

Woodlawn Beach Middle School

Home of the Wildcats

Designated a School of Excellence by the State of Florida

Victor G. Lowrimore
Principal

1500 Woodlawn Way • Gulf Breeze, FL 32563
Phone: 850.934.4010
Facsimile: 850.934.4015
wbm.school

Kimberly Rankin
Assistant Principal

WBMS Handbook: 2021-2022

Every
Woodlawn Wildcat
Is A
HERO

Help, Encourage & Respect Others, Ourselves, Our School

ATTENDANCE:

To report an absence, you should call (850) 934-4010 ext. 122 on the day of absence or send in a note with your student upon return. This information should be submitted by the parent or guardian of the student and **should include:** child's full legal name; date(s) of absence; reason for the absence; grade; and the full name of the parent or guardian. Pre-arranged absences must be made at least 2 days in advance, except in cases of emergencies (See Santa Rosa Code of Student Conduct for further information).

A student in Grades 6-8 is required to be in attendance 162 days per year in the 180-day school year. If a student accrues more than 10 absences within a school year, the student will be referred to the Multi-Tiered System of Supports (MTSS) Team or the academic review committee at the school to determine whether the student shall be promoted.

5 total absences = Attendance Improvement Discussion

10 unexcused absences/ excessive excused absences = Initial Truancy Meeting and doctor note requirement; Truancy Intervention Plan initiated

15 unexcused absences/excessive excused absences = Follow-up Truancy Meeting and potential for Truancy Petition to be filed with Truancy Court

Finally, please see district policy in student code of conduct regarding *Late To School* and *Checking out Early/During The School Day* with regard to Unexcused Absences. Also, please see district policy regarding *Middle and High School Absenteeism* for more information about the requirement of semester exams.

AWARDS:

Efforts are made to recognize students for various achievements during and at the end of each school year. An awards ceremony will be offered for 8th Grade students and their parents. This award ceremony will be held at the end of the school year.

All A's for three years: Students must meet one of the following criteria:

*All A's for three year's attendance at WBMS

*All A's for three years with at least one year from WBMS and a maximum of two years from a public or private school.

Grades from schools other than WBMS must be verified by the guidance office. Homeschool grades will not be accepted.

Additional Awards:

All A's for three grading periods

A/B Honor Roll for three grading periods

WBMS Mission: *WBMS promotes academic growth, inspires character, develops problem solvers, and empowers **HEROES**.*

SRCS Mission: *Preparing students for success by providing a superior, relevant education.*

SRCS Vision: *Our students will be productive, successful contributors to society.*

BACKPACKS, BOOK BAGS, OVERNIGHT BAGS:

Backpacks/book bags are permitted. They should be small enough to fit under a student’s desk. Briefcases and rolling backpacks are NOT permitted. **Any student going home with another student is not allowed to bring overnight bags to school.**

BULLYING:

A form of aggression in which a person(s) willfully subjects another person(s) systematically and chronically to an intentional, unwanted and unprovoked hurtful verbal and/or physical action(s) which results in the victim feeling oppressed, intimidated or threatened at any school site, on school transportation, a school sponsored activity or through the use of data or computer software that is accessed through a computer, computer system, or computer network of a Santa Rosa County District School. Students at WBMS will be educated on how to confront and report a bullying situation. Bullying can be reported to a school administrator, the dean, guidance counselor, teacher, or parent. Students may request to see an administrator by completing a “green slip” in the front office between classes. Bullying can also be reported by going to the WBMS website ([Woodlawn Beach Middle School](#)) and clicking on the *SpeakOut or the Fortify* link.

CAFETERIA:

Woodlawn Beach Middle School Cafeteria will be available to students for breakfast and lunch. Breakfast and/or lunches may be paid for daily or on a pre-paid basis for an extended period of time. Pre-paid meals cannot be used for a-la-carte items unless the student’s money is in a general account. **Santa Rosa School Board Policy prohibits students from charging breakfast and/or lunch.** If a student brings a drink from home as part of their lunch, **it must be in a sealed container. Energy drinks are prohibited. Food, drinks and candy are to be eaten at lunchtime only.** There is to be **no** selling of food items by students. **No** food or drink will be allowed outside of the cafeteria with the exception of water. Students may drink water from water bottles or drink containers in the hallways. Food items include any edible or drinkable item, including candy. The food service information can be accessed through the internet at [Santa Rosa County School District](#) or through the school website at [Woodlawn Beach Middle School](#) .

Students are prohibited from bringing in food for classes or school “parties” **without prior permission from administration.** This includes bringing in food to the school cafeteria during breakfast or lunch times.

CLASSROOM PROCEDURES:

Each teacher establishes a set of class procedures for his/her individual class. Classroom procedures will align with every student being a HERO (Help, Encourage, and Respect Others, Ourselves, Our School).

COMPUTERS:

Improper or Unauthorized Use of Technology Resources

All use of technology resources should be consistent with the District’s “Acceptable Use Policy” that all students and their parents have signed and acknowledged. In addition to violating both school and District Policy, all users should be aware that the inappropriate use of technology resources could also be a violation of local, state and federal laws. Violations can lead to criminal or civil prosecution.

Users must be aware that any form of vandalism will not be tolerated. Vandalism is defined as any attempt to harm or destroy data, hardware, or programs. This includes, but is not limited to, the uploading or creation of computer viruses, the downloading or installation of computer programs, removing mouse balls, removing buttons, abusive handling (hitting buttons hard, slamming keyboards, etc.) Any vandalism can result in the loss of computer access, disciplinary action, financial liability, and possible legal consequences. Woodlawn Beach Middle School has the right to monitor user’s activity in any form that it sees fit to maintain the integrity of the network and restrict or terminate network and Internet access at any time for any reason.

Consequences of violations include, but are not limited to, the following:

- Revocation or Suspension of Internet access or computer access
- ISS or OSS
- Change in schedule
- Expulsion or any other disciplinary actions
- Legal action and prosecution
- Financial liability for loss of network resource

CONDUCT AND DISCIPLINE:

Good conduct is essential to an effective learning environment. Students are responsible for knowing and adhering to all school rules.

Each teacher establishes procedures for conduct in their classes. Records are maintained by teachers on situations of misconduct by students in classes. When it is necessary for the administration to be involved with discipline situations, a student is referred to the office. The following consequences may be used in determining appropriate consequences based upon the severity and/or repeated inappropriate activities.

- | | |
|-----------------------------|--------------------------|
| 1. In-School suspension | 5. Student Conference |
| 2. Class detention | 6. Discipline Assignment |
| 3. Out of School Suspension | 7. Lunch Detention |
| 4. Parent Conference | 8. Bus Suspension |

There are some offenses that may bring suspension immediately. These include situations involving tobacco, drugs, alcohol, fighting, serious threats to others, disregard for authority, obscene language, and possession of weapons or replica weapons. Further information regarding explanation of items relating to conduct and discipline can be found in the [Santa Rosa County Schools Code of Conduct](#).

In order to provide an educational environment that is free from distraction and to ensure the safety of all students, the personal space of all individuals is to be respected. **There is to be NO aggressive touching (ex. hitting, pushing, horseplay) or any overt displays of affection (ex. hugging, kissing, and holding hands).**

To provide for the safety of all our students and personnel, any items brought onto school campus by students or others are subject to inspection.

CONFERENCES:

The school encourages parent-teacher conferences regarding any concerns parents/guardians may have about their child's curriculum, instructor, or overall education. Appointments for conferences should be made through the Guidance office to avoid conflicts with classroom instruction. The Student Guidance Office can be reached at (850) 934-4010 ext. 119. All conferences will be scheduled after school.

Parent conferences may be held by telephone, in person or via video conference.

CUSTODY OF CHILDREN:

School personnel are required by law to release children to their parents/guardian unless a copy of a court order granting custody to one or the other parent/guardian or a third party is on file at the school site. The custodial parent/guardian shall have the right to decide all school matters relating to the child.

CONTAGIOUS DISEASE:

County Health policies require that any student with a contagious disease such as pink eye, scabies, or those with head lice be removed from other students and taken home. In case of scabies and pink eye, the parent/guardian is required to submit medical certification of clearance before the student can be readmitted to school. A parent may bring their child to the health room for head lice clearance. There is a limitation to the number of days a student may be excused from school for treatment of head lice and other contagious diseases. Failure to comply within the time period shall result in unexcused absences for the student.

Absences due to Covid-19 symptoms, diagnosis, or high-risk exposure will be excused. The school administration will communicate with the parent through the clinic when a student is permitted to return to campus based on FL Department of Health guidelines.

DRESS CODE:

Appropriate student grooming and dress are primarily the responsibility of the student and parent. Students are expected to give proper attention to personal cleanliness and neatness prior to coming to school. Students whose personal attire could be hazardous to themselves or others in the course of school activities or does not meet school dress code shall be required to make necessary alterations of such attire. If such alterations cannot be made at school the student will not be allowed to follow their regular schedule until necessary changes are made. ***Dress Code rules will be in effect for all school activities and/or functions, including all field trips, concerts, dances, etc.***

Since fashion and styles change rapidly, the school administration reserves the right to determine whether a student's dress satisfies the school's policy.

DRESS CODE GUIDELINES:

- 🐾 Students **may not** wear clothes, jewelry, accessories, or tattoos which convey messages that are inappropriate for age group, crude, vulgar/profane, violent/death-oriented, gang related, sexually suggestive, show/promote/ advertise alcohol, drugs or tobacco.
- 🐾 Students **may not** wear any color bandana, clothing, insignia, emblem, jewelry, or other object in such a manner as to indicate membership or association with any secret organization or gang.
- 🐾 All shirts, tops, and dresses **MUST COMPLETELY COVER THE SHOULDER**. Spaghetti straps, halter-tops, tube tops, muscle shirts, undershirts or sheer tops as outer-garments or as undergarments **ARE NOT ALLOWED**. **No low-cut** or tight shirts or blouses are allowed. Tops must not reveal cleavage, lower back, abdomen, or midriff, including when arms are raised, sitting, or when leaning forward. Student clothing is to cover undergarments completely.
- 🐾 Shorts, skirts, and dresses may not be higher than fingertip length. Holes and/or rip in jeans or skirts may not higher than fingertip length.
- 🐾 Pants **MUST** be worn at the waist, belts are recommended. No low-cut pants/shorts/skirts. Pants may not have legs that are so wide in width nor long in length in that they drag on the floor. Pants, shorts or skirts are not to have any oversized print on the back of the garment.
- 🐾 Students are not permitted to wear tights, spandex, leggings, jeggings or other form-fitting pants unless the student wears shorts, a skirt, or long shirt over form-fitting pants that covers the bottom.
- 🐾 Students **are not** allowed to wear clothing that is excessively torn or ripped. Any garment exposing undergarments, or which can cause students to trip or create a safety hazard for themselves or others are not allowed.
- 🐾 Clothing must be the appropriate length and meet all dress code requirements.
- 🐾 Clothing must not be extreme in length, size, or style of wear.
- 🐾 Pajamas, sleep wear, boxer briefs, sports bras, or bathing suits may not be worn as outer garments.
- 🐾 Shoes must always be worn (unless medically indicated). Bedroom slippers, any other "bedroom type shoes", cleats, or any type of shoes with wheels are not permitted.
- 🐾 Armbands, wristbands, belts, or other items with heavy metal projections and chains, including wallet chains, are prohibited.
- 🐾 Students may not wear hats or other head coverings inside the building.
- 🐾 Students may not wear sunglasses inside the building (unless medically indicated and only with the approval of the Principal or designee).
- 🐾 Body piercings, other than the ear, are strongly discouraged and may need to be removed for participation in certain activities.
- 🐾 Students will refrain from graffiti, stickers, appliqués or other writings on their skin or clothing with markers/pens, etc.
- 🐾 Students are not permitted to wear any clothing or accessories that create a safety hazard or classroom distraction including costumes or costume accessories.

Students who are in violation of Dress Code will be required to comply in one of the following ways:

1. If changes cannot be made at school, the parent/guardian may be contacted.
2. If the parent/guardian is unable to bring clothes necessary for compliance, the student will spend the remainder of the day in In-School Suspension (ISS) as detention.
 - Continual Dress Code Violations will result in further disciplinary action.
 - Student must comply with Woodlawn Beach Middle School and Santa Rosa County School District Dress Code guidelines.

ELECTRONIC DEVICES:

Mobile devices (i.e. cell phones) and e-readers (i.e. Nooks, Kindles, or other electronic devices used as an e-reader) are permitted on campus. During class hours ('bell to bell'), mobile device use is at the discretion of the teacher. The teacher will set the expectations regarding mobile devices and students are required to meet these expectations.

Concerning mobile devices, students and parents/guardians participating must adhere to the Student Code of Conduct, as well as all Board policies, particularly Internet Acceptable Use and Internet Safety.

Only the Internet gateway provided by the school may be accessed while on campus. Personal Internet connectivity such as but not limited to 3G/4G/5G access is not permitted to be used to access outside Internet sources at any time. The District will not support Internet access at home.

Failure to follow the rules regarding the possession and use of mobile devices may result in disciplinary action up to and including a loss of the privilege of carrying said device(s) on campus for a period of time to be determined by the school official and/or out-of-school suspension. Use of a wireless communication device in a criminal act on school property or in attendance at a school function may result in criminal penalties as well as disciplinary action.

The student is solely responsible for personal property and neither the school nor School District shall bear any responsibility for lost, damaged, or stolen property brought by a student. Neither the school nor School District will provide technical support for any personal electronic device.

Parents who need to reach their child (or vice versa) should communicate **via the Front Office only**.

FAILURE TO NOTIFY:

If a student who has knowledge of the actions, or plans for action, of another person where harm could result, or has resulted and fails to report this incident to a person in authority he or she could face disciplinary action.

HEALTH CARD:

A current health card must be completed and RETURNED TO THE SCHOOL. Student health cards are maintained for reference of special medical conditions, custody issues, and notification for emergency purposes, and pick-up/transportation authorization. Please notify the school immediately if any information on the health card changes. *** Students MUST have a current health card on file in the school office in order to participate in off campus activities.**

IMMUNIZATION:

A student who does not have an up-to-date Certificate of Immunization will be temporarily excluded from school until such documentation can be obtained from the Santa Rosa Health Department.

INTERNET GUIDELINES:

Any student who wishes to use the Internet must demonstrate his/her understanding of the Internet Use and Procedure Policy. In addition, a student must have on file at the school site an Acceptable Use Policy signed and dated by the parent/guardian, student, and supervising classroom teacher. Failure to comply with these guidelines may result in disciplinary action (See [Code of Student Conduct](#) for more information.).

MAKE-UP WORK:

When a student has an excused absence, homework, class assignments, and projects may be made up. The student is responsible for making arrangements with the teacher for make-up work. **Student make-up work can be found at each teacher's Planbook located on the [WBMS website](#).** The student has **3 days** from his or her return to school to turn in all make-up assignments/work. Assignments and projects given **prior to the student's excused absence** should be turned in on the student's **first** day back at school.

Students whose absence is unexcused may not make up assignments or tests given during their absence. In the case of Out of School Suspension, the student will be given the opportunity to complete their assignments while on suspension.

Completed work is on the day the student returns to school. Failure to turn in the completed assignments will result in the student receiving zeros for all missing work. Any completed work will be entered into the grade book with an “NG”.

MEDIA CENTER:

The Media Center provides opportunities for students to develop research and self-study skills as well as fulfilling lifelong learning needs and reading enjoyment. The following guidelines relate to the Media Center:

- Students are expected to pay for lost or damaged books, magazines or other library materials.
- Students may not have more than two books checked out at any time.
- Students may not check out reference materials.
- Students may check out books for a period of two weeks.

MEDICATION:

Any medication, either prescription or nonprescription, to be administered to a student on school premises or at school functions (including field trips), must be brought to the school clinic by the **parent/guardian/authorized adult representative for retention and administering. At no time should a student bring medication (prescription or non-prescription) to school, with the exception of an EpiPen or an asthma inhaler, or have medicine in his/her possession on school premises, on school transportation, or at a school function.** EpiPen’s, insulin pens, or asthma inhalers will be permitted to be carried with parental permission and physician’s signature on the “Dispersion of Medication Form.” The parent/guardian of a student with diabetes should contact the school to update the “Student’s Health Care Plan for Insulin Dependent Diabetes Form.

Medications brought to the school must be in the original prescription container, properly labeled with the child’s name, doctor’s name, name of medication, route dosage, directions, and expiration date. A “Dispersion of Medication Form” must be completed for each prescription, and a method of disposal of any unused or expired medication designated. The medication must be counted jointly by the parent/guardian and the school health technician. The parent/guardian and school health technician must both sign the “Registry of Medication Form” both for the initial prescription and each time additional medication for the same prescription is brought to the school. Nonprescription medication should also be in the original container and the procedures previously described for dispersion and registering of medication apply.

Parents/guardians are encouraged to request prescriptions for medications which limit administration during school hours. First morning doses should be given at home with only mid-day doses administered by the health technician. Doses missed at home will not be administered by the health technician. Medications will not be provided by the school.

MISSING AND/OR DAMAGED PROPERTY:

Woodlawn Beach Middle School will not be held responsible for an individual student’s missing and/or damaged property. Students are encouraged to take precautions to prevent their own property from being stolen, misplaced, or damaged. We suggest that you put names on all personal belongings; do not leave belongings unattended, do not loan them to other students, and do not bring unnecessary items to school.

PERMISSION TO LEAVE CAMPUS:

All students must have parental/guardian authorization to leave school early. For safety reasons, office personnel must verify written or verbal authorization before a student will be allowed to leave school. A parent/guardian must come inside the school, present proper picture identification, and sign out their child in the front office giving the date and time of their departure. No student will be allowed to wait outside for his or her parent/guardian during school hours.

Parental/guardian requests made ten (10) minutes prior to dismissal time (1:29 P.M.) to have a child come to the office for early dismissal, to change plans of a bus OR to wait for parent pick-up cannot always be honored/guaranteed due to time constraints and/or safety reasons.

PERSONAL ITEMS:

The possession of electronic devices, such as but not limited to game devices, electronic pagers, beepers, laser pens, cameras, speakers or any other items that are deemed disruptive to the school environment **are not** permitted at school or on buses. Students **are not** allowed to bring a radio, speakers or other music playback device, video games, trading cards, toys or other unnecessary items to school. Sports equipment such as balls or bats may not be brought. No skateboards, roller blades/skates are allowed in the building. ***There is to be absolutely no buying, selling, trading, or***

lending of personal items (including clothing) at school. Gambling of any kind is prohibited. Any material deemed offensive by school personnel is not allowed.

PHOTOGRAPHY/VIDEO:

Students may not take unauthorized photographs or video taping of activities/ behaviors/ events occurring on School Board property that violate Santa Rosa County School Board Policy during the school day or at school sponsored activities. This includes possessing and/or maintaining the unauthorized images on a device, sending the unauthorized images electronically or posting the image/video to any web/ internet site(s).

PUBLICATIONS:

Please be aware that student names or photographs may appear on the school website or other publications. It is the responsibility of the parent/guardian to notify the school each year in writing of any objections.

SCHOOL CLINIC:

If it is necessary for a student to report to the school clinic due to injury or illness, the student **must** first check in with his/her teacher and obtain a pass to the school clinic. The student will be evaluated by a Health Technician who will assess the situation and, if necessary, contact the parent/guardian to inform them of the situation. If the condition does not warrant immediate attention the student must return to class.

SCHOOL DAY (7:15 am-1:29 pm):

Supervision is **NOT** provided before 6:45am or after 2:30 pm. Students are not allowed to disembark buses before 7:00 a.m. We strongly encourage those who provide their own transportation or who walk to school to arrive between 6:45a.m. and 7:10 a.m. Students are required, upon arrival to school, to be in a supervised area. Students who stay after school for supervised school sponsored activities are responsible for making transportation arrangements **prior** to coming to school that day. **The student should be picked up as soon as the activity ends.**

SOCIAL MEDIA:

Students may be disciplined for a post on social media if:

- 1) There is a violation of the code of conduct established by school policy.
- 2) The social media content is directed at the school community in some way that could reasonably be understood to be threatening.
- 3) It could potentially cause a substantial disruption to the education process.
- 4) It promotes illegal activity, such as illegal drugs or alcohol use, theft, etc.
- 5) If the content is obscene, lewd or otherwise inappropriate in a school setting, e.g., sexually suggestive.

Students should let an administrator know about social media use that:

- 1) Breaches school policy
- 2) Leads to or creates substantial disruption to the educational process.
- 3) Results in bullying toward students or staff.
- 4) Threatens school violence.

STUDENT SERVICES (Guidance):

The guidance counselor offers assistance to students in identifying and meeting their needs in educational, vocational, and personal-social skills. Students who need to see the counselor, the dean or visit student services may sign up in the front office between classes. The counselor or dean will send for them.

504: According to section 504 of the Federal Rehabilitation Act of 1973, a student may be eligible for certain services. If you feel your child requires adaptations or modifications to the regular school environment, you may request a determination of eligibility for Section 504, by calling the student services office at 934-4010 ext.119.

TARDY POLICIES AND PROCEDURES:

Students will receive **two tardy** passes, per class, per 9-week grading period. After the 2nd tardy, the student will receive a discipline referral for tardiness. These tardy passes will be time-block specific and are valid for two minutes after the tardy bell has rung. If a student is later than two minutes, he/she will be considered truant. Tardy passes are non-transferable. If the student has used all his/her tardy passes for that specific class, the teacher will write a tardy referral and send him/her to the dean for disciplinary action on the third tardy for that specific time-block.

LATE TO SCHOOL (TRUANCY): Students are responsible for being at school on time. Only tardies as a result of late buses will be accepted. There will be no designation for excused or unexcused tardies. Three (3) tardies will be converted to one absence. Beginning with six tardies, and each subsequent in a nine-week period will result in a discipline referral.

TELEPHONE:

Woodlawn Beach Middle School limits student use of the school telephone for emergencies only. Students are not allowed to call home about books, lunches, unsigned forms, homework, etc. Students are not to call home to make arrangements for after school activities, as these should have been made before leaving home. Woodlawn Beach Middle School will deliver a message to your child when the need arises. **Students may not use their cell phones to call/text home for any reason. Parents should not contact their students via cell phone during the school day but should contact the front office to address any concerns.**

TOBACCO PRODUCTS:

A student smoking, using smokeless tobacco, in possession of tobacco products, distributing or selling of tobacco products on school property, school buses, or in attendance at a school sponsored activity will be subject to disciplinary action by the school. (See [Code of Student Conduct](#) for more information).

TRANSPORTATION:

According to School Board Policies, any student that changes the bus destination he/she is assigned to must have a note from his/her parent/guardian **and a bus pass** from Student Services to give to the bus driver. The bus pass must be obtained at the beginning of the day.

Violation of School Board transportation policies, including disruptive behavior on a school bus or at a school bus stop, by a student is grounds for suspension of the student's privilege of riding on a school bus may be grounds for additional disciplinary action by the school and may also result in criminal penalties being imposed.

A bicycle rack is provided for those students who ride their bicycles to school. However, it is the student's responsibility to lock/secure the bike to the bicycle rack. WBMS does not supply any type of locking devices for the bike rack.

INSTRUCTIONS FOR STUDENTS RIDING SCHOOL BUSES:

1. Stand off the roadway while awaiting the bus.
2. Remain in your seat with the seatbelt buckled at all times while the bus is moving.
3. Keep arms and head inside windows.
4. Walk ten (10) feet in front of the bus and wait for the driver's signal before crossing the road.
5. Unnecessary conversation with the driver is dangerous. Please remain quiet.
6. Absolute silence is required at all railroad crossings.
7. The driver is in full charge of bus and students. Students must obey the driver.
8. The driver will assign a seat to each student who rides the bus.
9. No eating, drinking, or using of tobacco products is allowed on the bus.
10. Students should be at their designated stop 10 minutes prior to scheduled bus pick-up time; the bus cannot wait for those who are tardy.
11. Students must exit the bus at their designated stop only unless written permission is granted by school administration.

12. Riding the bus is a privilege. Do not abuse it.

13. Students riding Santa Rosa District School buses may be subject to video recording for disciplinary purposes.

VISITORS: All visitors, including parents, must contact the front office to schedule an appointment before coming on campus.

Woodlawn Beach Middle School operates under a closed-campus policy. All visitors are required to report to the front office upon arrival and provide photo identification for verification. After approval and clearance by administration visitors will be issued a "Visitor Pass" which they must wear at all times, and will be escorted or directed to their destination. Upon completion of their business, all visitors are to return their pass to the front office before leaving. Following these procedures, parents of Woodlawn Beach Middle School students are welcome to visit classrooms.

VOLUNTEERS:

Anyone wishing to volunteer at WBMS for any activity, including field trips, **must fill out a Volunteer Approval Form** to be school board approved **before** being allowed to volunteer. All volunteers visiting the school are required to report to the front office upon arrival and provide photo identification for verification. "Volunteers are required to wear the identification pass provided by the school during the time they are volunteering. Once the volunteer has completed volunteering for the day/activity, they are required to return their pass to the front office and sign out prior to leaving."