Ridge School.*

**THANK YOU!!!!!!**

Signed \_\_\_\_\_

Date: \_\_\_\_\_

**Please park in the gravel parking lot across from school when you are chaperoning.**