

GRAD NIGHT HANDBOOK

WASHINGTON COUNTY SCHOOL DISTRICT
RISK MANAGEMENT

WCSD GRAD NIGHT & GRADUATION TRIP HANDBOOK



WASHINGTON COUNTY
SCHOOL DISTRICT

<http://www.washk12.org/risk-management>

GRAD NIGHT HANDBOOK

WASHINGTON COUNTY SCHOOL DISTRICT
RISK MANAGEMENT

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INTRODUCTION

WASHINGTON COUNTY SCHOOL DISTRICT RISK MANAGEMENT

In 2014, the Washington County School District formally embraced Grad Night and graduation trips as official school-sponsored activities. By so doing, many matters that had previously been sources of confusion have been clarified.

This handbook is designed to act as a resource to provide guidance regarding the following aspects of Grad Nights/graduation trips:

- School district policies
- Proper money collecting/depositing procedure
- Purchasing procedure
- Activity selection and execution
- 3rd party insurance requirements
- Volunteer rights and responsibilities
- Student/parent acknowledgements.

Grad Night/graduation trip coordinators are strongly encouraged to closely coordinate the details of all proposed activities with their school administrators. If there are questions regarding purchasing procedure, Grad Night/graduation trip committees are encouraged to contact the district business department at 435.673.3553 x 5107. All questions regarding risk or liability should be directed to the risk management specialist at 435.673.3553 x 5110.



WASHINGTON COUNTY
SCHOOL DISTRICT

POLICIES

WASHINGTON COUNTY SCHOOL DISTRICT RISK MANAGEMENT

The Washington County School District has adopted policies that specifically address Grad Night, graduation trips, overnight activities, and student activities. School district policies are absolute and non-negotiable rules that specifically address issues that may arise in the course of planning and executing Grad Nights and graduation trips.

While there is a list of non-approved activities addressed in policy 3630 on page 9 of this handbook, please advise that the absence of an activity from the list is not an indicator that it is therefore approved. **ALL** activities should be discussed with school administrators prior to approval. As indicated in the policy, "...all activities that present inherent risks to staff or students must be reviewed on a case by case basis by district Risk Management personnel." If school administrators have questions, the district Risk Management Specialist may be contacted for further clarification.

If a Grad Night/graduation trip committee determines that they would like to include an outside vendor(s) as part of their activity, it is a requirement that they obtain insurance indemnification from the vendor prior to allowing their organization to participate in the activity. By so doing, the Grad Night/graduation trip committees mitigate some of the risk that would otherwise be borne entirely by the school district.

Also, while Grad Night and graduation trips are addressed in school policy, it is the school administration's right to determine whether or not their school will host such an event.



WASHINGTON COUNTY
SCHOOL DISTRICT

POLICY 3630 STUDENT ACTIVITIES

WASHINGTON COUNTY SCHOOL DISTRICT RISK MANAGEMENT

1. Purpose:

1.1. The Board of Education encourages students to participate in a variety of athletic and extra-curricular activities, and recognizes the many benefits to students who engage in such activities. Participation in athletics and other extracurricular activities is a privilege. There is no constitutional right to participate in such activities, nor are there any life, liberty, or property interests associated therewith.

In order to participate in activities sponsored by the Utah High School Activities Association (UHSAA), a student must meet eligibility requirements with regards to attendance, behavior, residency, scholastic performance, and other applicable criteria. Washington County School District accepts and the constitution, bylaws, regulations, guidelines, and standards established by UHSAA in relation to eligibility for participation. School principals, athletic directors, coaches/advisors, parents, teachers, and all other employees of the schools share in the responsibility of insuring that students meet the expected standards for participation.

Each school, with approval of the principal, may also establish eligibility requirements for participation in activities not sponsored by UHSAA. The cheerleading and student council programs at each school are governed by each school's student constitution and bylaws and not by UHSAA. Eligibility expectations for those programs must be clearly outlined for students and their parents/legal guardians in a disclosure document.

When student athletes in secondary schools transfer schools, athletic eligibility standards established by UHSAA must be satisfied. Violation of these standards may bring about severe sanctions for a student, a coach, a team/program, and/or the school. The Board of Education desires that transferring student athletes meet all UHSAA transfer and eligibility requirements.

1.2. To establish guidelines for student sports/activity program(s).

2. Policy:

2.1. All schools with grades above the sixth are encouraged to develop, promote and execute a reasonable intramural program.

2.2. Washington County School District sponsors only grades 9-12 sports/activities. Students below the 9th grade are not allowed to participate under any circumstance in UHSAA sponsored activities.

2.3. The District may sponsor the following sports at the ninth grade level: football, volleyball, boys and girls basketball, baseball and softball. Freshman, however, may compete on high school teams at the discretion of the head coach of each sport.

2.4. All students who participate in District sponsored sports/activities are required to have accident insurance. The District does not carry nor provide accident insurance on students. Each high school principal or designee is required to verify that all athletes are covered by accident insurance prior to participation.

2.5. The principal or designee must verify that all coaches, regardless if they are paid or volunteer, complete: (1) Fingerprint and background check; (2) hands-on CPR and First-Aid training; (3) the NFHS Concussion Management Course; (4) Review and sign the WCSD Coaches Code of Conduct prior to any coaching.

POLICY 3630 STUDENT ACTIVITIES

WASHINGTON COUNTY SCHOOL DISTRICT RISK MANAGEMENT

2.6. The principal or designee must verify that all paid coaches/advisors complete the NFHS "Fundamentals of Coaching" course. (see nfhslearn.com)

3. Procedure:

3.1. Eligibility Requirements: In order for students to be eligible to participate in extra-curricular activities, in the Washington County School District, students must meet the minimum eligibility requirements established by the Utah High School Activities Association.

3.1.1. A. To be eligible to participate in UHSAA sanctioned activities, a student:

3.1.1.1. Must be a full-time student in the school he or she intends to represent, or otherwise comply with all Utah State Board of Education dual enrollment requirements;

3.1.1.2. Cannot fail more than one subject in the preceding grading period (for purposes of this rule, a failure in a multi-period subject shall be counted as the number of failures equal to the number of periods in the class); and,

3.1.1.3. Must have obtained a minimum grade point average (GPA) of 2.0 based on a 4.0 scale or its equivalent, in the preceding grading period.

3.1.1.3.1. A student who has failed to meet the minimum requirements set forth shall be ineligible for participation in UHSAA activities throughout the next grading period, provided however, that deficiencies in the final grading period of the school year may be made up prior to the first term of the succeeding year by any method acceptable to the school district or the member private school. Deficiencies must be made up in the same subject area.

3.1.1.3.2. The scholastic regulations apply to students who are entering high school for the first time. They also apply to any ninth grade student at a junior high or middle school who has established eligibility at a member high school as provided in these by-laws.

3.1.1.3.3. Eligibility under this rule is determined when grades are posted. Grades are "posted" when the school registrar enters all grades electronically and are available to students, parents and teachers. In no case may the posting date be more than five (5) school days following the last day of the grading period. Grade changes after the posting date cannot restore lost eligibility, except for a documented clerical error.

3.1.1.3.4. These scholastic regulations are the minimum required for participation in Association activities. Nothing in this rule shall prevent local boards of education or governing boards of charter or private schools from establishing standards, related with grades, that exceed those of the UHSAA.

3.1.1.4. Prior to participating in any UHSAA sponsored activities, each student and parent must complete the UHSAA tryout checklist form. The completed form must be signed and submitted to the coach or athletic director. The form will be provided to the student and parent by the school.

POLICY 3630 STUDENT ACTIVITIES

WASHINGTON COUNTY SCHOOL DISTRICT RISK MANAGEMENT

3.1.1.5. All students are required to have an annual physical prior to participating in all UHSAA sponsored athletic activities.

3.2. Scholastic Performance - Non-Athletic Activities

3.2.1. Individual schools, with approval of the school principal, may establish the GPA requirement to be met for cheerleading, student council, clubs, and other events and activities not sponsored by UHSAA. Any other exceptions to this policy for those activities must be approved by the school principal and must be clearly identified in the team, club, or group disclosure statement.

3.2.2. Non-Athletic Travel - See policy 7020

3.3. If a student is truant the week of an activity, he/she will not be eligible to compete in extra-curricular activities that week.

3.4. No student shall be permitted to participate in extra-curricular activities without the written consent of the student's parent or guardian.

3.5. Non-Approved Activities

3.5.1. All activities that present inherent risks to staff or students must be reviewed on a case-by-case basis by district risk management personnel.

3.5.2. Due to the liabilities and risks involved, there are certain activities that are prohibited. The following list is not comprehensive and may be added to under the discretion of district administration or risk management personnel:

- Aircraft and balloon events
- Rap or heavy metal concerts
- Body piercing
- Bungee jumping
- Carnivals sponsored by commercial entities
- Hang gliding
- Kayaking
- Mechanical bulls
- Motorcycle riding
- Mountain or rock climbing
- Parachuting
- Parasailing
- Racing using a land vehicle, aircraft or watercraft
- Scuba diving
- Skateboarding
- Skydiving
- Stage diving
- Tattooing

3.5.3. The following activities may be approved if the organization providing the service supplies the Risk Management Specialist with proper insurance documentation indemnifying the School District prior to the activity:

- Inflatable bounce houses
- Utah National Guard climbing walls

POLICY 3630 STUDENT ACTIVITIES

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3.5.4. Additions to both the non-approved activities list (3.5.2) and the approval with insurance indemnification list (3.5.3) will be updated by administrative letter.

POLICY 3635 STUDENT OVERNIGHT ACTIVITIES —

WASHINGTON COUNTY SCHOOL DISTRICT RISK MANAGEMENT

1. Purpose:

The purpose of this policy is to regulate student involvement in overnight student activities.

2. Policy:

2.1. Approved student activities are NOT to last overnight unless they are associated with travel which requires an overnight stay.

2.1.1. Activities which require an overnight stay are subject to appropriate supervision by chaperones.

2.1.2. Slumber parties (sleepovers) or any other overnight activity not associate with required travel are strictly forbidden.

3. Procedure:

3.1. Approved Activities

3.1.1. Approved activities must be approved by the principal or the principal's designee. They are limited to activities sponsored by the school such as school sponsored clubs, classes, teams, special events such as Grad Night or school-sponsored graduation trips, and other student groups with an approved faculty advisor.

3.1.2. Student groups involved in extra curricular or co-curricular activities such as band, choir, drama, drama, forensics, athletics, cheer, clubs, science fairs, history fairs, etc. are approved for overnight travel when necessary.

3.1.3. Prior to any overnight travel, a travel request must be submitted and approved in accordance with the district travel policy.

3.2. Appropriate Supervision

3.2.1. Appropriate supervision for overnight travel is to be provided by chaperones.

3.2.1.1. A chaperone is an adult (over the age of 21) who accompanies and supervises a group of young people in an organized event.

3.2.1.2. A chaperone remains with the assigned group, monitors behavior and must be available at all times day and night.

3.2.1.3. A chaperone must report inappropriate activities or behaviors to the trip sponsor (supervisor).

3.2.2. Overnight travel will be allowed only in grades 8 through 12. The supervision ratio for such approved travel will be as follows:

POLICY 3635 STUDENT OVERNIGHT ACTIVITIES —

WASHINGTON COUNTY SCHOOL DISTRICT RISK MANAGEMENT

3.2.2.1. Two chaperones per bus in transit.

3.2.2.2 One chaperone for every 20 students on site.

3.3. Non-approved activities

3.3.1. Parties that extend into the early morning hours are strictly forbidden by this policy regardless of the availability of faculty supervision. At no time will parties that last through the night be approved by school administration. In the interest of creating a controlled environment for graduation celebrations, special consideration will be given to school-sponsored Grad Nights.

3.3.2. At no time will school administration sanction, provide supervision for, or make school property available for any overnight activity. (ie. "Senior Sunrise" or all night yearbook-signing parties)

3.3.3. School administration may allow the use of school property and facilities for Grad Night and other non-school sponsored overnight activities. Individuals who volunteer at these activities must be officially registered volunteers with the School District as outlined in policy 1105.

POLICY 7020 IN-STATE FIELD AND ACTIVITY TRIPS-

WASHINGTON COUNTY SCHOOL DISTRICT RISK MANAGEMENT

1. Purpose:

The trip needs to be curriculum related and educationally sound with a focus to improve student achievement. Students who participate in activities are more likely to succeed academically.

2. Policy:

Trips should be taken in as close as possible proximity to the school. All overnight trips must be approved by appropriate administration. Students are expected to follow the same rules on the school bus as they follow in school.

3. Procedure:

3.1. Definitions:

3.1.1. RESERVED: Definition deleted under midterm negotiated agreement dated 3/9/99.

3.1.2. RESERVED: Definition deleted under midterm negotiated agreement dated 3/9/99.

3.1.3. Responsibilities of the bus driver: The driver should not be in a position to supervise students. The advisor has the responsibility of supervising students. Drivers must be aware of safety issues with students. If students are not in compliance with safety guidelines, the driver should make the advisor aware of it so that the problem can be solved. The driver should not be making personal trips that add to the mileage expense while working. The driver is the only person authorized to open the under-storage bins and emergency exits except in the event of an actual emergency.

3.1.4. Responsibility of the advisor: A school advisor is present while students are on the bus and is responsible for the welfare of the students while traveling. He/she has the responsibility of making sure the students follow safety guidelines. It is the advisor's responsibility, not the bus driver's, to correct students that are out of line. Advisors should not be asking drivers to supervise students. The advisor should not ask the driver to go beyond travel indicated on the travel request. The advisor should ensure that trash and extra items are removed from the bus at the end of each trip.

3.2. It is the school's responsibility to submit travel requests as described in School Procedures for Travel Requests (found on the home page).

3.3. Any request requiring District administrator approval for funding needs to be in 15 days prior to the trip. All other requests need to be in 10 days before the trip.

3.4. Field trips should not be scheduled during the first two weeks of school. Additionally, with the exception of senior activity trips, secondary field trips should not be scheduled during the last two weeks of school. (Neg. 5-15-00)

3.5. Written permission should be received from parents allowing students to participate in field trips.

3.6. Trips should have a proper ratio of adults for supervision and group control. See policy 3635 3.2.2.

POLICY 7020 IN-STATE FIELD AND ACTIVITY TRIPS-

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- 3.7. Senior Trips. High schools will be permitted one day a year to schedule a senior activity day.
- 3.8. Should the Board or designee deem it necessary to cancel a trip due to unanticipated risk factors after the trip has been booked, it will not be responsible for any financial loss.
- 3.9. Elementary (K-7) field trips shall be limited to 150 miles one way. No overnight trips are permitted. Exceptions must be approved by the Superintendent or designee.
- 3.10. The coordinator of District-scheduled events that require multiple school buses shall submit dates of organized events to the Transportation Department prior to each school year. This will create a blackout day on the transportation calendar.
- 3.11. Coordinating Bus Rides. When requests are received from schools to attend various functions, coordination of buses will be done on the District level where two or more schools could be asked to travel in the same bus to the same function.
- 3.12. Junior varsity, sophomore, and freshman teams traveling independent of the varsity will be restricted to region boundaries or 150-mile limit.
- 3.13. For traveling purposes, the following locations will be considered region schools: Beaver, Canyon View, Cedar City, Dixie, Enterprise, Hurricane, Kanab, Lincoln County, Moapa Valley, Parowan, Pine View, Snow Canyon, Valley, Delta, and Virgin Valley.
- 3.14. Participation within region boundaries established by the UHSAA is permissible.
- 3.15. Travel to clinics, camps, workshops, etc. will not be subsidized by District funds.

POLICY 7040 OUT OF STATE TRAVEL

WASHINGTON COUNTY SCHOOL DISTRICT RISK MANAGEMENT

1. Purpose

The purpose of the trip needs to be curriculum related, educationally sound, and improve student achievement. No reward trips will be allowed.

2. Policy

Travel requests for field trips and activity trips must certify that students will be involved in verified and documented educational experiences based on objectives that cannot be met within the State of Utah. (A detailed itinerary must be approved by the District Administrator and followed by the advisor.)

3. Procedure

Out-of-State trips must follow the same procedures as in-State activities. Out-of-State trips expose the District to potentially higher levels of liability than trips accomplished entirely within the state.

3.1. Travel requests such as the following will not be approved and should not be submitted to the School Board:

3.1.1. Travel outside of contiguous 48 states may not be sponsored by a school or District.

3.1.2. State, national and international activities promoted by commercial enterprises for profit.

3.2. Advisors must not make plans, introduce idea to students, or make financial commitments prior to receiving Board approval.

3.3. Special consideration will be given to out-of-state requests where a student or students have won the privilege of attending a national competition due to state qualifications or if the Assistant Superintendent deems it appropriate. Examples of acceptable national competitions would be VICA, FFA, FCCLA, DECA, HOSA, FBLA, Academic Decathlon, International Science Fair, and National History Fair. Principals should carefully consider other "so called" national competitions that may be sponsored for commercial gain.

3.4. Special consideration will be given to district-sponsored graduation trips.

PURCHASING PROCEDURES

WASHINGTON COUNTY SCHOOL DISTRICT
RISK MANAGEMENT

Proper documentation plays an essential role in protecting the District's funds. Documentation is complete only if it provides information that allows someone who is unfamiliar with the operations and activities of the grad night committee to verify the following:

- Receiving Funds - From whom did we receive money? How much was received? When were the funds received? For what intended purpose were the funds donated/paid? Were the funds properly safeguarded?
- Disbursing Funds - What items/services were purchased? From whom were they purchased? When were they purchased? How much was paid and was that amount reasonable? Was the purchase an appropriate use of district funds? Did the purchase have prior administrative approval?



WASHINGTON COUNTY
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CASH COLLECTION PROCEDURES

WASHINGTON COUNTY SCHOOL DISTRICT RISK MANAGEMENT

GENERAL RULE: The school's main office is the place where all funds are received. Donations may also be received by the WCSD Foundation at the District Office. No funds should be collected in the classroom. Funds collected at schools should be received by the finance secretaries, not by teachers, coaches, or other employees or volunteers.

Exception to the general rule - When funds are collected somewhere other than the school's main office, or in conjunction with after-hours activities/functions:

1. The receipting of funds will be conducted or overseen by a responsible adult (students will not have un-supervised access to funds).
2. Whoever is overseeing the collection of funds will check out a pre-numbered, dual-copy receipt book from the school finance office. Receipts will be issued for all collections. The receipt book will be returned to the finance office along with the funds collected at the conclusion of the fundraising event
3. Receipts are not necessary for gate receipts collected for admittance to an event, and for sales of low-cost items such as concessions, but there should be at least two people collecting the money.
4. All checks will be made payable to the High School, Washington County School District, or the WCSD Foundation. Checks should not be made payable to individuals, volunteers, employees or the grad night committee.
5. Funds will be kept in a secure location until they can be despoited. Two or more responsible adults will count the funds and prepare the deposits together. Nobody should ever be left alone with money collections.
6. Funds may not be taken home by employees or volunteers, or be left in employee's offices. Prior arrangements will be made to ensure either (a) the funds are deposited immediately following the event by the same people who counted the money and prepared the deposit, or (b) the finance office has custody of the funds immediately following the event, allowing school finance secretaries to take care of the deposit in a manner which is timely and consistent with District policies and procedures.
7. Steps will be taken to ensure funds are deposited within one day of the event whenever possible, but always within 3 days of receipt.

CASH DISBURSEMENT PROCEDURES

WASHINGTON COUNTY SCHOOL DISTRICT RISK MANAGEMENT

1. Schools are not allowed to use pre-signed checks (where the \$ amount is left blank).
2. Employees and volunteers should not receive advances. If they use their own money for allowable costs, they should have prior administrative approval, and they can be reimbursed after the fact.
3. Every purchase will have complete and appropriate supporting documentation showing who was paid, how much was paid, what was purchased, why, when the transaction took place, and which administrator approved the purchase. In many instances, a receipt alone may not include all of the above information, and a written explanation may be necessary. All purchases made by grad night committees are public record, and as such, may be subject to a high level of public scrutiny. Grad night committees and school finance secretaries must be vigilant in providing written explanations and justifications. Certain types of expenses may require the use of standard district documentation forms (e.g. reimbursements for mileage, or purchases of meals).
4. Grad night committees are not allowed to have their own separate bank account. All transactions should be run through the school's checking account.
5. All applicable purchases will comply with the District's bidding requirements as outlined in District Policy #6000 and Administrative Letter #42.
6. Grad night activities sometimes include gifts, door prizes and/or drawings for graduating seniors. Additional documentation is required for:
 - All monetary prizes (including cash, tickets, coupons and gift cards). The documentation for these gifts/prizes must include the signatures of at least two supervising adults, and the graduating senior who is receiving the gift/prize.
 - Non-monetary prizes (single-item or prize packages) valued at more than \$10 which are not given uniformly to all attendees. The documentation for these gifts/prizes must include the signatures of at least two supervising adults, and the graduating senior who is receiving the gift/prize.
 - Non-monetary prizes given to all attendees which are valued at more than \$10. This applies in aggregate to single-item prizes and prize packages/bundles. The documentation for these gifts/prizes must include the signatures of at least two supervising adults, but the graduating senior who is receiving the gift/prize does not need to sign.

For the gifts and prizes outlined above,

- A. The cash and prizes must be kept in a secure location and distributed by two or more adults.
- B. The documentation needs to include (1) a description of the gift/prize, (2) the approximate dollar value of the gift/prize, (3) the method used to determine who received the gift/prize, and (4) signatures of the supervising adults (and students, when necessary).
- C. These records will be remitted to the school finance office following the grad night activities.
- D. Undistributed prizes must be returned to the school.

DOCUMENTATION FORM EXAMPLE

WASHINGTON COUNTY SCHOOL DISTRICT RISK MANAGEMENT

DOCUMENTATION FORM EXAMPLE

Adult Supervisor 1 Signature	Adult Supervisor 2 Signature	Student Name (Print)	Student Signature	Description	Value	Method
				Stuffed Unicorn	\$17.00	Ring toss booth winnings
				Gift Certificate - Chilis	\$20.00	Midnight drawing
				MP3 Player	\$35.00	Midnight drawing
				Westates Movie Passes	\$15.00	Midnight drawing
				Westates Movie Passes	\$15.00	3 a.m. drawing
		N/A	N/A	Gift baskets given to all attendees (includes candy, sunglasses, t-shirt, necklace, hat and movie tickets). Each gift basket has an estimated value of \$28, and baskets were distributed to 286 attendees	\$8,008.00	Door prizes

VOLUNTEERS

WASHINGTON COUNTY SCHOOL DISTRICT RISK MANAGEMENT

Some of the most positive changes that have come as a result of formally recognizing Grad Night/graduation trips as official school-sponsored activities are the protections afforded the individuals who volunteer at these events. Official district volunteers are given the same Worker's Compensation and liability protections as school district employees. In order to become an official volunteer for the district, volunteers must do the following:

1. Read the volunteer job description on pages 22 and 23 of this handbook.
2. Fill out Form 544 Volunteer Orientation and Agreement on page 24.
3. Submit Form 544 to the front office of the school.

Filling out Form 544 is a required condition of volunteering within the Washington County School District. If an individual has volunteered at a particular school in previous years and has already filled out Form 544 with that school, it is not necessary for them to fill out the form again. Individuals who are volunteering at a given school for the first time will need to fill out the form regardless of whether they have volunteered at other schools in the past.

In addition to providing protection to the volunteers, filling out Form 544 also ensures that the district is documenting the individuals who are volunteering in its schools. **Volunteers who will have unsupervised access to students must perform a background check with the Washington County School District Office.** Background checks cost \$45.00 and, as stated in Policy 1101 2.3.3. 2.3.3. the school or organization of assignment will cover the cost for volunteers. Background checks may be scheduled by going to <https://wcsdfingerprints.youcanbook.me>. If a volunteer will not have unsupervised access to students, they do not need to perform a background check.



WASHINGTON COUNTY
SCHOOL DISTRICT

VOLUNTEER JOB DESCRIPTION

WASHINGTON COUNTY SCHOOL DISTRICT RISK MANAGEMENT

Washington County School District Job Description

Job Title:	Grad Night/Grad Trip Volunteer
Department:	Assigned School
Reports To:	School Administrator
FLSA Status:	Exempt
Salary Schedule:	N/A
Prepared By:	Risk Management Specialist
Prepared Date:	11.08.2014
Approved By:	Human Resources Director
Approved Date:	11.08.2014

SUMMARY Performs a variety of duties related to planning, executing, chaperoning, and cleaning up after Grad Night or school-sponsored graduation trips.

ESSENTIAL DUTIES AND RESPONSIBILITIES may include the following:

- Regular attendance and timeliness is an essential job function to perform the essential duties and responsibilities of the position
- Participates in discussions related to planning and organizing Grad Night/school-sponsored graduation trips
- Plans activities in accordance with school district policies and procedures.
- Thoughtfully selects activities that do not pose significant safety hazards to students or personnel
- Refrains from proposing or selecting prohibited activities referenced in WCSD policy 3630.3.5
- Obtains either verbal or written approval for all activities held during Grad Night/school-sponsored Grad Trips from either school administration or district risk-management personnel
- May collect and maintain insurance documentation of 3rd party vendors participating in the event.
- Assists in setting-up the event as assigned
- Chaperones the event as assigned
- Helps to maintain the safety of all students participating in the activity
- Assists in cleaning up the event as assigned.
- Other duties may be assigned.

QUALIFICATIONS To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Must demonstrate an acceptable level of maturity, good judgment, and emotional stability.

PHYSICAL DEMANDS The physical demands described here are representative of those that must be met by a volunteer to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

VOLUNTEER JOB DESCRIPTION

WASHINGTON COUNTY SCHOOL DISTRICT RISK MANAGEMENT

While performing the duties of this job, the volunteer is regularly required to stand; walk; use hands to handle, or feel; reach with hands and arms; talk or hear; and taste or smell. The volunteer frequently is required to sit. The volunteer is occasionally required to climb or balance and stoop, kneel, crouch, or crawl. The volunteer must regularly lift and/or move up to 10 pounds and frequently lift and/or move up to 25 pounds, and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, and color vision.

WORK ENVIRONMENT The work environment characteristics described here are representative of those a volunteer encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the volunteer may occasionally be exposed to outside weather conditions. The noise level in the work environment is usually moderate.

FORM 544

WASHINGTON COUNTY SCHOOL DISTRICT RISK MANAGEMENT

VOLUNTEER ORIENTATION and AGREEMENT

Classroom Volunteer Extra-Duty Coach Volunteer

Name of Volunteer: _____ Phone Number: _____

School of Assignment: _____ Volunteer Assignment: _____

NAMES TO REMEMBER:

TITLE	NAME	ROOM/PHONE #
Principal		
Secretary		
Media Coordinator/Specialist		

Make sure volunteer is aware of the following:

TOUR OF SCHOOL:

_____ Cafeteria _____ Workroom _____ Library _____ Others:
_____ Main Office _____ Parking Areas _____ Lounge/Rest Rooms

SCHOOL POLICIES:

_____ Dress Code _____ Use of Telephone _____ Parking
_____ Teacher's Lounge _____ Liability Coverage _____ Sign in/Identification
_____ Absence Procedures _____ Use of Custodial Services _____ Acceptable Internet Use
_____ Emergency Procedures _____ Student Records and Privacy _____ Other:

ADMINISTRATIVE APPROVAL

I have provided the above named volunteer with information regarding their assignment, safety, student privacy, security, school policies, and accessible areas in school.

This volunteer will:

- Have unsupervised access to students, and as such, the volunteer has been scheduled for a background check with the District Office. I will ensure that the background check is complete prior to allowing unsupervised access with any student.
- Not have unsupervised access to students.

This extra-duty volunteer will:

- Have unsupervised access to students, and as such, the volunteer has been scheduled for a background check with the District Office. I will ensure that the background check is complete prior to allowing unsupervised access with any student.
 - I will ensure the extra-duty volunteer is first aid/CPR certified within six months of signing this agreement.
 - The extra-duty volunteer does not need to be first aid/CPR certified and will be accompanied at all times with certified first aid/CPR personnel.

Administrator's Signature

Date

VOLUNTEER AGREEMENT

As a Washington County School District (WCSD) volunteer, I understand and agree that:

While performing volunteer services on the premises of Washington County School District, I will conform to all applicable laws, rules, and WCSD policies. In the course of volunteering for Washington County School District, I may be dealing with confidential information, and I agree to keep said information in the strictest confidence. I will follow the supervision and direction of the teacher or administrator to who I have been assigned to perform my volunteer services and activities. Failure to do so may result in the school discontinuing my services.

Volunteer's Signature

Date

Cc: Volunteer
School Volunteer Files

Revised 4/2010
(Previous versions obsolete)

STUDENTS

WASHINGTON COUNTY SCHOOL DISTRICT RISK MANAGEMENT

Due to the fact that minor children are not legally capable of waiving their rights, the following "Informed Consent Form" must be signed by both the student attending the Grad Night/graduation trip activity *and* by their parent/legal guardian.

By signing the enclosed "Informed Consent Form," students and parents/legal guardians acknowledge the following:

- A basic understanding of the inherent risks involved in Grad Night/graduation trip activities
- A basic understanding of the behavioral expectations and rules of conduct
- Consequences for disobeying the rules of conduct or activity volunteers
- Disclosure of any relevant heart, respiratory or other health issues
- Responsibility to either have health insurance or to cover the cost of medical bills for injuries sustained at Grad Night/graduation trip activities
- A release of liability for the state of Utah and the Washington County School District

Grad Night/graduation trip coordinators are strongly encouraged to ensure that all students who participate in these activities have signed the "Informed Consent Form." These forms should be collected by the Grad Night/graduation trip coordinators and kept on file for future reference. Questions regarding this form may be directed to the district Risk Management Specialist at 435.673.3553 x 5110.



WASHINGTON COUNTY
SCHOOL DISTRICT

INFORMED CONSENT FORM

WASHINGTON COUNTY SCHOOL DISTRICT RISK MANAGEMENT

This is an informed consent, waiver and release form that identifies the risks of participating in Grad Night/graduation trip activities. This form must be completed in order to participate in either Grad Night or school-sponsored graduation trips.

In the interest of keeping students safe when participating in Grad Night/graduation trip activities, this document must be signed by the participating student and by their parent/legal guardian if they are younger than 18. By signing this document, both the student and the parent/legal guardian acknowledge that they understand the inherent risks involved by participating in these activities.

I, _____ **PLEASE PRINT** _____ (hereafter "the student") acknowledge and understand that injury may result from participation in the Grad Night or graduation trip activity. The student also acknowledges that he/she has familiarized him/herself with the activity's itinerary, that he/she understands the rules of conduct, and he/she will obey the volunteers who are facilitating this event. The student further understands that poor behavior will not be tolerated and should the student engage in poor or disruptive behavior, appropriate action may be taken by the activity staff up to and including contacting the student's parents and/or removal from the activity.

The undersigned recognizes that participation in this activity may involve moderate to strenuous physical activity that could cause physical or emotional distress to participants, and that there may also be other associated health risks. By signing this document, the student hereby states that he/she is free from any known heart, respiratory or other health problem that could prevent him/her from safely participating in any of the activities.

The undersigned also certifies that he/she has medical insurance or otherwise agrees to be personally responsible for the costs of any emergency or other medical care that he/she may receive in the event of an emergency. The undersigned releases the State of Utah, the Washington County School District, their agencies, departments, officers, employees, agents, sponsors, officials, and staff or volunteers from the cost of any medical care that he/she may receive as a result of participation in Grad Night/graduation trip activities.

The undersigned further agrees to release the State of Utah, the Washington County School District, their agencies, departments, officers, employees, agents, sponsors, officials, and staff or volunteers from any and all liability, claims, demands, breach of warranty, negligence, actions, and causes of actions whatsoever for any loss, claim, damage, injury, illness, attorney's fees, or harm of any kind or nature to the student arising out of the student's participation in the Grad Night/graduation trip activities. This release extends to any claim made by parents, guardians or their assignee arising from or in any way connected with the aforementioned activities.

CONSENT

Consent is expressly given, in the event of injury, for any emergency aid, anesthesia and/or operation if in the opinion of the attending physician, such treatment is necessary.

The student or parent/legal guardian has carefully read and understands the contents of the foregoing language and specifically intends for it to cover the student's participation in the above stated Grad Night/graduation trip activity.

STUDENT NAME: _____ **PLEASE PRINT** _____ **DATE:** _____

STUDENT SIGNATURE: _____ **PLEASE SIGN** _____

PARENT/GUARDIAN SIGNATURE: _____ **PLEASE SIGN** _____

(if participant is under 18 years old)