



COLLIER COUNTY PUBLIC SCHOOLS

Volunteer Orientation

Human Resources

Volunteer Procedure AP – 2430.01

- District's goal to provide a safe environment for students and staff while encouraging parents, guardians, community members, retirees, students and others to work as school volunteers.
- All volunteers shall be screened in accordance with F.S. 943.043151 and checked against the Florida Department of Law Enforcement Sexual Predator/Offender database.
- Volunteers approved to participate in overnight and out-of-county trips will be required to complete a Criminal History Record Check by submitting fingerprints and other supplementary information as required to the District and the AHCA Clearinghouse.



Florida Retirement System Volunteers

House Bill 1121 (effective 7/1/23)

FRS retirees seeking to volunteer during the first 12 calendar months following their retirement must meet the following criteria:

- Before the retiree's date of retirement, there was no agreement or understanding between the Board and the retiree that the retiree would provide any service for the Board.
- The Board or a third party may not provide any form of compensation, including any cash equivalents, to a retiree volunteer for their volunteer service.

Florida Retirement System Volunteers

- Except as otherwise provided in law, a retiree volunteer may not be provided any employee benefits, including health or life insurance benefits. However, a retiree volunteer may be provided certain perquisites necessary for, and for the limited purpose of, completing tasks associated with the Board's retiree volunteer program, such as an assigned uniform or the provision of equipment.
- The number of volunteer hours per week, including training hours, that the retiree volunteer may provide is no more than 20% of the number of hours that the retiree volunteer was expected to work per week before their date of retirement.
- There is a clear distinction between the duties of the retiree volunteer and the duties of a Board employee.



Florida Retirement System Volunteers

- The schedule of a retiree volunteer, including the number of hours volunteered and the number and type of assignments for which they agree to volunteer, is controlled by the retiree volunteer.
- The Board and the volunteer retiree are both required to maintain adequate records to document adherence to the criteria listed in this policy. These records must be made available upon request to the Department of Management Services (DMS) or State Board of Administration (SBA).



Definitions

- **Resource/Guest Speaker**
 - Anyone who speaks at a school function without compensation; generates volunteer hours. The volunteer contact at the school is required to provide a Resource Speaker Letter to the volunteer.
- **Visitor**
 - Anyone who comes onto school property but not assigned duties as a volunteer
- **Volunteer**
 - Any non-paid person appointed to perform assigned duties
 - May include, but not limited to, parents, guardians, community members, students and others who support the District's students and staff
 - Policy specifically excludes "outside tutors" to whom a student may be referred to for remediation and other assistance - It is the responsibility of the parent or guardian to screen outside tutors



What You Can Do As a Volunteer!

- **Classroom**

- Provide teacher reinforcement by assisting with tasks, reading groups, clean up, and organization

- **Media Center**

- Shelving books, cataloging materials, checking books in and out

- **School Activities and Events**

- Support special projects, field trips, or school sponsored events/activities
- Serve on the PTA/PTO or School Advisory Committee (SAC)

- **Special Enrichment**

- Speak to classes or groups on topics related to occupations, community interest, and experience if requested and approved by school administration



What You Cannot Do As a Volunteer

- Assume responsibility for the supervision of a class in the absence of a certified teacher
- Assume responsibility for the discipline of students
- Establish instructional objectives
- Make decisions regarding the relevancy of certain activities or procedures to the attainment of instructional objectives
- Provide the initial instruction for accomplishing the instructional objectives
- Make decisions regarding the appropriateness of certain teaching material for accomplishing instructional objectives
- Contact parents regarding the performance of students or write comments on papers that go home



Responsibilities of a Volunteer



Dependability



Confidentiality



Communication



School Procedure
and Policy



Honesty



Patience



Flexibility



Consistency

NOTE: 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.

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 or District
- Volunteers who fail to fulfill their duties may also be removed by the Principal



Age Requirements

- 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 high school sophomores
- 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 / Out-of-County Trips

- At the discretion of Human Resources and building administrators, volunteers participating in overnight, or out-of-county trips must complete a Criminal History Record Check by submitting fingerprints and other supplementary information as required to the District and the AHCA Clearinghouse
- Fingerprints must be cleared by the Florida Department of Law Enforcement, the FBI, the District, and in the Clearinghouse before the volunteer is able to participate in overnight or out-of-county trips
- Volunteers for overnight trips must be a minimum of 25 years of age
- Lee County is considered in-county and does not require this level of screening, unless the trip is overnight
- Contact the school at least three to four weeks prior to upcoming trip to be screened



Volunteer Health, Safety, and Appearance

HEALTH

- If you are ill (cold, sore throat, cough or fever) STAY HOME!
- It is important that we try our best to prevent the spreading of germs to our students and staff
- Students will be happy to see you when you return rested and healthy

SAFETY

- 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
- If an accident occurs, immediately notify a staff member and do not move or remove the student(s) from the area



Volunteer Health, Safety, and Appearance

Appearance

- All school volunteers should abide by the CCPS dress code policy established for staff and should be professional and modest in appearance
- 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



Appearance

PROFESSIONAL DRESS*

ACCEPTABLE		NOT ACCEPTABLE
- 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.)	<u>GENERAL</u>	- Regular shorts on student days (except for physical education instructors) - Tank tops/spaghetti straps - Inflammatory, suggestive or otherwise inappropriate writing or graphics - Flip flops - Bare midriffs
- 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	<u>WOMEN</u>	- Mini length dresses or skirts - Halter tops, tube tops, and midriff shirts and blouses
- 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)	<u>MEN</u>	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.



COLLIER COUNTY PUBLIC SCHOOLS

Standards of Ethical Conduct

Board Policy 3210

Standards of Ethical Conduct

- **All employees are expected to adhere to the Principles of Professional Conduct of the Education Profession in Florida**
 - Code of Ethics Brochure viewable at <https://www.collierschools.com/Page/4947>
 - Extremely high standard for education professionals
 - Exercise best professional judgment and integrity
- **Obligation to students, public, and profession**
- **Parents trust children to our care each day**
 - Expect safe, supportive, positive environment
- **Public trusts district staff with responsible and ethical management of district resources**



Standards of Ethical Conduct

- District is largest employer in Collier County
- Any misconduct or perceived negative behavior by an employee is considered newsworthy
 - Newspaper and Social Media
- Florida has very broad public records laws
 - Disciplinary documentation can be viewed by media, general members of the public, parents, and students
- Conduct yourself in a manner that is above reproach



Volunteer Misconduct

- **What Can Get You in Trouble:**
 - Social Media
 - Inappropriate relationships with students
 - Language and overall conduct
 - Policy violations
 - Neglect in reporting misconduct (mandatory reporting)
- **Volunteers should be mindful of their actions and the possible impact to students:**
 - Poor academic functioning
 - Impaired social functioning
 - School dropout
 - Discipline issues
 - Substance misuse
 - Violence
 - Juvenile justice involvement
 - Suicide
 - Lower education and occupational attainment
 - Lower quality of life



Identifying and Reporting Misconduct

- **Behavior indicative of misconduct that should be reported:**
 - Being alone with a student in the dark or closed room or secluded area
 - Behaving in an overly friendly or familiar way (boundaries)
 - Using forceful or unnecessary physical contact with students
 - Badgering or habitually teasing students
 - Chronically embarrassing a student
 - Suspicion of being under the influence of drugs or alcohol
 - Failing to supervise students and causing safety concerns
 - Directing or using profane, offensive, or explosive language in the presence of students
- **Apply the litmus test:**
 - If you feel uncomfortable
 - If you question the person's motives or actions
 - If you are unsure



Identifying and Reporting Misconduct

- Report allegations or suspicions of misconduct by an employee, volunteer or contractor to your school administrator
- Report allegations or suspicions of misconduct by your administrator to the Office of Human Resources
- Document and secure evidence if applicable
- If you are aware of or observe misconduct - **REPORT IT IMMEDIATELY!**



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;
- Volunteer 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.

Thank you!

