

Administrator's Manual



Volunteer Program

Office of Strategic Partnerships
Family & Community Relations



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301 Fourth Street, S.W.
P.O. Box 2942
Largo, Florida 33779-2942
(727) 588-6000 x 1853



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Level 2 Screening Requirements

In order to protect the safety and security of students and staff, volunteers shall not be allowed unsupervised contact with students. Volunteers who are allowed unsupervised contact with students shall first successfully complete a Level II background screening.

Unsupervised contact means an adult who is not a PCS Board employee, who is left alone with a student(s), whether in school, on school board property, or at a school sponsored event, as part of the volunteer's assigned duties. Unsupervised contact does not include unanticipated, unsupervised contact that is infrequent and incidental.

All non-school board employees who are scheduled to attend an overnight field trip or day field trip as a chaperone/driver must be Level II approved. No Exceptions.

Before a volunteer obtains a Level II background check, they must register, receive an initial background check by the Office of Strategic Partnerships (OSP) and be approved to volunteer according to Pinellas County School Guidelines.

Volunteers can contact EZFingerPrints to have their Level II screening done. Volunteers will need a government issued photo ID and their Social Security number. The cost will be \$48.00 at the EZFingerPrints office, \$51.00 at a school location. All fingerprint approvals will take up to 72 hours to process. Approvals will be sent to the OSP. The volunteer's profile will be updated with the Level II status in Focus. OSP will be responsible for providing all Level II badges. Badges must be worn at all times when on school campus.

Vendors - Vendors who are providing a service to students outside of school hours must have a Level 2 badge on them at all times. Vendors must complete a volunteer registration form.

College Students

A college intern completing course work, i.e., observation hours, practicum or a final internship. All interns must be Level II approved in the volunteer system prior to entering a PC School.

College students must have their University I.D. on them at all times; they do not receive a Level II badge. The F&C Liaison must confirm their Level II clearance before they can begin their hours.

Personnel Responsibilities

Principals and Administrators are responsible for:

- Supervising the administration of the volunteer program.
- Coordinating the supervision of volunteers, and assigning them appropriate tasks.
- Ensuring the F&C Liaison is performing his/her job responsibilities and following the Volunteer Program policies.
- Confirming that all volunteers & speakers on their campus are registered, background approved, cleared through Badge Pass or the Florida Drivers Law Enforcement (FLDE) Sexual Offenders and Predators Site.

- Ensuring that all volunteers sign in each time they come to the school to volunteer.
- Notifying the Office of Strategic Partnerships of any inappropriate behavior by a volunteer.
- Making sure that all school personnel follow school board policy dealing with school volunteers.

Family & Community Liaisons are responsible for:

- Registering all volunteers with a government issued ID; (driver's license, FL ID card, passport, military ID) and ensuring that a volunteer(s) has re-activated their status in Focus yearly.
- Confirming that a volunteer's background check status is approved, and the volunteer is assigned to their school in Focus.
 - Providing volunteer orientations on Policy & Procedures.
 - Interviewing/matching volunteers with staff and/or student.

Personnel Responsibilities (continued):

- Ensuring volunteer(s) are recording their volunteer hours in the Volunteer System in Focus.
- Providing Mid-End of Year Volunteer Reporting to District.

Criminal Background Screening Procedures

If a volunteer marks — **Yes to a Criminal Offense** they must complete the Criminal Offense information section on the back of the registration form and the volunteer must be placed on hold in the volunteer system. The Office of Strategic Partnerships will determine the volunteer's eligibility status based on Board policy before they can begin volunteering. If one of the following applies, but not limited to, the volunteer's status will be Ineligible to Volunteer and the Principal communicates this immediately to the volunteer:

- Arrest for felony
- Arrest for felony child abuse, child-related offenses or confirmed child abuser
- Arrest for lewd or lascivious behavior, or other felony sex-related offenses

Returning Volunteers

Returning volunteers must re-activate their volunteer status in the Focus on a yearly basis. They do not need to fill out the volunteer registration form.

Procedure for Revocation of Volunteer Privilege

If a volunteer does not follow the volunteer policy/guidelines after reasonable notice (unless notice is not warranted under the circumstances), or otherwise poses a risk to the health, safety or welfare of students, staff, or visitors, the principal shall revoke the volunteer's privilege to serve as a volunteer. The revocation should be communicated both verbally and in a letter/email. A copy of the revocation letter/email should be sent to the Office of Strategic Partnerships Volunteer Coordinator.

A staff member will verify that all volunteers have been checked through Badge Pass or the Florida Department of Law Enforcement (FDLE) Sexual Offenders and Predators Site.

Guidelines for Speaker

All speakers will complete a volunteer registration form and speaker application. Speakers will be background checked and approved in Focus. All speakers must log their speaker hours in Focus. Great American Teach-In speakers are exempt from the application and tracking process. When entering the school, all speakers must sign into Badge Pass before proceeding to their assigned class.

Presentation Guidelines:

- Materials that carry advertising may not be distributed without prior approval from the Area IV office.
- Collection of student names, addresses or telephone numbers is prohibited.
- No particular religious viewpoint should be presented.
- Advocating a particular political viewpoint is not permitted.
- Appropriate dress is required.
- Teacher or school board employee must be present and support the speaker throughout the presentation.

Pinellas County School Volunteers

Volunteers have a direct impact on the health, safety, and welfare of students. Many play an important role in assisting teachers in improving student achievement. **(See Board Policy 9180)**. Volunteers must possess a clear understanding of state and district rules and regulations relevant to their roles and responsibilities. Volunteers must know that volunteering is a privilege, which may be revoked for failure to follow policies and procedures. Before a volunteer begins to work directly with an extracurricular club organization, teacher or other staff member(s), the school's Family & Community Liaison or/designee shall provide an orientation on the school and its volunteer program and policies.

Volunteer Requirements

- Volunteers must complete a volunteer registration form and provide copy of a government issued photo I.D., (driver's license, FL ID card, passport, military I.D.). All volunteers must be background check approved before they can begin volunteering.
- PCS students volunteering must submit three letters of recommendation before they can begin volunteering.
- Volunteers will work under the direction and supervision of an assigned teacher or other PCSB staff member at all times.
- Volunteers are to maintain strict student confidentiality. Volunteers are required to view the confidentiality video and sign the confidentiality form if they are working with education records or personal identifiable information.
- Volunteers are to sign in at the front desk, and log their volunteer hours in the Volunteer System in Focus.
- Teachers taking a personal day to VOLUNTEER are required to complete a volunteer registration form and log their hours in the volunteer system.

Notes

Please contact the Office of Strategic Partnerships District Volunteer Coordinator for all questions regarding the policy or procedures in this Administrator's Manual: (727)588-6000 x1853.

8/23/2012