

## Volunteering at Broward County Public Schools

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Broward County Public Schools (BCPS) volunteers play a significant role in the success of our students. The District recognizes and appreciates the invaluable service provided for our students to reach their highest potential, in order to succeed in tomorrow's world.

### Who is a BCPS volunteer?

A BCPS volunteer is an individual with a sincere interest in contributing to the education of our students. Volunteers actively serve during regular hours at one or more schools or departments, several hours at a special one-time activity or event or work on school projects at home. Under the supervision of school or department personnel, a volunteer provides supportive assistance, which complements and enriches the environment.

### How do I become a BCPS volunteer?

Complete and submit a [volunteer application](https://www.browardschools.com/Page/32044). <https://www.browardschools.com/Page/32044>

- **Check application status.** Wait one week and contact the school or department you selected to check your approval status.
- **Get a volunteer badge** at the school or department. This badge may be used at any District location during the school year.

### Confidentiality

Student records, also known as education records, created and/or maintained by The School Board of Broward County, Florida, are official and confidential documents protected by the Family Educational Rights and Privacy Act (FERPA), the Health Insurance Portability Act (HIPAA), Florida Statutes, Public Records Law, School Board policy 5100.1 (Student Records: Confidentiality and Family Educational Rights), and other School Board policies.

- **[School Board policy 5100.1](#)** states that only school officials\* should have access to student information which may include students' grades, academic performance, and behavior during school hours (including but not limited to behavior observed in a classroom setting, cafeteria, etc.), disabilities, personal matters and family matters.
- A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health and medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the district has contracted to perform a special task that would normally be performed by SBBC personnel (such as an attorney, auditor, medical consultant or therapist); a clerical or paraprofessional staff member assisting another school official in performing his or her professional tasks.

**CAUTION:** Volunteers (including parents assisting at the school) and students assisting teachers and other staff are not "school officials" and are not permitted to have access to other students' personally identifiable information.

The District is committed to protecting student records from unauthorized disclosure and honoring the privacy rights of our students and their families. For more information about the District's privacy standards, visit the [Privacy Information page](#).

## Do's and don'ts of volunteerism

### Do

- Complete an online application form before helping in the school.
- Assist in the class to which you are assigned.
- Set a good example for students by your manner, appearance and behavior.
- Sign in and out when entering and leaving a school campus.
- Wear a volunteer badge when helping with school activities.

### Don't

- Give students medication.
- Access or divulge any student's grades, records and abilities, which are governed by confidentiality rules and policies.
- Supervise a classroom or discipline students. These actions are the responsibilities of the teacher and school.

## Security clearances: Level 1 and Level 2

**Level 1 Clearance** – All volunteers must complete an [application](#) and receive approval as Level 1 volunteers before service begins at school.

**Level 2 Clearance** – Additional screening is required ONLY for volunteers participating as:

- Overnight field trip chaperones (excluding Grad Night)
- Athletic coaches
- Band coaches

**NOTE:** Level 2 screening is requested by the school administration and is completed every five years. However, all Level 2 cleared volunteers must renew their personal information annually. To renew the Level 2 clearance, visit [www.fieldprintbrowardschools.com](http://www.fieldprintbrowardschools.com). You will be prompted to enter a Fieldprint code for renewal. The code is **FPBCPSScVolAnRen**.

## Do BCPS employees need to complete the application?

All volunteers, including BCPS employees, must complete the volunteer application. BCPS employees, however, are exempt from the Level 2 clearance requirements and do not need to be fingerprinted, if required for volunteer duty.

## Gator Run Elementary

### Volunteer Guidelines

Volunteers serving in Gator Run Elementary School are bound to the policies, rules, regulations and procedures of the school district. While you are on campus you are a role model for students.

#### **Sign in/out**

Anyone entering the building must sign in and out and also wear a volunteer badge at all times. It is very important to us to know who is on campus at all times. Volunteer badges help alert us to any strangers who might be on campus. All visitors on campus should have a designated purpose for their visit, and a designated role or responsibility. Visitors may not loiter on campus or the playground.

- a. Present your picture ID to the front desk staff.
- b. The front desk staff will look for and scan in you STAR badge.
- c. Complete the volunteer sign in sheet (legal name, time in, purpose of the visit, location)
- d. Wear your Volunteer/ STAR badge at all times.
- e. If switching locations, go back to the front office to update sign in sheet.
- f. Scan out and return badge at the front desk.
- g. Register time out on sign in sheet.

**\*All volunteers must exit the school by 1:00 p.m.**

**\* Early release for students ends at 1:30 sharp.**

#### ***Submitting availability to Volunteer***

**Please provide your legal name as appear on your picture Id when submitting availability.**

#### ***Volunteering at multiple schools***

**If you select another Broward County school as your primary school to volunteer, your name won't appear on the Gator Run list for approved volunteers. You can volunteer at our school but you must bring your volunteer/Star badge.**

#### ***Bathrooms***

Volunteers should not use student bathrooms. Please use the restrooms designated for adult use only.

#### ***Volunteer Attire***

Volunteers are expected to use good judgment in selecting appropriate attire.

## ***Student Photos***

The Family Educational Rights and Privacy Act (FERPA) allows every public school parent the right to refuse photographs at school taken of students in that family. School staff and volunteers are obligated to abide by the federal law.

## ***Cell Phone Etiquette***

Please put your cell phone on vibrate mode when working on campus.

## ***Parking***

Please park at the designated parking areas. It is strictly prohibited to park anywhere there is a yellow line, on the fire line or the delivery area.

## ***Who to contact when you are late or absent***

Email the teacher you are scheduled to work for or call the Front Office.

## ***School Procedures you need to know***

Fire Drill / Emergency Drill

## ***Contact Information***

If you have any questions feel free to contact us.

Volunteer Liaison / Lisette Garcia – [lisette.garcia@browardschools.com](mailto:lisette.garcia@browardschools.com)

SRO / Rachel Radulic- [rradulic@browardschools.com](mailto:rradulic@browardschools.com)

PTA/ [questions@gatorrunpta.com](mailto:questions@gatorrunpta.com)

## ***Additional Information***

<https://www.browardschools.com/Page/32044>

<https://gatorrunpta.com/volunteer/>