

CCSB Policy 6GX-10-2.33 Consent Agenda - 12/18/08 - Approval to Advertise

2.33 VOLUNTEERS AND MENTORS

- A. A volunteer is defined as any individual who assists in any school program without pay. School volunteers may include, but not be limited to, parents, senior citizens, students, grandparents, and others who assist the teacher or other members of the school staff.
- B. Volunteers will work within the guidelines established by the superintendent and the school administration and will work under the supervision of teachers and school staff members.
- C. 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.
- D. The principal of the school shall ensure that:
 1. When a volunteer is assigned duties requiring knowledge of rules, regulations or policies of a special nature, the staff member to whom the volunteer is assigned will ascertain that the volunteer possesses the necessary knowledge to perform such duties in a proper and reasonable manner.
 2. When a volunteer is expected to assume responsibility for assisting a teacher in promoting student learning, the volunteer possesses a clear understanding of all state and district instructional practices and policies relevant to volunteer responsibilities.
 3. When a volunteer is assigned duties requiring knowledge of instructional practices and policies of a specialized nature, the instructional staff member whom he or she is assisting ascertains in advance that the volunteer possesses the necessary knowledge.
 4. Volunteers will complete a period of supervised practice each time a new assignment is introduced.
 5. Accurate records of service, duties and training are maintained.
 6. The volunteer clearly understands the type of performance or behavior which the students are expected to demonstrate during the time the volunteer is working with them.
 7. Volunteers understand that they may not:
 - a. Establish educational objectives;
 - b. Make decisions regarding the relevancy of certain activities or procedures to the attainment of instructional objectives;
 - c. Make decisions regarding the appropriateness of certain teaching materials of accomplishing instructional objectives;

- d. Make judgments regarding the attainment of instructional objectives unless these judgments are based upon clear and objective criteria;
 - e. Have access to permanent student records and/or student grades;
 - f. Give medication to students;
 - g. Discipline students;
 - h. Bring preschoolers or children not registered at the school where they volunteer except with the express permission of the principal of the school where they volunteer.
8. A search of the volunteers name or other identifying information is made against the registration information regarding sexual predators and sexual offenders maintained by the Department of Law Enforcement. This search may be conducted using the internet site maintained by the Department of Law Enforcement.
9. Volunteers who chaperone students on overnight trips undergo a background screening as set forth in F.S. 1012.465 and 1012.32.
- E. Volunteers who act as mentors to students or others, at the request of the principal, or as an enhancement of a student's educational curriculum are subject to background checks, as set forth herein.
- F. "Mentor" is defined as any adult individual, other than a family member of the mentee, or a teacher or guidance counselor acting in their professional capacity in relation to the student/mentee at the schools in which the student/mentee is enrolled, who acts as a trusted advisor, teacher or counselor to a student/mentee in a personal, occupational or educational setting, to provide guidance in life choices, education or occupational planning and decision making in a voluntary and uncompensated capacity.
- G. Mentors who interact/meet with their student/mentee only on school grounds and under the direct supervision or observation of a school board employee shall have their background checked only to the extent set forth in paragraph D(8) above. Mentors who meet or interact with their mentee/student away from school grounds must undergo a background screening as set forth in F.S. 1012.465 and 1012.32.

(Ref. F.S. 1000.21; 1002.22; 1006.061; SBR 6A-1.070)(Approved: 11/17/98, Amended: 00/00/00)