

# Brevard Public School Volunteer Information



Volunteers play an important role in the daily operations of Brevard Public Schools. We appreciate all the help our volunteers give our students, teachers and schools.

A team of district personnel with representatives from District Security, Educational Technology and Community Relations reviewed the current volunteer management system looking for ways to increase security and decrease barriers to volunteering. Through this process a new product was identified that conducts a National Sex Offender Registry check on every person who enters a school and is not a Brevard Public Schools student or employee. This is in direct response to the community's request for improved security in our schools.

To ensure the safety of our children, all volunteers must undergo certain safety checks.

## Two levels of volunteers:

### A – “Advanced”

Receive a sexual predator check each time they sign in.

These volunteers are the highest level and receive a criminal background check.

**Cost is \$20 (charter schools \$25).**

#### Advanced volunteers include anyone:

- Mentoring or tutoring a student *For example, one on one Math or Reading help*
- Chaperoning ANY field trip (includes in county, out of county and overnight field trips) *For example, field trips to Brevard Zoo, theme parks, academic and sports competitions*
- Transporting a group of students in their private vehicle *For example, driving students to a compete at a sporting event or academic competition*
- Anyone with one on one contact with a student

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### B – “Basic”

Receive a sexual predator check each time they sign in.

**No additional cost to Basic volunteer.**

#### Basic volunteers include anyone:

- Working in a non-classroom environment such as the main office or library
- Direct teacher support (can NEVER be left alone with students) *For example, assisting with a class party or reading to the class with the teacher present*
- Working a large school related event *For example, fall or spring festivals, sporting event concessions*
- Working at home on a school related volunteer activity *For example, counting box tops for the school*
- Brevard public school students through grade 12 who volunteer at their school or another BPS school

All volunteers fingerprinted January 1, 2012 or later will be automatically grandfathered into the new system free of charge as a Level A volunteer. All grandfathered volunteers will expire January 1, 2016.

**A volunteer's status is good for 3 years from the time of approval date.** During those three years, volunteers are required to report any arrests and/or charges that occur to the Office of District Security. Failure to do so will result in immediate revocation of all volunteering privileges.

**Volunteers should adhere to the following rules:**

- Volunteers should at no time discipline a student. All discipline concerns should be directed to the appropriate BPS employee.
- Volunteers should follow the school dress code and use appropriate behavior.
- Volunteers are not allowed to bring non-school age children when volunteering unless previously approved by school principal. This includes all school field trips.
- Volunteers must keep all student information confidential.
- Volunteers must visibly wear dated volunteer badge printed at sign-in at all times while on campus.
- Volunteers cannot give medication to students at any time.
- Failure to comply with these rules could result in termination of your volunteer privileges.



- ✓ Sex predator check on EVERY visitor, volunteer, and vendor when signing into the system. If they are getting a badge, the sex predator check is being performed.
- ✓ New badging features that populate the badge with photo from state issued ID. In addition, the location of the visitation is identified as a precautionary measure (IE: visiting a classroom).
- ✓ Online registration creates greater ease for user and schools who will no longer need to process applications. Can be done from smart devices such as phones and tablets.
- ✓ Greater reporting features for recording volunteer hours.
- ✓ Faster approval process.
- ✓ Reduced cost of criminal background screenings for level A volunteers.
- ✓ Elimination of fingerprinting for level A volunteers, which reduces costs to volunteers and employee man-hours to process fingerprints.

## PROCEDURAL CHANGES

Florida statute requires a sex predator check on volunteers working with students. Traditionally, as a precautionary measure, BPS has required "registered" volunteers (now level A volunteers) to have a criminal background check via fingerprint. In response to community concerns regarding price and the need for more secure methods for our students we have moved from fingerprinting to KeepNTrack for criminal background checks. To test the fidelity of the background check, District Security did comparison background checks against known offenders. This side by side comparison was virtually identical and was validated by the Brevard Sheriff's Department. To provide increased security measures, our procedures have changed to include:

- ✓ Requirement that all chaperones and adults transporting students in their personal vehicles register as level A volunteers.
- ✓ Require level A volunteers renew their status every three years instead of every five years.
- ✓ Utilize state issued ID to sign into system. Previously, visitors and volunteers typed in their information and could utilize any name they chose (Yes. We have had Mickey Mouse and Bud Wiser sign into our system and visit our schools). For individuals without a state issued ID, they will use their birthdate and name to sign in and coordinators will have to visually verify.
- ✓ ALL visitors, vendors, and volunteers will undergo an instant sex predator check. Alerts on potential offenders will be sent to SROs, District Security, Principals (and designees) and front office clerks.