



Book	Policy Manual
Section	9000 Community Relations
Title	VOLUNTEERS
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9200 - **VOLUNTEERS**

The School Board recognizes that certain programs and activities can be enhanced through the use of volunteers who have particular knowledge or skills that will be helpful to members of the school staff who are responsible for the conduct of those programs and activities. A school volunteer is any non-compensated person who may be appointed by the Superintendent. School volunteers may include, but are not limited to, parents, senior citizens, students, and others who assist the teacher or other members of the school staff.

The Superintendent is responsible for recruiting community volunteers, reviewing their capabilities, and making appropriate placements. The Superintendent shall not be obligated to make use of volunteers whose abilities are not in accord with District needs. The Superintendent shall develop procedures in accord with this policy which must include, but not be limited to, requirement that each volunteer who may be expected to assume responsibility for the health, safety, and welfare of students have a clear understanding of Florida law and District rules, policies, and regulations relevant to the volunteer's responsibilities.

Application and Background Check

Prospective volunteers must complete an application and background check.

Volunteer applicants will be required to undergo a background check every five (5) years at a cost determined by the Board.

The volunteer application shall disclose to the applicant that they are ineligible to be a volunteer if s/he has ever been convicted or had adjudication withheld in any misdemeanor within the past three (3) years or any felony offense, or if any criminal charges are pending. For purposes of this policy, "convicted" means there has been a determination of guilt as a result of a trial or the entry of a plea of guilty or nolo contendere, regardless of whether adjudication is withheld. (F.S. 943.0435)

An applicant who is found through background screening to be included in the FDLE or any State or national sexual offender/predator registry or who has been convicted of any crime involving moral turpitude, as defined by rule of the State Board of Education, or otherwise would be found ineligible for employment under F.S. 1012.315, shall not be approved as a volunteer.

The Department of Public Relations and Strategic Partnerships, in conjunction with the Office of Safe Schools, shall be responsible for approving or denying applications and may revoke volunteer privileges as needed. The Principal at each school may also revoke volunteer privileges when necessary and shall notify the Department of Public Relations and Strategic Partnerships immediately upon revocation.

Appeals Committee

An applicant found ineligible to be a volunteer based on their background check can appeal the decision by submitting a Volunteer Appeal form, including legal documentation proving eligibility, to the Volunteer Appeal Committee, which shall include the following members:

- A. three (3) members from the Department of Public Relations and Community Partnerships;

- B. two (2) members from the Office of Safe Schools;
- C. one (1) member from the Risk Management Department; and
- D. one (1) member from the Legal Department.

A majority vote of the committee is needed to overturn an ineligibility determination. The Appeal Committee may, upon recommendation from the Office of Safe Schools, waive ineligibility for previous non-violent offenses.

Duty to Report Known or Suspected Cases of Child Abuse, Abandonment, or Neglect

All volunteers must abide by Board Policy 8462 – Student Abuse, Abandonment, and Neglect and are required to review it during the application process.

Duties

Duties assigned to school volunteers shall be consistent with Florida law and State Board of Education rules. Volunteers must agree to abide by all Board policies and District guidelines while on duty as a volunteer, including signing, if appropriate, the District's Technology Access Agreement Forms. The Principal shall be responsible for assigning duties of school volunteers.

The Superintendent shall inform all volunteers who work or apply to work with children on a regular basis of the need to display appropriate behavior at all times.

Volunteers shall always be under the supervision of a teacher or other staff member, depending on assignment, and shall not provide direct instruction to students or spend unsupervised time with students.

Volunteers shall not:

- A. establish instructional objectives.
- B. make decisions regarding the relevancy of certain activities or procedures to the attainment of instructional objectives.
- C. make decisions regarding the appropriateness of certain teaching materials for accomplishing instructional objectives.
- D. make judgments regarding the attainment of instructional objectives, unless these judgments are based upon clear and objective criteria (such as specific achievement standards on a true-false test).
- E. accept compensation from any third party or source, including, but not limited to booster, parent or other District support organizations, for the performance of his/her official duties as a volunteer on behalf of the Board.
- F. discipline students. Incidents should be reported to the appropriate school staff.

Confidential Information

Volunteers shall maintain strict confidentiality of all school or classroom information to which they have access while performing their volunteer activities. Volunteers shall be allowed access to personally identifiable student information only with approval of the Principal and to the extent necessary to fulfill an assigned activity that would otherwise be performed by a District employee. Volunteers must have a legitimate educational interest in order to access student information.

Legal Protection

Pursuant to Florida law, a school volunteer who has been duly approved by the Superintendent shall incur no civil liability for any act or omission by the volunteer that results in personal injury or property damage if the volunteer was acting in good faith within the scope of the official duties performed under such volunteer service; the volunteer was acting as an ordinary reasonably prudent person would have acted under the same or similar circumstances; and the injury or damage was not caused by any wanton or willful misconduct on the part of the volunteer in the performance of their volunteer duties.

Removal of Volunteers

As role models, volunteers are expected to conduct themselves in a professional manner. Volunteers who act unprofessionally, fail to abide by Florida law and/or Board policies, or otherwise act in a manner contrary to the expectations of an employee of this District may be removed as an approved volunteer by the Principal. Volunteers who fail to fulfill their duties may also be removed by the Principal.

Workers' Compensation Coverage

Volunteers will be covered by the District's workers' compensation insurance policy. All volunteers must sign in when arriving on school grounds and sign out when leaving school grounds. Volunteers shall report injuries immediately to the work site supervisor or

designated representative who will comply with established procedures. Failure to either may result in a denial of workers' compensation insurance coverage.

Records

The Superintendent will require that accurate records be maintained of volunteer hours of service, duties, and training.

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Legal

- F.S. 435.04
- F.S. 768.1355
- F.S. 943.0435
- F.S. 1001.41
- F.S. 1001.42
- F.S. 1001.43(5)
- F.S. 1002.23
- F.S. 1012.01(5)
- F.S. 1012.27
- F.S. 1012.315
- F.A.C. 6A-10.083, Standards Relating to Gross Immorality and Acts of Moral Turpitude
- 20 U.S.C. 1232g, Family Educational Rights and Privacy Act
- 34 C.F.R. 99.31