



April Martin
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MEMORANDUM

DATE: September 26, 2019

TO: Tim Wyrosdick
Superintendent
Santa Rosa County District Schools

FROM: Joey Harrell
Assistant Superintendent

SUBJECT: Recommendations from the District Volunteer Program Review Committee

Mr. Wyrosdick:

At your direction, a committee to review and update the Santa Rosa School District Volunteer Program was formed and met numerous times to review state and local statutes and policies related to our Volunteer Program. After much discussion and research, our Volunteer Program has been revised and updated to ensure district compliance with the aforementioned statute and policies. The following is a synopsis of the revisions and updates recommended by the committee:

- The Dru Sjodin National Sex Offender Public Website (NSOPW) is now used first to screen all volunteer applicants. In the event this website is not functioning, the FDLE website will be used in its place.
- The volunteer application has been updated and is now available electronically through the school district website. Applicants must still print out, sign the form and turn it in to each school site at which they wish to volunteer so that schools may maintain accurate documentation of who is volunteering and ensure they are screened.
- Each school must submit a list of their volunteer names to the board via the office of Elementary Education for board approval. Each page of volunteer names must be verified by the principal as having been screened as indicated by an original signature by the principal in ink.
- Volunteers have been differentiated into two groups: Level 1 and Level 2. Level 1 volunteers include any volunteer at any site who will be working under the supervision of a school district employee. Level 2 volunteers are those who will be attending or chaperoning an overnight field trip. *Booster-club compensated coaches and booster-compensated*

band assistants have Level 2 clearance. These vendors go through Human Resources to obtain a vendor badge which is separate and different from the Level 2 volunteer.

- Level 1 volunteers are processed through the Director of Elementary Education as in the past. Level 2 volunteers are processed through their grade level director with Risk Management being responsible for Level 2 fingerprinting through VECHS. Grade level directors and Risk Management will work together to send Level 2 applicants through this process. Pam Smith provided training to grade level directors and their secretaries on the Level 2 VECHS fingerprinting process on Tuesday, September 17, with implementation of the process to begin within the following week. School district employees already have Level 2 clearance and will not need to go through the VECHS fingerprinting process to attend an overnight trip with students.
- The cost of Level 2 VECHS fingerprinting will be paid by the volunteer in year 1 and year 6. It is recommended that the board pay for VECHS renewal in years 2-5 and 7-10. The total 10-year cost to the board based on estimates is \$12,000.
- Each school understands the requirement that they provide a volunteer orientation and training each year. A volunteer training video is also available (or will be soon) on the school district website so a volunteer may view it at their convenience. It is not mandatory that volunteers attend the training as this is not required by statute.
- The difference between a volunteer and a visitor has been determined by the Volunteer Committee: A visitor is someone going to a school either as part of their job (such as a military recruiter or a Guardian Ad Litem) or as a parent or guest speaker at an assembly or in a classroom. A visitor will typically only visit the school once or possibly a few times during the year. A volunteer is someone who applies to volunteer their time at the school without compensation. The volunteer will usually be asked by the school to come and either assist the teacher in the classroom or in the carrying out of an activity to support the school. The typical volunteer will visit the school either regularly or numerous times throughout the school year. He or she will often work with students directly. While a volunteer must be board approved and wear a badge while on the school campus, a visitor must sign-in at the front office, have their driver license or picture ID scanned and obtain/wear a visitor sticker while on campus.
- Students, regardless of their grade or age, must go through the Level 1 volunteer process just as all other volunteers must do. Employees who are volunteering at or with another school site in the district must also go through the Level 1 volunteer process, but they now have a shortened version of the volunteer application. Members of the military must also go through the Level 1 process. The reason all volunteers must go through this process in spite of having gone through previous background checks and fingerprinting through their employer is that the district is required to maintain records of who is volunteering at each site, how many volunteers are also school district employees, and how many hours of volunteer service are recorded each year at each site. It would not be possible to determine this information without having volunteers complete an application and sign in at the school site. FDLE does not allow the sharing or cross-referencing of data bases.

- Many questions arise about the volunteer program each week as schools work to ensure compliance with state statutes and policies. The office of Elementary Education, which also oversees coordination of the Volunteer Program for the district, will continue to answer each question quickly and accurately in the future after the conclusion of the Volunteer Committee.

Please find attached five documents related to the new Level 2 volunteer process for your review.

Respectfully,

Joey Harrell

Preparing Students for Success by Providing a Superior, Relevant Education

DISTRICT 1

Linda Sanborn

DISTRICT 2

Buddy Hinote

DISTRICT 3

Carol Boston

DISTRICT 4

Jennifer Granse

DISTRICT 5

Wei Ueberschaer

Santa Rosa District Schools

SCHOOL LEVEL Processing Directions

Level 2 Background Screening for Volunteers

Level 2 volunteers must be approved annually for Level 1 volunteer status. Each year, volunteers will be notified of their status by the school administration per the guidance of the grade level director.

Process Steps for YEAR ONE as a Level 2 volunteer:

1. Application to volunteer received to Elementary Education office (Level 1)
2. Cleared Level 1 and School Board Approved (per Level 1 process)
3. Principal sends **VECHS Waiver Agreement** signed by volunteer seeking Level 2 status approval to their respective grade level director
 - a. Level 2 volunteers are primarily individuals attending/supervising for overnight trips
 - b. If the volunteer is assisting at multiple schools, one school serves as the "sponsoring school" to submit the approval for Level 2. This is noted at the top of the Level 2 VECHS Waiver agreement. The application should be sent to the grade level director of the sponsoring school/department.
4. The grade level director's office will review the waiver agreement and if approved, they will provide the school with instructions for the volunteer to go through the fingerprinting process.
 - a. Schools or groups paying for the volunteer to fingerprint may need to ask the volunteer to complete the application at the school so that payment information can be processed at that time. Payment will be made electronically.
5. Volunteer goes through the process (current cost is \$53.25)
6. When clearance comes through VECHS, Risk Management verifies a waiver form is on file and processes background screening as cleared or denied based on background check results.
7. When cleared or denied, Risk Management notifies the grade level director's office of the status and cleared individuals will be processed for badging. This badge will show the month the badge was approved and the approval year of five years (ie November 2023).
 - a. The badge is good for 5 years but approval to volunteer is given **annually after Level 1 volunteers are processed.**
8. The grade level director's office will submit the individual for School Board approved as a Level 2 volunteer.
9. In subsequent years, **Schools wanting to continue a Level 2 volunteer should submit a Level 2 individual for Level 1 approval by August 31st of each year to assure a Level 2 volunteer continues in approval status.**
10. In subsequent years, **Level 2 volunteers not re-applying for Level 1 volunteer status will not volunteer. Schools should monitor this process each year.** Individuals not reapplying/not recommended need to have their badge collected and their name needs to be submitted to the School Board to rescind volunteer Level 2 status. This should be processed by the grade level department that originated the request for Level 2 status. Tobin will remove fingerprints from active status in the system.
11. Throughout the year, if the school district is alerted of a criminal arrest, Risk Management is notified by FDLE and immediate review of the arrest will be completed. Appropriate action will be taken in line with current practice and policy for all Level 2 individuals working/volunteering in our district.
12. Each school should verify and maintain a list of their school's Level 2 volunteers in order to annually review and submit appropriate paperwork for continuing status or for removal of Level 2 volunteers no longer approved to volunteer.

Santa Rosa District Schools - Level 2 Volunteers

District Level Processing Instructions for Grade Level Directors

2019-2020 process

Level 2 volunteers must be approved annually for Level 1 volunteer status. Each year, volunteers will be notified of their status by the school administration per the guidance of the grade level director.

Process Steps for YEAR ONE as a Level 2 volunteer:

1. Application to volunteer received to Elementary Education office (Level 1)
2. Cleared Level 1 and School Board Approved (per Level 1 process)
3. Principal sends **VECHS Waiver Agreement** signed by volunteer seeking Level 2 status approval to their respective grade level director
 - a. Level 2 volunteers are primarily individuals attending/supervising for overnight trips
 - b. If the volunteer is assisting at multiple schools, one school serves as the “sponsoring school” to submit the approval for Level 2. This is noted at the top of the Level 2 VECHS Waiver agreement. The application should be sent to the grade level director of the sponsoring school/department.
4. The grade level director’s office provides a copy of the waiver form (stamped approved) to Risk Management. This verifies the volunteer is already board approved as a Level 1.
5. The grade level director’s office reviews and sends a processing email to the school to allow the applicant to move forward with the application process (sends them instructions on how to fingerprint).
 - a. The grade level directors will have the instructions for processing that can be provided to volunteers.
 - b. Schools or groups paying for the volunteer to fingerprint may need to ask the volunteer to complete the application at the school so that payment information can be processed at that time. Payment will be made electronically in Year 1.
6. Volunteer goes through process (current cost 1st year is \$53.25).
7. When clearance comes through VECHS, Tobin verifies a waiver form is on file and processes the background screening as cleared or denied based on background check results.
8. When cleared or denied, Tobin notifies the grade level director’s office of the status and he will process cleared individuals for badging. This badge will show the month the badge was approved and the approval year of five years (ie November 2023).
 - a. The badge is good for 5 years but approval to volunteer is given **annually after Level 1 volunteers are processed.**
9. The grade level director’s office will submit the individual for School Board approved as a Level 2 volunteer.
10. Once School Board approved, the grade level director’s office will provide instructions to the school for their volunteer(s) to pick up badges at the Dillon Administrative Complex front desk (sign to receive badge and show ID).

11. In subsequent years, Schools wanting to continue a Level 2 volunteer should submit a Level 2 individual for Level 1 approval by August 31st of each year to assure a Level 2 volunteer continues in approval status.
12. In subsequent years, Level 2 volunteers not re-applying for Level 1 volunteer status will not volunteer. Their badge needs to be collected and these names need to be submitted to the School Board to rescind volunteer Level 2 status. This should be processed by the grade level department that originated the request for Level 2 status. Tobin will remove fingerprints from active status in the system.
 - a. Grade level directors will need to monitor this process and verify annually if a Level 2 volunteer is continuing to volunteer OR if the volunteer is not re-applying.
13. Throughout the year, if the school district is alerted of a criminal arrest, Risk Management is notified by FDLE and immediate review of the arrest will be completed. Appropriate action will be taken in line with current practice and policy for all Level 2 individuals working/volunteering in our district.
14. The grade level director's office will verify and maintain active Level 2's after applications for Level 1 and Board approval are processed annually.

SANTA ROSA DISTRICT SCHOOLS
Level 2 Volunteer Finger Printing Instructions

Volunteer Name: _____

Note: Do not edit this document. It should only be used for the volunteer named above. A new sheet will be provided by the grade level director's office for each approved Level 2 Volunteer.

To schedule a fingerprinting appointment, please follow these simple instructions:

1. Visit www.fieldprintflorida.com.
2. The cost will be: **\$53.25**. This cost will be collected at some point in the registration/scheduling process on line by Field Print.
3. Click on the "Schedule an Appointment" button.
4. Enter an email address under "New Users/Sign Up" and click the "Sign Up" button. Follow the instructions for creating a Password and Security Question and then click "Sign Up and Continue".
5. Select "I know my Fieldprint Code" and enter the code given to you by your employer/service provider. Use Code: **FPSDSRVolunteers** Do not pick a code from the drop-down menu.
6. Enter the contact and demographic information required by the FBI and schedule a fingerprint appointment at the location of your choosing.
7. At the end of the process, print the Confirmation Page. Take the Confirmation Page with you to your fingerprint appointment, along with two forms of identification.
8. If you have any questions or problems, you may contact our customer service team at 877-614-4364 or customerservice@fieldprint.com. **(This includes missed appointments or rescheduling appointments. The district is not responsible if you miss an appointment and cannot get a refund from Field Print.)**
9. The school district will complete the background check review and have a Level II Volunteer Badge produced. The grade level director's office will let you know when your badge is ready for pick up. Badges will not be released until the individual is approved by the School Board as a Level 2 Volunteer.
10. Badges will be picked up by each individual at the front desk of the Dillon Administration Center by showing a valid ID and signing for their own badge.

Level 2 Volunteers and Estimated Costs for Processing and Record Management

The numbers below are cost estimates as of September 1, 2019. No applications have been processed or received to date. The numbers may be higher or lower in any given year. The estimate of 250 is based on the likelihood that volunteers will most likely serve less than 5 years in this Level 2 status. However, we anticipate a few that will remain through year 10. While this is uncertain at this time, these Level 2 volunteers will apply for Level 1 status annually and they will be Board approved for Level 2 status every 5 years. If an already approved Level 2 volunteer does not submit Level 1 Board approval annually, the individual's name will be resubmitted to the Board for removal of his/her Level 2 status. The badge will be requested for destruction.

Per Volunteer Years of Service	Year 1	Years 2-5	Year 6	Year 7-10	Totals	Total 10 Year Cost based on Estimates
All Costs	\$53.25	\$24	\$29.25	\$24	\$130.50	\$32,625.00
Costs Years 1-5	\$53.25	\$24			\$77.25	\$19,312.50
Cost Years 2-10		\$24	\$29.25	\$24	77.25	\$19,312.50
Cost Years 2-5 and Years 7-10		\$24		\$24	\$48.00	\$12,000.00

Grade Level Estimates for the number of Level 2 Volunteers:

- Elementary – 30
- Middle - 70
- High – 50
- Adult – 0
- Other Departments – 100
- Totals - **250**

VECHS APPLICANT
WAIVER AGREEMENT
AND STATEMENT

For Criminal History Record Checks

This form shall be completed and signed by every current or prospective employee and/or volunteer.

I hereby authorize *(enter Name of Qualified Entity)* _____
to submit a set of my fingerprints and this form to the Florida Department of Law Enforcement (FDLE) for the purpose of accessing and reviewing Florida and national criminal history records that may pertain to me. I understand that I would be able to receive any national criminal history record that may pertain to me directly from the Federal Bureau of Investigation (FBI). Pursuant to Title 28, Code of Federal Regulations (CFR), Sections 16.30-16.34 and that I could then freely disclose any such information to whomever I chose. By signing this Waiver Agreement, it is my intent to authorize the dissemination of any national criminal history record that may pertain to me to the Qualified Entity with which I am or am seeking to be employed or to serve as a volunteer.

I understand that, my fingerprints may be retained at FDLE and the FBI for the purpose of providing any subsequent arrest notifications and that upon request you may provide me a copy of the criminal history record report, and that I am entitled to challenge the accuracy and completeness of any information contained in any such report. I am aware that procedures for obtaining a change, correction, or updating of the FDLE or FBI criminal history are set forth in F.S. 943.056 and Title 28, CFR, Section 16.34. I may obtain a prompt determination as to the validity of my challenge before you make a final decision about my status as an employee and/or volunteer.

A national criminal history record check has previously been requested by:

(Name and Address of Previous Qualified Entity)

(Year of Request)

I ☐ have OR ☐ have not been convicted of a crime.

If convicted, describe the crime(s) and the particulars of the conviction(s) in the space below:

I ☐ do OR ☐ do not authorize you to release my criminal history records, if any, to other qualified entities.

I am a current or prospective (check one): ☐ Employee ☐ Volunteer

Signature: _____ Date: _____

Printed Name: _____ Date of birth: _____

Address: _____

ORIGINAL- MUST BE RETAINED BY QUALIFIED ENTITY