



DISTRICT SCHOOL BOARD OF PASCO COUNTY

Kurt S. Browning, Superintendent of Schools

7227 Land O' Lakes Boulevard • Land O' Lakes, Florida 34638

Purchasing Services

Nicole Westmoreland, MBA, Purchasing Agent

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May 6, 2014

MEMORANDUM

TO: Honorable School Board Members

FROM: Nicole Westmoreland, MBA, Purchasing Agent *NW*

SUBJECT: Interagency Agreement
Early Childhood Programs Volunteer and Visitor Procedures
Contract #2014001669

Head Start Performance Standard 1304.40(d)(2) requires that the classroom be open to parents during all program hours. The policy Council and staff have agreed on procedures that will meet this requirement, while ensuring safety of enrolled children for the period of August 1, 2014 through July 31, 2017. Please reference the attached memo from Angela Porterfield, Director, Early Childhood Programs. Agreement has been reviewed and approved by the District School Board's Attorney, Ms. Nancy Alfonso, on April 23, 2014.

Should you have any questions regarding this matter, please contact Angela Porterfield or Debra Reaves, Purchasing Services, at your earliest convenience.

NW/dr

Attachments

Date/Time: April 30, 2014 10:01:00

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Memo # ECP-025-13/14

Contact: Angela Porterfield *g-af*

Ext. # 42432

DATE: May 6, 2014
TO: HONORABLE SCHOOL BOARD MEMBERS
FROM: Kurt S. Browning, Superintendent of Schools
Amelia Van Name Larson, Assistant Superintendent for Student Achievement
SUBJECT: Head Start/Early Head Start Volunteer and Visitor Procedures 2014-2017

Introduction

Head Start Performance Standard, 1304.40(d)(2) requires that the classroom be open to parents during all program hours. The Policy Council and staff have agreed on procedures that will meet this requirement, while protecting the safety of enrolled children. The procedures were reviewed and updated for the period commencing August 1, 2014 to July 31, 2017.

Description

Changes have been made to the procedures in collaboration with the school district's Communications and Government Relations Department, specifically the Volunteer Program, which reflects most current terminology and further ensure the safety of children. The Policy Council approved these changes on April 9, 2014.

Strategic Focus: Engage Families, Communities and Businesses

Strategic Plan Goal: The district and schools will communicate with and engage all stakeholders in the educational process.

Action Requested

Approval of the updated Volunteer and Visitor Procedures is needed in order to satisfy program requirements and ensure the safety of enrolled children.

Recommendation

The staff respectfully requests the approval of the 2014-17 Head Start/Early Head Start Volunteer and Visitor Procedures.

**District school board of Pasco County
Early Childhood Programs Head Start/Early Head Start
Volunteer and Visitor Procedures
2014-2017**

Head Start Performance Standards, 1304.40(d)(2) addressing Head Start/Early Head Start settings require that the classroom must be open to parents during all program hours. Parents must be welcomed as visitors and encouraged to observe children as often as possible and to participate with children in-group activities. This is a mutual agreement for the period commencing August 1, 2014 to July 31, 2017.

In order to meet the intent of the Head Start Performance Standards, and at the same time protect our students, schools should follow these guidelines regarding parents participating in their child's classroom:

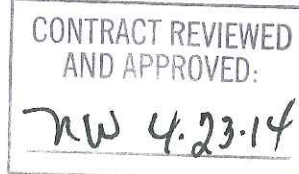
All parents who have children participating in the Head Start/Early Head Start programs are encouraged to complete a volunteer application. Upon completion of the volunteer application, a background check will be conducted. All parents participating in the program will be checked against the Florida Department of Law Enforcement's sexual predator and offender database.

If a parent does not complete a volunteer application and/or is not approved to volunteer, the parent will be assigned a "visitor status". Visitor status does not exclude parents from participation but limits their involvement to working only with their own child and under direct supervision of a professional staff member. The staff will meet with the parent and encourage them to submit a volunteer application.

If a parent has applied to be an approved volunteer and their background check reveals a previous or current criminal charge, the parent is asked to provide information regarding the charge(s). Providing this information gives the parent access to the school district's "due process" procedure. Due process means the information provided by the parent and the report is submitted to the District's Professional Review Committee. This committee evaluates the information submitted and makes the final determination regarding the applicant's volunteer status.

A parent whose volunteer application has been denied by the Professional Review Committee will be given a "visitor status", except if the parent/guardian is identified as a "sexual predator", "sexual offender" and/or had "sexual charges". Persons assigned a visitor status may continue to participate in the classroom but will not be allowed to work with any child other than their own and under direct supervision of a professional staff member.

Parents assigned a "visitor status" must sign in at the school office. They must obtain and wear a **visitor** identification badge. They must record their classroom participation time on the *Weekly Class Volunteer Time Sheet* maintained by the Head Start/Early Head Start staff. These hours should not be submitted to, or recorded by the school volunteer coordinator. These parents are not allowed to visit other areas of the school. Their participation is restricted to the Head Start/Early Head Start classroom with their own child.



Parents who are approved school volunteers will become familiar with the school's volunteer coordinator and will be trained. Upon completion of the training, the volunteer will receive a certificate and will give a copy to appropriate Head Start Staff. These approved volunteers should sign in with the school volunteer coordinator so that their hours can be submitted to the volunteer office on a monthly basis. They should also sign in on the *Weekly Class Volunteer Time Sheet* maintained by the Head Start/Early Head Start staff.

Parents who are approved volunteers will wear a school volunteer badge, which clearly communicates that they have been approved as a volunteer and are allowed to volunteer, as needed. All approved volunteers operate under the direction of the school administration or their designee(s).

All visitors and volunteers, who plan to go beyond the front office of the school site, will be required to show picture identification in order to be registered into the Raptor System and/or follow the required volunteer/visitor sign in procedures. If the school site has the Raptor System, the identification will be scanned and checked against the Florida Department of Law Enforcement's sexual predator and offender database. Volunteers will initially be checked in through the Raptor System or through an approved volunteer procedure at the school site and wear a name badge. If a visitor is approved, the Raptor System will print out a badge for the visitor or volunteer to wear while on campus.

The assistance provided by parents is an important contribution that will help fulfill the Head Start nonfederal share requirement.



Linda Cobbe, Director
Communications and Government Relations

4/2/14

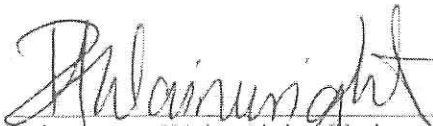
Date



Angela Potterfield, Director
Early Childhood Programs

4/1/14

Date



Princess A. Wainwright, Chairman
Head Start/Early Head Start Policy Council

4/9/14

Date

Alison Crumbley, Chairman
District School Board of Pasco County

Date

 4.23.14

Signature Date

Nicole Westmoreland, MBA, Purchasing Agent
District School Board of Pasco County