

IMPORTANT & TIME SENSITIVE INFORMATION: CHAPERONE, PTO, SAC, AND VOLUNTEER

Dear Families,

Our school benefits from volunteers and families who are involved in their children's education by assisting with school events and attending field trips. As we continue to work with our sponsor district to ensure we are compliant with state laws, Bok Academy will be implementing the following guidelines:

If you are coming on campus for the following activities, you will need to have your ID scanned into Raptor with no additional cost because you are supervised by an LWCS staff member:

Visitors
<i>Must be signed into Raptor as a visitor/guest and will be monitored by a staff member at all times</i>
School tour or parent meeting
Award Ceremonies
Walking your child to class, eating lunch with your child <i>(No other students outside of the direct line of sight/supervision of a PCPS employee)</i>
Spectator for regattas, Rocket Day, Color Run, field day, sports, Special Olympics
Shopping at the bookfair
Guest Speaker <i>(includes presentation/performances)</i>
Class performance/presentation, play/chorus/science fair
Classroom observations <i>(college students)</i>
School celebrations <i>(Veteran's Day, Halloween Parades, etc.)</i>
Judging competitions
Sporting Event support e.g., chain crew, timers, etc. <i>(Note: this excludes coaches who must follow volunteer background check requirements)</i>
Community partners for staff appreciation type events
Concessions, Ticket Collection/Sales, Parking, etc. <i>(No direct supervision of students. Cashless transactions or no money handling.)</i>

If you are ***not*** monitored by a LWCS/Bok staff member for the following events, you will need follow the instructions on the next page to attend a field trip as a chaperone.

Volunteer Level 1:

The following activities have been identified as those where the volunteer would only require the Level 1 background check. Please keep in mind that all these activities require that the volunteer be always under the direct supervision or line of sight of a LWCS employee.

Volunteer Level 1
<i>Must have an approved volunteer application and Level 1 background screening so long as they are under the direct supervision of a PCPS employee.</i>
Classroom helper – holiday activities, small groups, reading to students
Field trip chaperone or other school sponsored off-campus activity supervising students
School Events: supervising student stations at Field Day, Special Olympics, Fun Runs, etc.
Assisting with band/chorus/drama
Serving, prepping, monitoring in the cafeteria
Helping at the bookfair, organizing the school library/media center
Monitoring School dance/festival/carnival, hallways (Watch Dogs)
Organizing clothes closet/food pantry, holiday shop
Club Sponsor, Odyssey of the Mind, Mentor, Tutor
Early Childhood/HeadStart
Office helper, PTA/PTO, SAC
Concessions, Ticket Collection/Sales, Parking, etc. (With direct supervision of students.)

Volunteer Level 2: FIELD TRIP CHAPERONES

While the list below mirrors that of a Level 1 Volunteer those performing the activities listed below **without direct supervision of a LWCS employee** is required to have a Level 2 background check completed.

Volunteer Level 2

Must have an approved volunteer application and Level 2 background screening completed since they may not be under the immediate direct supervision of a PCPS employee.

Classroom helper – holiday activities, small groups, reading to students

Field trip chaperone or other school sponsored off-campus activity supervising students

Athletic coaching/assisting

School Events: supervising student stations at Field Day, Special Olympics, Fun Runs, etc.

Assisting with band/chorus/drama

Monitoring School dance/festival/carnival, hallways (Watch Dogs)

Organizing clothes closet/food pantry, holiday shop

Club Sponsor, Odyssey of the Mind, Mentor, Tutor

Early Childhood/HeadStart

Office helper, PTA/PTO, SAC

Concessions, Ticket Collection/Sales, Parking, etc. (With direct supervision of students.)

If you are planning to participate in school-related activities such as a field trip and you will not be monitored by an LWCS/Bok staff member at any time, you must obtain a level 2 background check.

Required process for chaperones for the spring 2025 field trips –

DO NOT COMPLETE PROCESS UNTIL AFTER APRIL 1, 2025

Fingerprint Process & Procedure:

Step 1: Fingerprints must be collected by Fieldprint.

Set up appointment at <https://fieldprintflorida.com/individuals> **Code: FPLakeWalesCharter5343**

Note: Using any other code will result in the need to be reprinted and will significantly delay clearance.

Applicants should use the Charter Office address as the employer/agency requesting the prints

130 E. Central Avenue, Lake Wales, FL 33853

Make note of fingerprinting date for step 2: _____

Visit <https://fieldprintflorida.com/individuals> **Code: FPLakeWalesCharter5343**

2. Click on the "Schedule an Appointment" button.
3. Select "Sign Up" to create an account as a New User.
4. Select "I agree" on the **Consent Agreement**.
5. Fill out the required fields to create an account and select 3 security questions from the drop-down menu and type in the answers. Then click "Continue".
6. You will be sent a "Fieldprint Account Verification" email that contains an 8-digit code that must be entered on the "Verify Account" page. After entering the Verification Code select "Complete Registration".
7. Log in with your Username and Password.
8. Type in the answer to your pre-selected security question and click "Continue".
9. Enter the Fieldprint code given to you by your employer/service provider then select "Continue with Fieldprint Code".
10. Enter the contact and demographic information required by the FBI and schedule a fingerprint appointment at the location of your choosing.
11. At the end of the process, print the Confirmation Page. Take the Confirmation Page with you to your fingerprint appointment, along with two forms of identification. At least one form of ID must be a valid, government issued photo ID, such as a driver's license.

Step 2:

After scheduling an appointment with Fieldprint, complete the LWCS demographic registration. This form asks for the date fingerprints are scheduled. <https://bit.ly/LWCS-level2> (weblink is case sensitive)

Step 3:

Once fingerprints and background are cleared, you will receive a notification via email from LWCS HR Department. You will then need to send a photo to LWCS.IDBadge@lwcharterschools.com
Your photo will be used on your level 2 badge.

Fingerprint, processing, and badge total cost: \$79.00 *If you have any questions, please contact the Lake Wales Charter School office for more information.*