



## VOLUNTEERING AT SARASOTA MILITARY ACADEMY

Thank you for your interest in volunteering at SMA! Whether you are new or a former volunteer returning to SMA, you must complete an online application and background check per Florida law. All volunteers and visitors will be required a clearance check by providing their driver's license to be scanned through our Raptor Visitor Management System each school visit. Please visit our SMA website for the links below.

### LEVEL 1 VOLUNTEERS (No fingerprinting is required) No cost to the volunteer

- Must be under staff supervision at all times or stay within eye and earshot of a school staff member (Examples: front office/copy volunteers, committee volunteers, classroom)
- **Please apply here:** <https://apps.raptortech.com/Apply/MTM1Mjplbi1VUw==>

### LEVEL 2 VOLUNTEERS (Fingerprinting required) \$38 fee

- May have unsupervised contact with cadets
- Chaperoning any trips (overnight and day trip, in or out of county)
- Transporting cadets in any vehicle
- Handling money for any reason
- **Please apply here:** <https://www.sarasotacountyschools.net/o/scs/page/fingerprinting-and-badge-renewal>

### CHAPERONES (Fingerprinting required) \$38 fee

- **All chaperones** must be level 2 volunteers
- **All Chaperones** must be at least 25 years or older

### GUEST SPEAKERS (No fingerprinting is required) No cost to the guest speaker

- **All guest speakers** must go through the appropriate online background check.
- **Please apply here:** <https://www.sarasotacountyschools.net/o/scs/page/guest-speaker>

***To avoid delays and other issues with your application,  
please apply on a computer, not on a cell phone***

### **Once approved, ALL volunteers must:**

Sign-in and sign-out in the main office. This will not only keep track of your volunteer hours, but also cover you under worker's comp, just in case! You may also log your hours online for events that are outside of school hours.

### **Please log your hours here:**

<https://apps.raptortech.com/Volunteer/Login/MTM1MjpWb2xlbmRIZXI6ZW4tVVM=>





# Welcome!

## Dear Volunteer Applicant

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# VOLUNTEER INFORMATION

## Definition of a Volunteer:

A volunteer is a parent, adult community member, or student who assists at a school site or program on a regular/ semi-regular basis before, during, or after school hours. There are two types of volunteers; Level 1 and Level 2.

## Level 1 Volunteers —

### Volunteers Who are Under Staff Supervision (*no fingerprinting is required*).

Majority of volunteers

No cost to the volunteer

Must always stay within eye and earshot of a school staff member

**Examples:** front office/copy volunteers, committee volunteers, classroom volunteers that work under the direct supervision of District Staff.

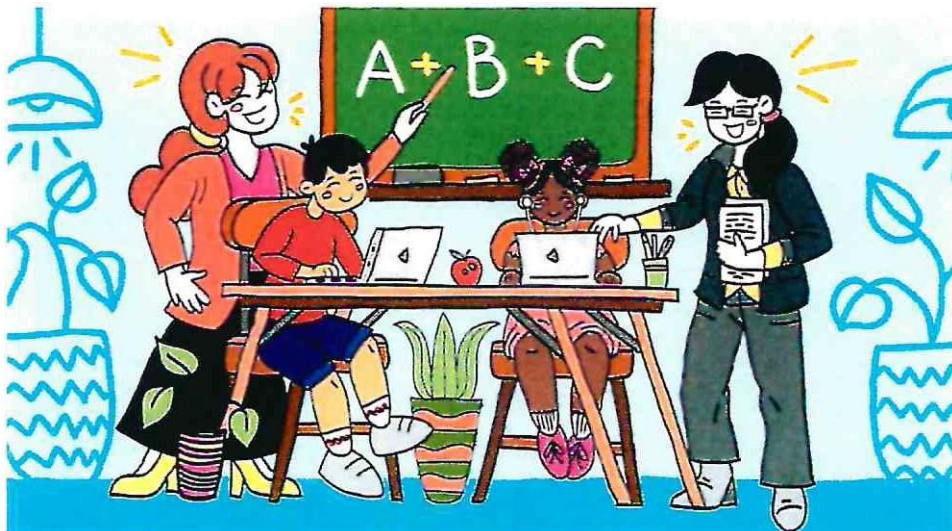
## Requirements of Level 1 Volunteers —

- 1.) Read SCSB Volunteer Handbook.
- 2.) [Register](#) as a Level 1 volunteer.
- 3.) Check in through Raptor Visitor Management System at the front office each visit when volunteering.
- 4.) Wear your Level 1 adhesive badge provided to you by the front desk staff.
- 5.) Adhere to all school site safety protocols.

If you have been denied, you have the right to appeal.

Please reach out to Safety & Security at

[SCSBfingerprinting@sarasotacounty schools.net](mailto:SCSBfingerprinting@sarasotacounty schools.net), or at 941-927-9000 Ext. 31132





## Level 2 Volunteers —

**Volunteers who have unsupervised contact with students (fingerprinting is required).**

ALL overnight fieldtrips  
Out-of-county fieldtrips  
Mandated by the school administration

**Examples:** tutor, or other unsupervised school settings (i.e., chaperone or overnight school-sponsored trips, driver of students).

## Requirements of Level 2 Volunteers —

- 1 Read SCSB Volunteer Handbook
- 1 [Register](#) as a level 2 volunteer
- J Make a live scan fingerprint clearance [appointment for Sarasota](#) or,
- 4 Make a live scan fingerprint clearance [appointment for North Port](#)
5. Request a permanent level 2 district volunteer badge from Safety and Security by emailing [SCSBfingerprinting@sarasotacountyschools.net](mailto:SCSBfingerprinting@sarasotacountyschools.net)
- E Check in through Raptor Visitor Management System at the front office when volunteering
- 7 Wear a district-issued identification badge whenever volunteering
- e Adhere to all school site safety protocols

If you have been denied, you have the right to appeal.

Please reach out to Safety & Security at

[SCSBfingerprinting@sarasotacountyschools.net](mailto:SCSBfingerprinting@sarasotacountyschools.net), or at 941-927-9000 Ext. 31132



## WAYS TO WORK WITH STUDENTS

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responds better  
to positive  
reinforcement

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students for a job  
well done

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Encourage  
positive behavior  
by acknowledging  
students who  
are doing things  
correctly

# POLICIES AND PROCEDURES THAT ALL VOLUNTEERS SHOULD KNOW

Principals are responsible for the safety of their students and, therefore, for all persons on their campuses. It is a school district requirement and a responsibility of the volunteer to follow the safe campus procedures volunteer guidelines.

## Sign In/Out

### Procedures

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All volunteers check in each day at the front office, and return to the front office to check out at the end of your designated volunteer time. School district and State procedure requires that all volunteers must sign in and out for all volunteer duty for the safety of both students and volunteers.

### Benefits

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Recording volunteer hours is a requirement for both the Florida Department of Education and Community Relations. It is often a criterion for the awarding of grant money to schools and to the district, and is used to recognize volunteers for their dedication and service.

### Laws & Statutes

Approved Volunteers for traditional schools are covered by workers' compensation while on campus in accordance with chapter [440](#) per 2022 Florida Statutes. Volunteers must be active and approved in the school district volunteer system and must sign in and out through the volunteer system each time on campus. Volunteers are also covered by state liability protection in accordance with the definition of volunteers and the provisions of [s. 768.28](#) and [768.1355 Torts Florida Volunteer Protection Act](#).

## Absence and Punctuality

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Volunteers are asked to commit to specific time(s) and day(s); as teachers need to know they can count on you. If you are unable to volunteer on any given day, or you may arrive late, please contact your school site immediately.

## Discipline

Classroom teachers and school administrators are responsible for student discipline. Rules and procedures related to student discipline have been established by the school and individual classroom teachers. These guidelines are maintained for the safety and welfare of all students. Fairness, consistency, and follow-through are essential to maintaining classroom learning environments.

## Confidentiality

By volunteering with the District and per School Board policy, you assume an obligation to maintain confidentiality. Discussion of a student is restricted to the student's teacher, guidance counselor, or appropriate member of the school's administration. It is essential that you do not share any information about students; even with your own family, friends, or acquaintances. We take the safety of our students seriously, and disclosure of confidential information could lead to dismissal.

## Resignation/Dismissal

If for any reason you decide not to continue volunteering with the district, please inform your school Volunteer Coordinator and those with whom you work directly. The district reserves the right to discontinue volunteer relations with any individual at any time.

## Volunteer Relations with Students and Their Families

The success of SCSD's volunteer program depends upon the quality of the relationship between the district volunteers, the public, teachers, students, and parents. Regardless of if you are a volunteer, or a paid staff member, you are an ambassador.

## Dress Code

Volunteers are expected to dress in accordance with accepted social and business standards. If you are unsure as to the appropriateness of attire, please consult with the school site administrator.



# SUSPECTED CHILD ABUSE OR NEGLECT

Volunteers should report to the school administrator if they have any reason to believe a student has been abused or neglected. A volunteer is a **MANDATORY REPORTER**: you are **REQUIRED** to **IMMEDIATELY** report the following situations to DCF:

- Any time you know or have reasonable cause to suspect that child abuse, abandonment, or neglect by a parent or caregiver has occurred. This includes but is not limited to when a child is abused, abandoned, or neglected by a parent, legal custodian, caregiver, and any other person responsible for the child's welfare. Also, when a child is in need of supervision and care but has no parent, legal custodian, or responsible adult relative immediately known and available to provide such supervision and care.
- Any time you know or have reasonable cause to suspect that child abuse by an adult other than a parent, legal custodian, caregiver, or other person responsible for the child's welfare has occurred.
- Any time you know or have reasonable cause to suspect that a child is the victim of sexual abuse or juvenile sexual abuse; including, if the alleged incident involves a child who is in the custody of or under the protective supervision of DCF.

Reports must be made immediately by phone through the DCF Central Abuse Hotline in writing or through electronic reporting to the following outlets:

- **Toll-free telephone:** 800-96-ABUSE
- **Toll-free Telephone Device for the Deaf (TDD):** 800-453-5145
- **Toll-free fax transmission:** 800-914-0004
- [Internet](#)

Complete Statute

Definitions of Terms in Statute



# STANDARD 0 CONDUCT

By volunteering with SCSD, you have a responsibility to the District and to your fellow volunteers to adhere to certain rules of behavior and conduct. When a person is aware that they can fully depend upon others to follow the rules of conduct, then our organization is a better place to work for everyone. Volunteers should become familiar with the specific rules at the school site(s) at which they volunteer.

## Here are some of the main policies;

- We expect each volunteer to act in a mature and responsible manner at all times.
- Observing safety rules at all times and using common sense in operating any equipment.

Treating fellow volunteers, teachers, students, parents, and administrators with respect and kindness.

- No possession of any type of firearm, weapon, or explosive, on district premises.
- We maintain a drug-free workplace. Employees and volunteers are prohibited from being intoxicated or under the influence of controlled substances while volunteering. The use, possession, or sale of a controlled substance in any quantity while on District premises (except for medications prescribed by a physician that do not impair volunteer performance) will result in immediate dismissal from volunteer service.

This is a tobacco-free district. Tobacco products-including vaping devices-shall not be used on District premises.

- No soliciting or selling of products, services, etc., on District property without the prior written approval of the Superintendent or designee.

Refraining from proselytizing regarding religion or politics on District property.

- Maintaining the confidentiality of all personal and privileged information.
- Abiding by all current FDOH guidelines related to the health and safety of students and staff.

**ALL VOLUNTEERS MUST ABIDE BY ALL SCSD POLICIES.**