



CCPS

Collier County
Public Schools

2022-2023
VOLUNTEER
HANDBOOK

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CCPS VOLUNTEER PROCEDURES – AP2430.01

The contributions of District volunteers are a vital and important part of the total instructional effort. Volunteers play an essential role in providing a quality education for all students.

It is the District's goal to provide a safe environment for students and staff while encouraging parents, guardians, community members, students, and others to work as school volunteers. To achieve this, volunteers shall be screened in accordance with F.S. 943.043151 and must be checked against the Florida Department of Law Enforcement Sexual Predator/Offender database. Depending on the types of duties being performed, the volunteer may be required to complete a Criminal History Record Check through a national database by submitting fingerprints and other supplementary information as required.

Outside agencies whose staff members provide services by working with District students are required to screen their staff in accordance with the District's contractor screening protocol and provide evidence of insurance pursuant to School Board policy and/or practices. All non-staff volunteers of outside agencies shall be screened at a level consistent with this procedure. Resource speakers and visitors will also be screened in accordance with F.S. 943.043151.

DEFINITIONS

- A. **Resource (Guest) Speaker:** Anyone who speaks at school functions (e.g., career day) without compensation. Resource speakers will generate volunteer hours but are not subject to this policy. School should issue the attached resource speaker letter on school letterhead.
- B. **Visitor:** Anyone who comes onto school property but who is not assigned duties as a school volunteer.
- C. **Volunteer:** Any non-paid person appointed by the Board who performs assigned duties that supports the District's students and staff. Volunteers may include, but are not limited to, parents, guardians, community members, students and others who assist teachers or other school or District staff. This policy specifically excludes "outside tutors" to whom a student may be referred for remediation and other assistance. The District makes no recommendation, endorsement, or other representations regarding "outside tutors"; it is the responsibility of the parent or guardian to screen outside tutors.

APPLICATION PROCESS

Volunteer applicants must complete an online District Volunteer Application, present their driver license or other valid U.S.-issued photo ID to the volunteer contact at the school, participate in a volunteer orientation, and receive approval before being assigned as a volunteer. The District reserves the right to deny placement to an applicant volunteer based on the result of the background check in accordance with District standards or to revoke the volunteer's clearance based on subsequent information. In accordance with F.S. 943.043151, all school volunteers must be checked against the Florida Department of Law Enforcement Sexual Predator/Offender database.

Minimum screening requirements for a volunteer participating in overnight or out-of-county trips (excluding Lee County) include all screening outlined above plus a Criminal History Record Check through a national database by submitting fingerprints and other supplementary information as required. The fingerprints must be submitted to and cleared by the Florida Department of Law Enforcement, the FBI, and the District before the volunteer is able to participate in overnight or out-of-county trips (excluding Lee County).

VOLUNTEER ORIENTATION VIDEO:

https://media.collierschools.com/media/Volunteer+Orientation./0_mv37upq6

STEPS TO BECOME A VOLUNTEER

1. Complete a volunteer online at www.collierschools.com/volunteer
2. Contact the school where you wish to volunteer
3. The school volunteer contact will invite you in to verify your valid U.S. issued photo ID
4. While at the school you will sign into Raptor (visitor management system) as a visitor and scan your ID
5. The school will take your picture for a volunteer badge and share orientation and handbook materials with you
6. You can begin volunteering once your application is approved and a badge is printed

STEPS TO VOLUNTEER FOR OVERNIGHT / OUT-OF-COUNTY TRIPS

1. You **MUST** have an approved volunteer application on file to be considered for overnight or out-of-county trips
2. Contact the school you will be volunteering for overnight or out-of-county trips
3. You will be asked to complete two waivers in person at the school (must present ID)
4. The school's volunteer contact will complete a **Volunteer Fingerprint Request Form** and submit all three documents to Human Resources
5. If the request is approved, the District Volunteer Program Specialist will email you instructions to schedule a fingerprinting appointment with our third-party vendor (Fieldprint)
6. Once results are received, the District Volunteer Program Specialist will notify the school

CONFIDENTIALITY

The District shall maintain all volunteer application materials and records in a confidential manner consistent with F.S. Chapter 119 (Public Records). All files and other records maintained pursuant to this Statute shall be stored in a central location.

Volunteers shall maintain strict confidentiality of all school, classroom, or student information to which they have access while performing their volunteer activities. Volunteers shall be allowed access to personally identifiable student information only with the 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 to access student information.

DUTY TO REPORT KNOWN OR SUSPECTED CASES OF CHILD ABUSE AND NEGLECT

All volunteers must abide by Board Policy 8462 *Student Abuse and Neglect* and are required to review it during the orientation process.

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.

VOLUNTEER ASSIGNMENTS

Duties assigned to volunteers shall be consistent with, but not limited to, Florida statutes, State Board of Education rules/Florida Administrative Code, and CCPS Board policies. As such, volunteers shall NOT:

- A. assume responsibility for the supervision of a class in the absence of a certified teacher;
- B. assume responsibility for the discipline of students;
- C. establish instructional objectives;
- D. make decisions regarding the relevancy of certain activities or procedures to the attainment of instructional objectives;
- E. provide the initial instruction for accomplishing the instructional objectives;
- F. make decisions regarding the appropriateness of certain teaching material for accomplishing instructional objectives;
- G. make judgments regarding the attainment of instructional objectives unless these achievements are based upon clear objective criteria (e.g. specific achievement standards on a true/false test); and/or,
- H. contact parents regarding the performance of students or write comments on papers that go home.

REMOVAL OF VOLUNTEERS

Volunteers are expected to conduct themselves in a professional manner. Volunteers who act unprofessionally, fail to abide by Florida law and/or CCPS 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.

AGE GUIDELINES FOR VOLUNTEERING

These guidelines will be used when determining the eligibility of student volunteers within the Collier County School District.

1. Students that have recently completed the eighth grade and/or high school freshman, will not be eligible to volunteer at any CCPS middle school for one full school year after the date of completion. Eligibility to volunteer within the middle schools will be granted once they have become academically classified as sophomores.
2. Students that have recently completed high school and/or graduates, will not be eligible to volunteer at any CCPS high school for one full school year after the date of graduation. Eligibility to volunteer within the high schools will be granted once they have completed this waiting period.

OVERNIGHT FIELD TRIPS

Chaperones for any CCPS field trip or event that will take place overnight are required to be a minimum of 25 years of age and be screened in accordance with Administrative Procedure 2430.01.

ADULT TO STUDENT RATIOS: FIELD TRIPS

These guidelines will be used when determining the number of volunteers and staff members needed to fulfill the required supervision for various field trips. These numbers are based on CCPS policy, as well as any venue specified policy.

1. **Educational Field Trip Primary and Intermediate:** An elementary or middle school field trip to a location other than an in-district school or in-district school contracted program requires one adult supervisor for every 10 students at minimum with these exceptions:
 - a. C'MON (Children's Museum) required ratio is 1:6
 - b. Pools/Water trips required ratio is 1:6
 - c. Conservancy's required ratio is 1:9
2. **Educational Field Trip High School:** A high school field trip to a location other than an in-district school or in-district school contracted program requires one adult supervisor for every 12 students at minimum.
 - a. Overnight field trips for high school students require one adult supervisor for every 12 students; provided there is one female chaperone per 12 female students or fraction thereof and one male chaperone per 12 male students or fraction thereof.
 - b. Extended trips may require more than the minimum supervision and would be advised.

FIELD TRIP TRANSPORTATION

Transportation by private vehicle is allowed only when school bus or commercial charter bus transportation is unavailable or impractical due to the size of the group. Volunteers who drive their vehicles must be an approved Level II volunteer and provide a copy of current vehicle insurance. Private transportation must be approved by the school Principal prior to any trip.

VOLUNTEER HEALTH, SAFETY, AND APPEARANCE

Please do not volunteer if you are sick (cold, sore throat, cough, fever, etc.). You may feel that you are leaving the teacher or staff member short-handed but, with notice and consideration, everyone will understand.

Please follow all safety rules set in place at the school or event for which you are volunteering. Know the emergency procedures and exits at the school or event location. Learn proper use of school equipment and supplies. If an accident occurs, immediately notify a staff member, and do not move or remove the student(s) from the area. The staff member will initiate the proper emergency protocol.

All school volunteers should abide by the CCPS dress code policy established for staff. Clothing which advertises alcoholic beverages or contains obscenities or suggestive logos shall not be worn to any school or school sponsored event/field trip. Clothing that exposes the midriff such as tube tops, crop tops and halter tops are not to be worn. Undergarments must always be worn and no ill-fitting clothing which exposes those undergarments is permitted.

PROFESSIONAL DRESS*

ACCEPTABLE		NOT ACCEPTABLE
<ul style="list-style-type: none">• Clean, neat clothing• Waist length (minimum) shirts• School/administrative staff/ tee shirts/spirit shirts on spirit/theme days (Employees not wearing school/spirit tee shirts or whatever the theme for the day implies, are expected to comply with professional dress guidelines for all other student days. Principals are expected to set the guidelines for spirit days.)• Suits, dresses, pant suits, dress slacks, skirts and blouses, including denim dresses and jumpers and dress denim slacks• Dress/career shorts/skorts as part of a coordinated outfit providing the length is at or below the fingertips when arms are at the side• Sleeveless blouses and dresses• Dress length top with knit pants/leggings• Long, casual dress slacks or dress denim pants (belted or with suspenders) on student days (including JROTC instructors)• Collared shirts (including jersey) on student days required• Ties are required for administrators (unless wearing a spirit day shirt)	<p><u>GENERAL</u></p> <p><u>WOMEN</u></p> <p><u>MEN</u></p>	<ul style="list-style-type: none">• Regular shorts on student days (except for physical education instructors)• Tank tops/spaghetti straps• Inflammatory, suggestive or other inappropriate writing or graphics• Flip flops• Bare midriffs• Mini length dresses or skirts• Halter tops, tube tops, and midriff shirts and blouses• Dungarees and denim work pants

* The principal/supervisor shall have the authority to allow variances to meet individual needs for staff with special assignments and for special days.

RESPONSIBILITIES OF VOLUNTEERS

We realize that you are serving voluntarily, and we consider your commitment to the program a valuable one. The volunteer, along with the staff member, should maintain professional attitudes and mutual respect. As a member of the educational team, the volunteer is reminded of the following:

- **DEPENDABILITY** - Teachers have planned and scheduled student activities around your attendance. Please notify the volunteer contact at the school if you will be absent.
- **CONFIDENTIALITY** - Never discuss or repeat any information about a child with anyone other than the appropriate staff member.
- **COMMUNICATION** - Discuss any ideas, questions, or concerns with your assigned staff member.
- **SCHOOL POLICIES AND PROCEDURES** - Familiarize yourself with the school's rules, plans, and procedures.
- **HONESTY** - Be honest in your approach and attitude, it will aid in developing trust with staff and students.
- **PATIENCE** - Be patient and positive when working with students. Encourage and expect students to succeed.
- **FLEXIBILITY** - Be flexible when responding to the needs of the staff and students. Everyone has on/off days.
- **CONSISTENCY** – Be consistent when dealing with students. They come to rely on those who are steady and true.

REMINDER: Volunteers should never be put in the position of having to enforce discipline. That is the responsibility of the teacher or administrator. Immediately notify a staff member if you are encountering a situation that may result in a disciplinary action.

SCHOOL VOLUNTEER OPPORTUNITIES

CLASSROOM VOLUNTEER - The classroom volunteer provides teacher reinforcement by assisting with tasks in many different areas such as clerical work, arts and crafts, reading groups, room clean up, and organization. As a classroom volunteer, you allow the teacher more professional time to spend with their class and/or individual students.

MEDIA CENTER VOLUNTEER - The media center volunteer helps with tasks such as, shelving books, cataloging materials, and checking books in and out for students. As a media center volunteer, you might also help with audio and visual equipment under the supervision of the media specialist.

SCHOOL ACTIVITIES AND EVENTS VOLUNTEER - The school activities and events volunteer will provide support as needed for any special project, field trip, or school sponsored event. This could include serving on the PTA/PTO or School Advisory Committee.

SPECIAL ENRICHMENT VOLUNTEER - The special enrichment volunteer can speak to classes or groups on topics related to occupations or community interest. Based on their background, they can share their experiences and knowledge with students and staff. These

volunteers may be businessmen, medical professionals, attorneys, public safety workers, etc.

GENERAL SCHOOL VOLUNTEER - The general school volunteer provides a wide variety of assistance to the school staff. They can assist in the lunchroom, front office, production, student store, virtually, and much more.

FREQUENTLY ASKED QUESTIONS

1. **How does one become a volunteer for CCPS?**

Prospective volunteers must complete an online volunteer application at www.collierschools.com/volunteer. Once submitted, the prospective volunteer should contact the school's volunteer contact for assistance with the approval process.

2. **What are the qualifications to become a volunteer?**

Volunteer applicants must complete an online volunteer application, present a valid U.S. issued photo ID, and participate in a volunteer orientation before being approved as a volunteer. If the volunteer will be participating in overnight or out-of-county trips, the volunteer will be required to submit to fingerprinting for a criminal history record check. Fingerprints must be submitted to and cleared by the Florida Department of Law Enforcement, the FBI, and the District before being approved to participate in overnight or out-of-county trips.

3. **Where does a volunteer check in?**

Volunteers should check in and out every time they volunteer by visiting the school's front office. Volunteers will be issued a badge to scan at the school's visitor laptop. This badge must always be worn when volunteering. This includes on-campus volunteering and off-campus volunteering for activities, events, and field trips. Checking in and out of the system allows the school to verify you are an active, eligible volunteer, and ensures your volunteer hours are tracked.

4. **Why is it important that volunteer time be recorded at the schools?**

It is important that volunteers check in and out of the Raptor visitor system every time they volunteer to track hours. This enables CCPS to give recognition to the volunteers and the schools. Recognition comes from the National, State, and local levels and it is one of the many important criteria used when looking at CCPS as a successful Florida school district.

5. **Can a volunteer bring a pre-school child with them when they volunteer?**

No. Pre-school children are not allowed to accompany volunteers as they may present a liability issue for the school and District. In addition, pre-school children can be a distraction to the students and may interfere with the volunteer's ability to give their full attention to the teacher or staff member they are assigned to assist that day.

6. **Can a volunteer discuss their experience(s) with family and friends?**

Yes, but the discussion must remain specific to you and your personal experiences.

Confidentiality is a vital part of a volunteer's commitment to CCPS. Any information pertaining to staff and student's personal records, grades, test scores and or behavior plans is strictly confidential. The volunteer's submitted application is the acknowledgment to maintain strict confidentiality under state and federal laws.

7. **How does a volunteer address discipline issues with students?**

Discipline is the legal responsibility of the school administrators and teachers. Volunteers should never be put in a position of having to enforce discipline. If a volunteer encounters a discipline issue, they should inform a staff member immediately.

8. **What should a volunteer do if they are unable to report to school or event at the assigned time?**

When a volunteer becomes aware that he/she is unable to report on the assigned day/time (whether due to illness or scheduling conflicts), he/she should contact the school's volunteer contact as soon as possible. The school's volunteer contact will alert the teacher or staff member of the volunteer's absence. Volunteers are encouraged to begin their experience with a minimum time commitment. This will ensure that teachers and students can rely on the volunteer's attendance.

Thank you for your interest in volunteering for CCPS! If you have any questions, please contact your school's volunteer contact directly. You can also email volunteer@collierschools.com or call (239) 377-0350.

