

Volunteer Screening – Hillsborough County Public Schools Executive Summary

Current Classifications

Volunteers would fall into one of three categories:

- A. Level 1 - Those with *group exposure, or no direct exposure to students* (general volunteers). This would include office workers, teacher assistants, and community speakers. The individual is not left alone with students, and does not have extended one-on-one contact with students.
- B. Level 2 - Those with *one-on-one supervised interaction* with students usually on school premises. This would include tutors and any other persons with one-on-one contact under District employee supervision (sight or hearing), site based mentoring or daytime field trip chaperones.
- C. Level 3 - Those with *one-on-one unsupervised interaction* with students. This would include off-site mentors and overnight chaperones

All chorus and/or orchestra booster chaperones must be level 3 in order to chaperone and event sponsored by Mrs. Greene – this ensures protection for all students!

In all cases it is understood that the school has the right to deny a volunteer who is applying to serve at their school. School volunteering is a privilege, not a right, and a school may determine that a volunteer is not appropriate for their situation. Ultimately, the school will have supervisory responsibility for all volunteers at their school, even if they are recruited or trained by another group.

Execution/Screening Requirements Screening

All levels

1. Volunteer obtains and completes a District volunteer application. If a speaker is part of the SERVE Speakers Bureau, they fill out the SERVE Speakers bureau registration form. Exception: those individuals participating in a onetime event (Great American Teach In for example) who are escorted and are not returning, an application is not required.
2. Applicant's name is checked against the Florida Department of Law Enforcement (FDLE) Sexual Offender/Predator website (www.fdle.state.fl.us).
3. Applications will be marked with indication that predator/offender check has been completed, with the outcome.
4. The original completed volunteer applications should be kept on file at the school with copies forwarded to SERVE at Route 6.
5. Volunteers are considered accepted as a SERVE/school volunteer at this time.

Level II – One on one volunteers, day field trip chaperones

1. Procedures for all levels have been conducted.
2. Once the application is received at SERVE, SERVE staff will check the following web-sites for all Level II volunteers:
 - a. Hillsborough County Sheriffs Office www.hcso.tampa.fl.us
 - b. Florida Department of Corrections www.dc.state.fl.us

Special Note: Due to the small number of volunteers who have criminal backgrounds, and of that group, the very few who would be ineligible to volunteer with children, SERVE will contact a school regarding volunteer status only when a criminal background reveals a problem. Otherwise, when the application has been submitted to SERVE, with all information completed, the volunteer is considered approved. Contact will be made with the school *only when there is an issue or background*.

****BOOSTER MEMBERS** please read carefully!**

Level III – overnight chaperones

1. All Level III volunteers must complete a fingerprint/FBI screening.
2. Volunteers serving in a level III capacity will take the original application to the Office of Professional Standards Fingerprint Section for further processing.
3. *Address is 2920 North 40th Street (Instructional Services Center). Hours of operations vary so please call ahead at 840-7177. **Please note, SERVE or the Office of Professional Standards will not pay fingerprinting.** The fee (currently \$47.25) must be paid by the volunteer or a sponsoring organization (school PTA, booster club, etc.) Payment will only be accepted in the form of a money order.*
4. Volunteers must take a picture ID and social security card when submitting application for fingerprinting.
5. Fingerprint technicians will obtain a legible set of the volunteer's fingerprints and submit them for local, statewide and national checks.
6. Office of Professional standards will notify the SERVE office of the outcome of the background check.
7. The school will submit the application to SERVE for the files and data entry. Applications will indicate that it is for an overnight chaperone.
8. SERVE will check these applications against the FDLE database annually for three years or until a new application is received.

NOTE: All screenings are good for three years. Schools may select to process applications more frequently.