

Hillsborough County Public Schools Volunteer Eligibility Guidelines

Hillsborough County Public Schools does not allow court-ordered community service hours to be served as volunteer time. Individuals who are required to complete court-ordered community service are directed to contact other non-school agencies.

Any person, who falsifies, attempts to conceal or omits criminal history information or any other required information during or after the application process, will constitute grounds for disqualification from potential or continued volunteer service within the District.

Who is a volunteer?

School volunteers may include, but may not be limited to, parents, senior citizens, students, and others who assist the teacher or other members of the school staff. ([Florida Statute 1012.01 \[5\]](#))

What is the definition of a school volunteer?

A school volunteer (or community organization) is any non-paid individual who gives time to a school or school staff member while performing assigned duties. ([School Board Policy 2430.02](#))

How is the volunteer determined eligible?

Hillsborough County Public Schools determines eligibility for all volunteers based on the *Hillsborough County Public Schools Hiring Guidelines (Page 2 and 3)*

- Volunteers' eligibility status is determined **Eligible, Eligible with Limitations or Not Eligible.**
- Eligibility status of any person under court jurisdiction will be determined **Not Eligible** to volunteer until verification of the court's ruling. Based on court's ruling, final determination is made using the School District Hiring Guidelines.
- School volunteers with violations, other than involving a minor, will be considered as a volunteer using the factors outlined in the *School District Hiring Guidelines*.
- **When determining volunteer eligibility status, the highlighted offenses (not involving a minor) which are referenced as being "ineligible for hire" under Florida Statute (F.S.) 1012.315, may or may not be considered on a case by case basis. Eligibility criteria will be considered using, but not limited to, the numbered factors listed in the School District Hiring Guidelines.**
- **Volunteers with a Sexual Offender/Sexual Predator background (National SOP/FDLE SOP) are considered DENIED and are NOT ELIGIBLE to volunteer.**
- Principals have the *final* discretion when accepting a volunteer who has been determined Eligible and/or Eligible with Limitations. Volunteers that status is determined Not Eligible/Denied, are unable to volunteer in any capacity on our campuses.

School volunteering is a privilege, not a right, and a school may determine that a volunteer is not appropriate for their student population. Ultimately, the school will have supervisory responsibility for all volunteers at their school, even if they are recruited or trained by another group. In all cases, it is understood that the school has the right to deny a volunteer at their school.

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For Instructional and Administrative Positions: The Hillsborough County School District strictly adheres to Florida Statute 1012.315 to determine hiring eligibility for all instructional and administrative positions that require direct contact with students as defined by Florida Statute 1012.01. An applicant is ineligible for employment as a school administrator or instructional personnel if he or she has been convicted of any crime as defined by Florida Statute 1012.315. Applicants will be considered for employment using the following *factors numbered below* in relation to their criminal records, and the specific job being applied for.

For positions that do not require student contact: Any applicant who has been convicted or pled guilty to, had adjudication withheld, or participated in any prosecutorial or judicial intervention program related to any felony identified in Florida Statute. 1012.315 involving sex, child abuse, drugs, homicide, acts involving violence, will be considered on a case-by-case basis using the *factors numbered below* in relation to their criminal records, and the specific job being applied for. Applicants must have satisfactorily completed any probationary period or sentencing requirements and 5 years must have passed with no additional charges.

For All Applicants with Previous Misdemeanor Charges: Any applicant who has been convicted, pled guilty or no contest to, had adjudication withheld, or participated in any prosecutorial or judicial intervention program related to any misdemeanor charge will be considered on a case-by-case basis using the *factors numbered below* in relation to their criminal records, and the specific job being applied for. Applicants must have satisfactorily completed any probationary period or sentencing requirements and 3 years must have passed with no additional charges.

Eligibility Criteria will be considered for employment using the following numbered factors in relation to the criminal records and the specific job applied for:

1. *Job-Relatedness*
2. *Amount of time that has passed since the most recent conviction*
3. *Circumstances under which the offense occurred*
4. *The age of the applicant when the crime was committed*
5. *Whether the offense was an isolated or repeated violation*
6. *Evidence of rehabilitation*

Note: These guidelines are utilized to determine eligibility for all volunteer coaches.

For your reference:

Felonies: Ineligible for Hire under section Florida Statute (F.S.) 1012.315

- Abuse of an elderly person or disabled adult or lewd or lascivious offenses committed upon or in the presence of an elderly person or disabled person (Sections 825.102, 825.1025, F.S.)
- Abuse, neglect with disabled adults, adult abuse (Section 415.111, F. S.)
- Aggravated Assault (Section 784.021, F.S.)
- Aggravated Battery (Section 784.045, F.S.)
- Arson (Section 806.01, F.S.)
- Battery if the victim of the offense was a minor (Section 784.03, F.S.)
- Causing, encouraging, soliciting, or recruiting another to join a criminal street gang (Section 874.05, F.S.)
- Dealing in stolen property (Section 812.019, Florida Statute)

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- Exhibiting firearms or weapons at a school-sponsored event, on school property or within 1,000 feet of a school (Section 790.115(1), F.S.)
- Female genital mutilation (Section 794.08, F.S.)
- Fraudulent sale of controlled substances (Section 817.563, F.S.)
- Incest, child abuse, aggravated child abuse or neglect of a child (Sections 826.04, 827.04, F.S.)
- Introduction, removal, or possession of contraband at a correctional facility (Section 944.47, F.S.)
- Kidnapping or False Imprisonment (Sections 787.01, 787.02, F.S.)
- Lewdness and indecent exposure (Chapter 900, F.S.)
- Luring or enticing a child (Section 787.025, F.S.)
- Luring or enticing a child or removing a minor with criminal intent (Section 787.04(3), F.S.)
- Murder, Manslaughter (Sections 782.021, 782.07, F.S.)
- Obscenity (Section 847, F.S.)
- Possessing an electric weapon or device, destructive device, other weapon at a school-sponsored event or on school property (Section 790.115(2)(b), F.S.)
- Prostitution (Chapter 796, F.S.)
- Removal or possession of contraband at a juvenile detention facility or commitment program (Section 985.711, F.S.)
- Resisting arrest with violence (Section 843.01, F.S.)
- Robbery, carjacking, home invasion (Sections 812.13, 812.131, 812.133, 817.563, F.S.)
- Sexual activity with certain minors (Section 794.05, F.S.)
- Sexual activity with or solicitation of a child by a person in familial or custodial authority (Section 794.041, F.S.)
- Sexual Battery (Section 794.011, F.S.)
- Sexual misconduct (Sections 393.135, 394.4593, F.S.)
- Sexual misconduct in a juvenile justice program (Section 985.711, F.S.)
- Sexual misconduct with certain forensic clients and reporting of such sexual misconduct (Section 916.1075, F.S.)
- Sexual performance by a child (Section 827.071, F.S.)
- Theft from persons 65 years of age or older (Section 812.0145, F.S.)
- Theft in excess of \$3,000 (Section 812.014(6), F.S.)
- Voyeurism or video voyeurism (Sections 810.14, 810.145, F.S.)

Any Misdemeanor below will be ineligible for hire:

- Battery if the victim of the offense was a minor (Section 784.03, F.S)
- Luring or enticing a child (Section 787.025, F.S.)

Federal or State Offenses will be ineligible for hire:

- Criminal act committed in another state or under federal law which, if committed in this state, constitutes an offense prohibited under the Statute listed under 1012.315 (1) or (2), Florida Statute
- Any delinquent act committed in this state or any delinquent or criminal act committed in another state or under federal law which, if committed in this state, qualifies an individual for inclusion on the Registered Juvenile Sex Offender list under s. 943.0435(1)(a)1.d.

These above listed hiring guidelines are consistent with board policy: 1121.01, 3121.01, and 4121.01 (DC 3.23.17)