

St. Johns County School District
Rules and Procedures-Volunteers

3.13 School Volunteers

1. The School District welcomes and encourages individuals to volunteer their time to serve the students and employees of the District. However, serving as a volunteer is a privilege. As such, it is in the sole discretion of the School District whether an individual can serve, and continues to serve, as a volunteer. School volunteers may include, but are not limited to, parents, senior citizens and students who serve without compensation in the School District.
2. All potential volunteers are required to complete a St. Johns County School District Volunteer Application Form. All potential volunteers are subject to a criminal background check, and screening procedures are based on the type of volunteer activity and student contact. Volunteer activity is divided into two categories:
 - a. A Level I volunteer is any individual, regardless of their status as a parent or guardian, who has direct contact with students only within the immediate presence of a SJCSO employee or is assigned duties other than mentoring, tutoring, chaperoning an overnight field trip or working in the school clinic. Level I volunteers are subject to a background check by the St. Johns County Sheriff's Office (SJCSO).
 - b. A Level II volunteer is an individual who has direct contact with students outside the immediate presence of a school district employee. This level also applies, but is not limited to applicants who are assigned duties of mentoring, tutoring, chaperoning an overnight field trip or working in the school clinic. Level II volunteers are subject to background checks conducted by the SJCSO, the Florida Department of Law Enforcement (FDLE) and the Federal Bureau of Investigation (FBI).
3. All volunteers are also checked against the registration information regarding sexual predators and sexual offenders maintained by the Department of Law Enforcement under section 943.043, Florida Statutes.
4. Volunteers shall be approved by the District Volunteer's Office and the principal of the school in which they serve or, if service is rendered at the District office, by the appropriate director. Volunteers may serve at more than one location, but shall be subject to the approval of each principal and/or director. Further, volunteers shall serve under the supervision of the principal or director who shall insure they perform meaningful and appropriate duties and have knowledge of the practices and policies relevant to the assigned duties.

5. Volunteers shall register their presence on campus as would any other visitor, and each supervisor shall ensure the volunteer's service hours and assigned location are recorded.
6. The Superintendent shall prepare written procedures as necessary to implement this rule.
7. Volunteers are required to notify the District Volunteer office of any arrest or the filing of criminal charges. The privilege to serve as a volunteer can be revoked by the principal and/or director at anytime.

STATUTORY AUTHORITY:

1001.41; F.S.

LAWS IMPLEMENTED:

**110.504(4)&(5); 440.01(11)(D)3;
768.28;1012.01,F.S.; 6A-1.070, F.A.C.**

HISTORY:

**ADOPTED:
REVISION DATE(S): 01/11/05
FORMERLY: IICC.**