



## Hillsborough County Public Schools (HCPS) Post-Secondary Registration, Guidelines & Assurances

*This information is intended for Post-Secondary schools and/or organizations desiring access for school presentations and information sharing sessions only. For details regarding participation and guidelines for Hillsborough County Public Schools College Nights, please make direct contact with the College and Career Counselor at individual schools. All Post-Secondary School Representatives are considered School Volunteers.*

### Guidelines & Assurances

Post-Secondary presentations are offered for the purpose of sharing post-high school educational options in an HCPS classroom setting. The most effective post-secondary presentations and information sharing sessions should include the following:

- Exposure to post-secondary educational options.
- General information about financial aid and the process for college admission.
- Share income potential for different career paths. ([FloridaShines.org](http://FloridaShines.org))
- Provide websites for college research, scholarship information, timelines and internships.
- Introduction of career exploration based on student's interest, industry growth and income potential.
- Tools for successful goal setting.

### On-Site Post-Secondary Screening Guidelines

All volunteers must complete a Hillsborough County Public Schools online Volunteer Application. A school volunteer is any non-paid individual who gives time to a school or school staff member while performing assigned duties (**Policy 2430.02**). In all cases it is understood that the school has the right to deny a volunteer who is seeking presentations at their school. School volunteering is a privilege, not a right, and a school may determine that a volunteer is not appropriate for their student population.

### Hillsborough County Public Schools (HCPS) Policies & Procedures

**School volunteers must abide by the [School Board Policies](#), District Volunteer Guidelines, Policies and Procedures, and School Protocols while on duty as a volunteer**

1. Complete an online HCPS Volunteer Application for each academic school year (July 1- June 30).

2. Attend a HCPS volunteer orientation session (offered by school site).
3. Attend any additional training/registration as required by district.
4. Remain in verbal/visual distance of staff or administration. Volunteers should never be left alone with students.
5. Report suspected child abuse per [Florida Statute \(F.S.\) 39.201](#). School volunteers are included as mandatory reporters and must abide by [School Board Policy 8462](#). *Please note: When a student mentions abuse, bullying, suicide or any other very serious situation you are required to immediately report this to administration or other school official.*
6. Maintain confidentiality ([School Board Policy 8330](#)).
7. Maintain “hands-off” non-discipline or assistance with disciplinary actions policy per Florida Statute ([F.S.](#)) [1003.32](#). Allow school personnel to handle any and all student discrepancies.
8. School volunteers must abide by [School Board Policy 8442](#) – Reporting Accidents/Incidents.
9. Volunteers should not bring preschoolers or children not registered in school when volunteering at the school. An option may be to seek out opportunities to volunteer from home if the volunteer is unable to find alternative childcare for their own children not enrolled in our schools.
10. School volunteers should dress neatly and professionally. Clothing and shoes should be comfortable and safe. As with student dress code, garments and/or jewelry that display or suggest sexual, vulgar, drug, gang, weapons, or alcohol-related wording or graphics, or that provoke or may tend to provoke violence or disruption in the school, shall not be worn. School Administrators have the authority to enforce the dress code as needed.
11. School volunteers should be reminded that all conversations with students should remain neutral and secular in language. Volunteers should not initiate or encourage prayer with students, families and/or staff, preach about faith, or prohibit a student from speaking about religion while participating in volunteer activity.
12. School volunteers should use neutral and secular language when endorsing/promoting an event or program.
13. Partners who wish to mentor HCPS students or want to visit HCPS campuses to provide donations must agree to guidelines and assurances before engaging with HCPS schools.
14. Collection of student information is prohibited ([School Board Policy 8330](#)). The confidentiality of student data/information is protected under the Family Educational Rights and Privacy Act ([FERPA](#)) ([20 U.S.C. 1232g](#)) and [§1002.221, Florida Statutes \(F.S.\)](#). Adhere to FERPA and School Records Policy (8330), which prohibits the collection of student information. Interest surveys, sweepstakes, scholarship drawings/raffles, or other assessments which involve students and include collection of student information are prohibited.
15. Any and all materials for distribution must be reviewed by school site administrator and/or instructional personnel. Leave all materials with the school site administrator for district approval. Distribution of materials must follow district guidelines and should not

be distributed directly to students. Passive distribution of materials, which allows for students to have the option to pick up materials if they wish, is acceptable upon approval by the school site administrator.

16. Become familiar with the policies and procedures specific to each site. School procedures may vary, however, those listed below are common to all:
  - Park in the designated “visitors” parking, enter through the main office and sign in.
  - Secure and wear a name badge at all times while on campus.
  - Locate the adult bathrooms. Adults should not use bathrooms designated for children/students.
  - Familiarize yourself with emergency exits as well as emergency procedures.
  - Smoking is prohibited.
  - Check on a regular basis with school regarding upcoming school events to see if activities have been scheduled that will conflict with your volunteer time.
  - Contact the school if you are not able to make your commitment.

### On-Site Post-Secondary Assurances

1. All representatives must review the [Post-Secondary Training PowerPoint](#).
2. Assure that all representatives have completed a HCPS online Volunteer Application, understand, and agree to abide by the *Post-secondary Registration, Guidelines and Assurances*.
3. Notify HCPS, [Volunteer.Services@sdhc.k12.fl.us](mailto:Volunteer.Services@sdhc.k12.fl.us) of any change in representatives. Approval is non-transferable and requires each school representative to have approval **prior** to being on a school campus.
4. ***Students who have provided consent to receive more information about pre-selected colleges/universities through the post-secondary testing organization (PSAT/SAT/ACT) may complete brochures/cards and return it to the representative for processing. Our intent is to safeguard students' personal information while providing opportunities for researching best-fit post-secondary options for students.***
5. Establish contact with the College and Career Counselor or school administrator prior to visitation. School visits should be scheduled only with the College and Career Counselor or school administrator, not directly with a classroom instructor.
6. Arrive at least 15 minutes early for scheduled presentations to allow time for parking, sign-in and arrival to classroom. Notify school contact if presentation must be cancelled or rescheduled.
7. Do not recruit students or solicit names, addresses, or phone numbers of students or their parents/guardians. (*Exception, see number 4 above*) Adhere to Advertising and Commercial Activities Policy ([9700.01](#)). Promotion of business, distribution of advertising material, product sales, and direct/indirect advertisement is prohibited. Understand that presentations are strictly designed for education and not overt advertising.
8. Assure that any and all material for distribution is reviewed by College and Career Counselor or school administrator prior to classroom presentations. Materials should not be



distributed directly to students. Materials may be placed on display by the counselor or classroom instructor for interested students to obtain.

9. Thoroughly understand, complete, sign and submit the *Post-Secondary Registration, Guidelines and Assurances* (Post-Secondary school's administration and representatives).
10. Violation of signed agreement can result in temporary and/or permanent disqualification by school/district personnel.

## **Post-Secondary Registration & Acknowledgement Form**

By acknowledging this form, I have read, understand, and agree to meet the conditions of the Post-Secondary Registration, Guidelines and Assurances.

*Thank you for your interest in our students. Your signature on the online application will act as verification of your permission and operating parameters as you move forward with your arrangements for the **current** academic school year.*