

BRADFORD COUNTY SCHOOL DISTRICT

VOLUNTEER HANDBOOK



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GET INVOLVED

START HERE: Contact your school for the Volunteer Application Form. Your school will assist you in identifying what type of volunteer you will apply for on the application form.

If you have further questions about volunteering, contact the Department of Human Resources at (904) 966-6031 or email HR@mybradford.us

Policies And Procedures

Volunteers are a valuable asset to our schools. Volunteers might be parents, grandparents, students, retired educators, business partners, or other community members. Volunteers provide supportive and reinforcing services to students and school staff. They can share their expertise with students, provide an extra set of eyes and hands for teachers, assist students with academics, chaperone field trips, answer phones, and convey to students that everybody cares about their education. Volunteers then become representatives of the school. The following guidelines have been established by the Superintendent and should be shared with volunteers and staff working with volunteers.

- School volunteers work only at the request/discretion of the Principal/Administrator.
- The Centegix system will be used to screen volunteers and log their time on campus. Therefore, ALL volunteers must log in AND out with each visit. All visitors on any BCSD campus will be scanned using a government-issued ID.
- The school retains the right to accept or reject the services of a volunteer.
- All volunteers must complete a yearly volunteer form.
- Level 2 volunteers will be required by the principal to complete the volunteer application form that includes fingerprinting.
- Volunteers who work one-on-one with students or who may not be under the direct supervision of an employee are subject to background checks in compliance with the Jessica Lunsford Act and will need to obtain Level 2 clearance.
- Florida Retirement System retirees may not volunteer until six months past their retirement date. See Board policy for exceptions.
- The school volunteer coordinator should maintain records of volunteer service hours, duties, and training for the annual report to the Florida DOE.

Determine Your Volunteer Level

BCSD has created three classifications to help clarify who needs a background check, what type of background check is required, and whether the individual must be monitored by a staff member:

- **Visitors** — No background check required. Visitors must be monitored by a staff member at all times and follow the process to sign in and sign out through the school's front office.
- **Volunteer (Level 1)** — A background check of Level 1 and an approved volunteer application is required every year.
 - Volunteer (Level 1) MUST always be under the direct supervision or line-of-sight of a BCSD employee.
 - Approval will be given to the school/site from Human Resources.
- **Volunteer (Level 2)** — An annual approved volunteer application is required. In addition, upon initial application and every five years after, a Level 2 fingerprinting background check is required to conduct a State and National background clearance. Fingerprints are valid for five years.
 - Volunteers (Level 2) are NOT required to be under the direct supervision or line-of-sight of a BCSD employee at all times.
 - **ALL ATHLETIC COACHES ARE REQUIRED TO BE LEVEL 2.**
 - The school will notify potential volunteers if fingerprint registration is necessary based on the type of field trip or activity.
 - Fingerprinting is done at the cost of the volunteer. Fingerprints are only required every five years. To obtain and renew the Level 2 clearance, please register as a volunteer and follow directions for the Level 2 process.
 - A Level 2 Volunteer Badge will be issued by Human Resources.
 - Level 2 volunteers must obtain clearance through the Centegix system each time they enter the campus or volunteer.

Approval

Approval/Non-approval information will be given to the site for which you have applied to volunteer. They will contact you with the information. If you are a Level 2 volunteer, you may pick up your badge from your school site.

The Bradford County School District reserves the right to deny volunteer privileges to individuals and to re-check criminal history as necessary.

Identification & Sign In

Volunteers are provided district-issued badges or name tags depending on the volunteer type. The identification must be worn at all times when volunteering. A \$10 replacement fee will be charged to replace lost identification badges.

Volunteers are required to sign in and out through Centegix at the front desk in the main school/site office. A government issued ID is required (driver's license, passport, etc.). Your cooperation enables us to locate you in case of an emergency.

Volunteer Responsibilities

Volunteers Must:

- Be screened through the Centegix system each time they enter campus or volunteer
- **Always work under the supervision** of a teacher or administrator unless the volunteer has received Level 2 clearance
- Show a photo ID and sign in and out in the school's front office for each visit/event. This is important for the following reasons:
 - Our students' safety and campus security are of the utmost importance. This supports knowing who is on campus at all times.
 - Individual volunteers may be recognized for their dedication and service to our schools.
 - Schools are eligible for annual state awards based on their volunteer hours.
 - Your school and the district would like the opportunity to thank you for your service.
- **Maintain strict confidentiality** with all school or classroom information to which they may have access
- **Follow School Board policy on personal communication devices and the use of Social Media (SBP 9.110)**
- Serve as positive role models
- **Dress professionally and appropriately** for the work environment
- Work within all guidelines and policies established by the Superintendent and School Board
- Have a clear understanding of all state and district instructional practices and policies relevant to volunteer responsibilities

- Follow staff directions in the event of a fire drill, lockdown, or evacuation
- Volunteers may not have access to the files or permanent records of students.
- Volunteers are required to report to the appropriate administrator if they have reason to believe a student is being abused or is a threat to himself/herself or to others.
- Volunteers may not give medication to students.
- If volunteers are injured when acting as school volunteers, they must notify the principal.
- Volunteers working under the supervision of a Bradford County School Board authorized employee are covered in terms of liability for their actions if performed in reasonable good faith and judgment.
- Individuals who are required by a court to perform community service may not volunteer to work one-on-one with a student.

Volunteers May NOT:

- Establish educational objectives or evaluate student progress
- **Discuss students or teachers, or classroom information outside of the school setting or in the school setting with people whom the information does not pertain.**
- **Be left alone with a child or with a class unless they have Level 2 clearance**
- **Take pictures or video of students (other than their own) or BCSD employees.**
- **Volunteers may NOT have individual contact with students outside of school hours. This includes social media contact**
- Give medication to students
- Discipline students, but should refer the matter to the supervising teacher
- Engage in communication with students regarding personal religious or political beliefs.
- Have access to the files or permanent records of students
- Make decisions regarding the relevance of certain activities or procedures to the attainment of instructional objectives
- Have access to permanent student records, student grades, or any other confidential materials or information
- Conduct duties or tasks that belong to teachers, such as grading papers
- Bring preschool or other children who are not registered at the school where they volunteer
- Use cell phones except in case of emergency or urgent need. Your attention should be on students at all times unless otherwise directed.

Protecting Our Students & Mandatory Reporting of Child Abuse

Section 39.201 (1)(a), Florida Statutes, states: A person is required to report immediately to the central abuse hotline established in s. 39.101, in writing, through a call to the toll-free telephone number, or through electronic reporting, if he or she knows, or has reasonable cause to suspect, that any of the following has occurred:

a. Child abuse, abandonment, or neglect by a parent or caregiver, which includes, but is not limited to, when a child is abused, abandoned, or neglected by a parent, legal custodian, caregiver, or other person responsible for the child's welfare or when a child is in need of supervision and care and has no parent, legal custodian, or responsible adult relative immediately known and available to provide such supervision and care.

b. Child abuse by an adult other than a parent, legal custodian, caregiver, or other person responsible for the child's welfare. The central abuse hotline must immediately electronically transfer such reports to the appropriate county sheriff's office.

2. Any person who knows, or has reasonable cause to suspect, that a child is the victim of sexual abuse or juvenile sexual abuse shall report such knowledge or suspicion to the central abuse hotline, including if the alleged incident involves a child who is in the custody of or under the protective supervision of the department.

Abuse Hotline: 1-800-962-2873 Report Online: [ABUSE ONLINE REPORT LINK](#)

School volunteers who witness bullying (teasing, social exclusion, threats, stalking, physical violence, sexual, religious, or racial harassment, public humiliation) or destruction of property must report the incident immediately to school staff.

Volunteers may NOT have individual contact with students outside of school hours, including social media contact.

Volunteers do NOT take pictures or videos of students without appropriate staff permission.

Other Important Information

- **Tobacco, Vaping, Alcohol & Illegal Drug use are prohibited** anywhere, anytime, by anyone on campus and at all school-sponsored events, including field trips, whether they occur before, after, or during regular school hours.

Am I a Visitor, Level 1 Volunteer, or Level 2 Volunteer

Visitors

- Attending a school day function, such as awards or a performance
- Eating lunch with your child

Volunteers, Level 1- Level 1 Volunteers are **ALWAYS UNDER DIRECT SUPERVISION** in the presence of a BCSD employee. Requires the **ANNUAL completion** of the **Volunteer Application Form**.

- Completing tasks for teachers or staff, on or off-campus
- Helping with picture day
- Monitoring the cafeteria
- Helping with a class party
- Attending a PFA/PTO/SAC meeting
- Chaperoning a whole group field trip under the Direct Supervision of an employee (No small group split-offs)
- Classroom helper – holiday activities, small groups, reading to students
- School Events: supervising student stations at Field Day, Special Olympics, Fun Runs, etc.
- Assisting with band/chorus/drama
- Serving, prepping, and monitoring in the cafeteria
- Helping at the bookfair, organizing the school library/media center
- Monitoring School dance/festival/carnival, hallways (Watch Dogs)
- Organizing clothes closet/food pantry, holiday shop
- Club Sponsor, Odyssey of the Mind, Mentor, Tutor
- Early Childhood/HeadStart
- Office helper, PTA/PTO, SAC
- Concessions, Ticket Collection/Sales, Parking, etc. (With DIRECT supervision of students and cash handling.)

Volunteers, Level 2- Must have an approved volunteer application and **Level 2 background screening** completed, since they **may not always be under the immediate direct supervision of a BCSD employee.** Requires **ANNUAL completion of the Volunteer Application Form** (Fingerprinting is valid for five years from the date fingerprints were taken.)

- **While some of the list below mirrors that of a Level 1 Volunteer, those performing the activities listed below without a BCSD employee's direct supervision are required to complete a Level 2 background check.**
 - **When you come to the school to visit:**
 - **Present Level 2 Badge and check in through Centegix**
 - **Wear your issued Level 2 badge while on campus**
 - **Complete your volunteer duties**
 - **Check out at the front office**
 - **IMPORTANT NOTE:** There are certain individuals who are classified as “exempt volunteers” because they have already undergone a Level 2 background screening. Exempt volunteers include: BCSD staff, law enforcement officers, college students screened through Bradford HR Pre-Employment Services, and any individual currently screened through the Agency for Health Care Administration (AHCA) Clearinghouse.
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- Chaperoning a field trip with small groups separate from BCSD employees
 - Chaperoning an overnight field trip
 - Driving students in a vehicle without a BCSD employee
 - Serving as a volunteer coach
 - Classroom helper – holiday activities, small groups, reading to students
 - Field trip chaperone or other school-sponsored off-campus activity supervising students
 - Athletic coaching/assisting
 - School Events: supervising student stations at Field Day, Special Olympics, etc.
 - Assisting with band/chorus/drama
 - Monitoring School dance/festival/carnival, hallways (Watch Dogs)
 - Organizing clothes closet/food pantry, holiday shop
 - Club Sponsor Mentor, Tutor
 - Early Childhood/HeadStart
 - Office helper, PTA/PTO, SAC
 - Concessions, Ticket Collection/Sales, Parking, etc. (WITHOUT direct supervision of students and cash handling.

Required Fees

Fingerprints are valid for 5 years

- **Visitors** = No Cost
- **Volunteer (Level 1)** = No Cost Annual Application Required
- **Volunteer (Level 2)** = \$82 (Approximate and subject to change costs are \$60 state fee, \$10 photo fee, \$12 fingerprint fee (totaling \$82) for the required background checks via Field Print and AHCA online clearinghouse). Fingerprints are valid for five years. Annual Volunteer Application Form is required yearly at no charge. Volunteers are only charged for fingerprinting or badge replacement.

School Board Policy 3.130

School volunteers shall be subject to background screenings before volunteering that may include a criminal history background check and fingerprinting with the costs paid as determined by the District. Volunteers who will be working with students without direct supervision from school personnel, whether on or off campus—including during day trips or overnight trips—must meet Level 2 screening requirements found in Section 435.04, Florida Statutes. All volunteer athletic coaches are required to have a Level 2 screening. Volunteers working under the direct supervision of school personnel shall, at a minimum, undergo background screenings to include (1) a search of the volunteer's name and/or other identifying information through databases approved by the Superintendent, which may include, but are not limited to, the Dru Sjodin National Sex Offender Public Website and the registration information regarding sexual predators and sexual offenders maintained by the Florida Department of Law Enforcement (FDLE), and (2) a search of the (CCIS) Comprehensive Case Information System database for any criminal history.

- a No person registered as a sexual predator or sexual offender on the FDLE database shall be allowed to volunteer in any school or at any school function.
- b No person registered on CCIS that has an open criminal case[DD1] shall be allowed to volunteer in any school or at any school function.
- c A person who has been arrested for and is awaiting final disposition of, has found guilty of, regardless of adjudication, or entered a plea of nolo contender or guilty to, or has been adjudicated delinquent and the record has not been sealed or expunged for, any offense listed in

Section 435.04(2) or (3), Florida Statutes, shall not be eligible to be a school volunteer.

A school volunteer is any nonpaid individual who gives his/her time to a school or school staff member while performing assigned duties. Duties assigned to school volunteers shall be consistent with Florida Statutes and State Board of Education rules.

The school principal and each staff member who is assigned a school volunteer shall be responsible for assigning duties to school volunteers that are consistent with Florida Statutes, State Board of Education Rules, and School Board rules.

As provided by Florida State School Board Rules, the principal of the school shall ensure that each volunteer and the supervising teacher or coordinator possess a clear understanding of state and district rules and policies relevant to volunteer responsibilities.

Benefits of the Volunteer Program

Benefits for Individuals and Businesses

- Volunteering boosts employee and member morale while fostering pride in their organization or company.
- It strengthens the organization's or business's connection with the community.

Benefits for Students

- Students gain access to positive role models who actively support their education.
 - Volunteering enhances the school environment, fostering a positive and engaging learning atmosphere.
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Ways Volunteers Can Help

- **Athletic Coach Volunteers** – Assist head coaches in developing athletes' skills, sportsmanship, and motivation.
 - **Classroom Assistant** – Support teachers by preparing bulletin boards, instructional materials, and more.
 - **Community Resource** – Share expertise on careers, hobbies, or other topics of interest with students.
 - **Field Trips** – Serve as a chaperone to ensure student safety during off-campus activities.
 - **Homeroom Parent** – Assist with classroom events and act as a liaison between teachers and parents.
 - **Lunch Assistant** – Help students in the cafeteria and maintain a positive lunchtime environment.
 - **Office Assistant** – Support office staff with general administrative tasks.
 - **PFA/SAC Participation** – Join the Parent Teacher Faculty Association or School Advisory Council to help shape school improvement plans.
 - **Special Events** – Assist with events like Science Fairs, Book Fairs, and Picture Days.
 - **Storytelling / Reading** – Support literacy by reading to small groups or telling stories upon teacher request.
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Mentoring & Tutoring Tips

- Before tutoring begins, meet with the student's teacher to discuss their needs.
- Assess the student's progress by reviewing previous work with them.
- If you need to miss a session, inform the school so they can notify the student.
- Serve as a positive role model by dressing and acting professionally.
- If a tutoring situation isn't working, seek guidance from the teacher.
- Use repetition and creative techniques to reinforce learning.
- Give students opportunities to make choices in their learning process.
- Incorporate games to make learning engaging and interactive.
- Recognize that each student is unique and responds to different motivational strategies.
- Always be sincere and encourage students by praising their efforts.

FAQS

What is a Visitor?

A visitor is someone who is a guest on a BCSD campus during the school day. A visitor is there to observe and does not interact with students, aside from their own child. A visitor is not doing tasks for the school. **All Visitors Are Scanned Against The Florida Sexual Offenders And Predators Database Each Time They Enter Campus.** For examples of a visitor, see the Volunteer Handbook.

What is a Level 1 Volunteer?

A level 1 volunteer is a non-BCSD employee who is giving their time to help with various tasks for the betterment of the school, on or off campus. A level 1 volunteer is ALWAYS in the presence of a BCSD employee while with students. **All Level 1 Volunteers Must Sign in In the Front Office and Are Scanned Against The Florida Sexual Offenders And Predators Database Each Time They Enter Campus.** For examples of a level 1 volunteer, see the Volunteer Handbook.

How do I become a Level 1 Volunteer?

Complete the volunteer registration form and then bring a government-issued ID to be scanned in the front office.

What is a Level 2 Volunteer?

A level 2 volunteer is a non-BCSD employee who will potentially be alone with students while performing their volunteer duties. For examples of a level 2 volunteer, see the Volunteer Handbook.

How do I become a Level 2 Volunteer?

Complete the level 1 volunteer registration as described above. During the registration process, fill out the part of the application for level 2 volunteers for further instructions on fingerprinting. HR will contact you with further instructions on how to complete fingerprinting. You may also contact HR.

Contact Human Resources at (904) 966-6031 or hr@mybradford.us

How much does it cost to be fingerprinted?

Beginning in June 2025, the approximate cost for fingerprinting is \$82, and the clearance lasts for 5 years.

Should I be a Level 1 or Level 2 Volunteer?

If you will be alone with students at any time, you must register as a level 2 volunteer.

I have students at multiple schools. Do I need to complete this process at each school?

No, the volunteer registration process for Level 1 or Level 2 will apply to all schools you select on your registration for 5 years.

I completed the Level 2 Volunteer registration and paid for my fingerprints. Does that mean I can go on all the field trips?

No, by completing the process, you are being added to the list of approved Level 2 Volunteers. Each school retains the discretion to select volunteers and chaperones for each event or field trip.

Do I need fingerprints if....

- I am a BCSD employee? No, BCSD employees already have fingerprints on file with the district and do not need to apply as volunteers.
- I am a substitute teacher with BCSD? No, substitutes do not need to be fingerprinted to volunteer.

