

Volunteers and Safety

Recommendations for Safer Schools

July 23, 2026



Task:

Conduct a comprehensive review of current volunteer processes and develop recommendations to enhance school safety.



POLICY

9200 - Volunteers



PROCEDURES

RAPTOR, Dashboard,
and Handbooks



TRAINING & ACCOUNTABILITY

Education, Attestations,
and Oversight



School Access Levels



VISITORS

Attending an Event: P/T
Conferences, Awards,
Eating Lunch with their
Student



LEVEL 1 VOLUNTEERS

Making Copies, Room
Mom/Dad, Bulletin Board
Decorating, Concessions,
Ticket Taker



LEVEL 2 VOLUNTEERS

Chaperoning Field Trips,
Volunteer Coaching, Club
Sponsor, Mentoring, All
Volunteering After-Hours*
(*other than public-facing,
operational roles*)



Policy Discussion

Board Policy 9200



Policy 9200: Opportunities for Improvement

Current Policy is Lacking

Clarity

"...who will work with students in an unsupervised manner."

- Too open to interpretation

Safety

"Supervised" (Level 1) Volunteers are checked against the Sex Offender Registry.

Accountability

Over-reliance on self-disclosure creates unnecessary risk. We must consider independent verification.



Benefits of Proposed Policy

01

Eliminates Ambiguity and Interpretation

Provides clear examples for each level and promotes Level 2 as the standard for most volunteer opportunities (including field trips and after-school activities).

02

Allows for Additional Screening Measures

Policy creates the minimum standard, but allows the Superintendent to implement additional protections.

03

Doesn't Throw the Baby Out with the Bath Water

Allows for some exceptions (students, and public-facing, operational positions such as concessions or field day).



Policy 9200 Recommendation

Improved procedural clarity by updating the Volunteer and Employee Handbooks to establish clear requirements, consistent practices, and accountability measures.

Rescind Current Policy 9200

- Too ambiguous and vague
- Need clear definitions and leave little to interpretation in order to have consistent implementation across the district

Replace with Proposed Policy

- Was vetted and approved by NEOLA
- Stronger standards for after-school and field trips
- Clearly defines roles and vetting requirements
- Strong policies allow us to build better procedures and hold violators accountable



**WE WILL
BUILD BETTER
PROCEDURES ON
THE BACK OF A
STRONG POLICY!**

Current Screening Practices

Visitors and Volunteers (Levels 1 and 2)



Current Screening Practices: Visitors & Level 1 Volunteers

We currently use RAPTOR to screen both Visitors and Level 1 Volunteers.

► What exactly does RAPTOR Check?

RAPTOR scans a government-issued ID and instantly checks the visitor's name and date of birth against registered sex offender databases in all 50 states.

► Is that enough?

Debatable, but Visitors and Level 1 Volunteers must always be supervised by a CCDS Employee.



Current Screening Practices: Level 2 Volunteers

Level 2 Volunteers and Employees are fully-vetted through the Florida Care Provider Network Clearinghouse.

▶ How much does it cost?

It costs \$81.75, and is good for five years.

▶ What does it include?

Fingerprinting via FDLE, State and National Criminal History Checks through FDLE and FBI databases, a comprehensive review for disqualifying offenses, and an Eligibility Determination.



WE RECEIVE AUTOMATIC NOTIFICATIONS IF AN EMPLOYEE'S OR VOLUNTEER'S ELIGIBILITY STATUS CHANGES .

What is the Florida Care Provider Network Clearinghouse?

Protecting Our Most Vulnerable Populations

Why It Matters

Saving Time and Money

Since its launch in 2013, the Clearinghouse has processed more than **10 million screenings** and saved providers and taxpayers over **\$200 million** by preventing duplicate checks.

Protecting Floridians

The Clearinghouse helps ensure that caregivers, health workers, and educators meet Level 2 background screening standards before they can work with children, seniors, or other vulnerable groups.

Making It Easier

One screening can be shared across multiple state agencies. Employers receive automatic notifications if an employee's eligibility changes.

01

Standard for the FLDOE

Used by all Florida school districts to fully vet each potential Level 2 volunteer or employee.

02

Real-Time Updates

The Clearinghouse provides automatic notifications if an employee or Level 2 volunteer's eligibility changes (ie: an arrest)

03

Used Across the State

Standard for eight state agencies including DOE, DCF, DOH, DJJ, AHCA, APD, DOEA, and FDVA





RECOMMENDATION

Introduce a Level 1 Screening Option

Use RAPTOR to Conduct a Commercial Background Check

KEY CONSIDERATIONS:

- Cost (\$17.55 per Volunteer/3 years)
- Requires deletion of all Current Level 1 Volunteers
- No Longer an Instant Approval
- Labor Intensive (CCDS Employees, not the Clearinghouse, would be in charge of making Ch 435 eligibility determination)

RAPTOR integrates through a commercial screener (JDP) to conduct a:

- National Criminal Database Search
- National Sex Offender Search
- Social Security Number ID Search
- Terrorist Watch List Search
- Name Check / Address Verification

NOT FOOLPROOF

RAPTOR will run the search monthly and alert us to any status changes.



Strengthening Our Current Procedures

- Employee and Volunteer Handbooks
- Volunteer Application



Employee Handbook

Every CCDS employee must familiarize themselves with and follow the Employee Handbook guidelines. Specific language was crafted that makes our volunteer policy and procedures abundantly clear.

► Clarifies Level 1 & 2 Expectations

- Gives examples of each
- Provides guidelines for how to check a volunteers status
- Provides strict supervision mandates for Level 1 volunteers

► Monitoring Boundaries & Enforcement

- Student Volunteer Expectations
- Media and Student Privacy Rules
- Instructional and Communication Limits
- Mandatory Reporting Rules



**NEVER
ASSUME
A VOLUNTEER
IS CLEARED.**



Volunteer Handbook

The CCDS Volunteer Handbook will be modified and updated based on proposed policy changes.

- Procedural guide for all Principals, Volunteer Coordinators, Athletic Directors, Fine Arts Leads, Club Sponsors, and Teachers
- Where employees will go when they need more detail than the Employee Handbook



Redesigning Our Volunteer Applications

We need to gather volunteer intent and direct them to the corresponding level background check.



Educate Before Applicants Submit

- Ensure volunteers apply for the level that matches their intended role
- Easy to understand disclaimers
- Policy 8462 (Student Abuse, Abandonment, and Neglect)



Ask More Questions of Level 1 Volunteers

- Arrest History
- Social Security Numbers (will be encrypted)



**THE LAST
THING WE
WANT IS
TO HAVE
VOLUNTEERS
PAY TWICE**



Education and Accountability

- Portal Tile with “Live” Dashboard
- Annual Signed Attestations



“Volunteers” Tile in the OneClay Portal



**A One-Stop Shop for
Everything You Need to
Know About Volunteers**



**Clear information is
only valuable if you
know where to find it!**

Policy Language & Volunteer Handbook

Outlining all volunteer
procedures

Attestations & Application Links

For easy access and sharing

The “Live” Dashboard

Showing every Level 1 & 2
volunteer and their status





Creation of a Volunteer Dashboard

Available to All CCDS Employees

- Shows all volunteers and their Level (1 or 2)
- Synced nightly directly from RAPTOR
- Accessible 24/7
- Allows sponsors, head coaches, leads, administrators, and any other employee the ability to see a volunteer's current status *in real time*





Major Changes to Policy/Procedure Require Employee Training

Teach and Train in Multiple Ways

- Pre-Planning presentations (whole-group and small-group)
- Employee Handbook attestation
- Volunteer coordinator meetings
- Individual attestations (principals, head coaches, athletic directors, Fine Arts leads, club sponsors, etc.)



Employee Attestation of Volunteer Supervision and Policy Compliance

This form is mandatory for all Clay County District Schools (CCDS) employees who utilize, manage, or supervise volunteers (including athletic coaches, fine arts directors, club sponsors, and field trip coordinators).

To safeguard our students and ensure compliance with Florida Statutes and District policy, you must review [Board Policy 9200](#) (Volunteers) and attest to your supervisory responsibilities below.

Policy Review and Comprehension *

- ☐ I attest that I have read Board Policy 9200. I understand the difference between Level 1 (supervised, instructional day) and Level 2 (unsupervised, outside school hours, athletics, chaperones) volunteer classifications.

Verification of Clearance *

- ☐ I will actively verify the clearance status of every volunteer assigned to my program before allowing them to provide services or have contact with students. I will not allow unauthorized individuals to assist with my program, trips, or events.

Roster Management & Communication *

- ☐ I will maintain an updated list of all adults associated with my program and communicate any additions or changes to my Athletic Director (Athletics-only) and Principal (all others).

Mandatory Supervision of Level 1 & Guests *

- ☐ I understand that Level 1 volunteers and Guest Speakers/Clinicians must remain under my immediate, continuous presence and supervision at all times. I will never leave a Level 1 volunteer or guest alone with students.

Enforcing Volunteer Restrictions *

- ☐ I will ensure the volunteers under my supervision adhere to District restrictions. I will ensure they do not establish instructional objectives, take unauthorized photos/videos of students, or communicate with students via personal channels (private text messages, personal social media).

Mandatory Abuse Reporting *

- ☐ I understand that both I and the volunteers I supervise are required by law and Board Policy 8462 to immediately report any signs of suspected child abuse, abandonment, or neglect to the proper legal authorities.

Accountability through Attestation

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Program and school leaders **will be required** to document that they understand the volunteer process.



What Else is Being Done Right Now?

- Manual Review of Every Level 2 Background Check we Received from the Clearinghouse (3,000+)



Review of Recommendations



RECOMMENDED ACTIONS 1-3



01

Rescind & Replace Policy 9200

Codify these changes by establishing an unambiguous policy that sets a clear, consistent standard across the district.

02

Require More Volunteers to be Level 2

All field trip chaperones and all non-operational, after-school volunteers.

03

Additional Vetting for Level 1 Volunteers

Use RAPTOR's JDP integration to screen Level 1 Volunteers beyond the Sex Offender Registry.



Screening Proposal Recap

What Level of Screening Should be Done?

- **Visitors: RAPTOR Sex Offender Registry Check (Free)**
- **Level 1: RAPTOR/JDP Background Screening (\$17.55 / 3 years)**
- **Level 2: FL Care Provider Background Screening Clearinghouse (\$81.75 / 5 years)**

Visitors

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RECOMMENDED ACTIONS 4-6



04

Create Consistency Through Our Handbooks

Update both Volunteer and Employee Handbooks to solidify expectations.

05

Improve Volunteer Application Process

Ask additional questions and clearly delineate which application a prospective volunteer should fill out.

06

Train Employees on Changes

Use pre-planning and mandatory trainings to ensure all employees understand the new process.



RECOMMENDED ACTIONS 7-9



07

Have Principals and Leaders Attest to Their Understanding

Reinforces expectations and streamlines accountability

08

Review All Current Level 2 Background Checks (3000+)

Redundant, but necessary work to double-check Clearinghouse process

09

Create OneClay Portal Tile for All Volunteer Information

Gives all CCDS employees access to volunteer clearance levels



THANK YOU

Questions?

