

SCHOOL VOLUNTEERS

FILE: IJOC

TITLE: Volunteers

POLICY:

A volunteer is any nonpaid individual who gives time to a teacher, school, School Board of Orange County, Florida ("Board") employee, or Board department. Duties assigned to volunteers shall be consistent with the Florida Statutes and the State Board of Education Rules.

- (1) All volunteers shall be registered and approved through the ADDitions Program according to district procedures.
- (2) The principal, department head, or designee shall be responsible for the following with respect to his/her particular facility within Orange County Public Schools ("OCPS"):
 - (a) Approving and assigning-volunteers;
 - (b) Maintaining a list of volunteers;
 - (c) Determining and posting volunteer opportunities; and
 - (d) Recording the attendance of volunteers.
- (3) Through the registration process, volunteers will be informed of applicable Florida Statutes and State Board of Education Rules governing the expectations and duties of volunteers.
- (4) Volunteers approved by the principal and who record their attendance at a school according to the procedures established by the district to participate in volunteer opportunities, shall be covered by state liability protection and worker's compensation. The coverage of state liability protection and worker's compensation only extends to volunteers acting within the scope of their assigned duty and acting with regard to the health and safety of students, parents/guardians, OCPS employees, and others that the volunteer may come in contact with while performing their assigned duty.
- (5) A volunteer shall not:
 - (a) Discipline students, parents/legal guardians, other volunteers, or employees;
 - (b) Contact the parent/legal guardian regarding a student's performance; or
 - (c) Share any confidential student information they may discover that is protected under the Family Educational Rights and Privacy Act ("FERPA").

SPECIFIC AUTHORITY:

Sections 110.504; 440.02; 768.1355;; 768.28; 943.04351;
1002.22; 1012.01 Florida Statutes

20 U.S.C. § 1232G; 34 CFR Part 99

ADOPTED: 10/12/93

REVISED: 08/22/17