

Policies Related to Volunteering at IRCS

The Policies referred to below include all grade levels Pre-School through High School. All questions related to Level II screening should be directed to John Little, FBCIR/IRCS Director of Human Resources. The intent of this document is to answer questions we have received.

GENERAL POLICIES AND PROCEDURES

Level II Screening

All volunteers who have unsupervised contact with any IRCS student during school hours, during a school sponsored activity or a school sponsored event are required to have a Level II background screening. The screening must be completed before the volunteer can have unsupervised contact with any IRCS student that is not their own child. Level II background checks include fingerprinting and statewide (Florida Department of Law Enforcement) and national (Federal Bureau of Investigation) criminal history checks. Level II back-ground checks must be completed through a 3rd party vendor selected by FBCIR/IRCS. All Level II approved volunteers will be provided with a photo identification badge indicating they are Level II screened and the badge is valid for 5 years. The cost of Level II screening is the responsibility of the volunteer. The Director of Human Resources will retain a list of all Level II approved screened volunteers. This includes volunteer duties of driving for field trips, participating in overnight trips, or any situation where a volunteer is supervising students without the immediate presence of an IRCS staff member.

Below are the key elements of Chaperone Guidelines related to Level II screening-it is not the entire section.

Chaperone Guidelines

All chaperones involved with the direct supervision of IRCS students are required to have Level II clearance forms completed through the Human Resources office two weeks prior to the event. The cost of Level II screening is the responsibility of the volunteer and is currently valid for five (5) years. This would include chaperone duties of driving for field trips, participating in overnight trips, or any situation where a volunteer is supervising students without the immediate presence of an IRCS staff member.

Question:	Why do we need Level II screening at IRCS?
Answer:	To provide a level of protection of every child enrolled in IRCS, and to ensure compliance with Florida Statutes related to schools operating in the state of Florida.
Question:	Who is responsible for paying for Level II screening?
Answer:	Parents and volunteers are required to cover the cost for their Level II screening. Cost for screening is \$48. When being screened, you will need a photo identification. When completing the screening on campus, you can only pay with cash or check. When going to their location, you can pay with cash, check or credit card.
Question:	Can a parent or volunteer be screened anywhere they want?
Answer:	No, they must be screened with the company contracted with FBCIR/IRCS. This way all results are sent directly to FBCIR/IRCS.
Question:	What if I am already screened with my employer or through another organization?
Answer:	We have been informed each individual must be assigned a FDLE Entity Number, which means you must be screened and cleared as part of IRCS.
Question:	How long does it take to be screened?
Answer:	The process is typically quick but can take up to 48 hours. The real issue is how many other people are being processed at the same time as you. You will need to allow a 2-week window to ensure you have enough time to be processed.
Question:	Do I need Level II screening to eat lunch with my own child?
Answer:	No, not with your own child. If you want to eat lunch with other children, then you will need permission from the child's parent and you would need to be Level II screened.
Question:	Do I need to be Level II screened to attend a field trip?
Answer:	Yes.
Question:	If I am working in a concession stand do I need to be Level II screened?
Answer:	Only if students are present and working with you. The key factor is whether or not the volunteer is supervised or unsupervised by IRCS Staff. Anytime a volunteer is with children unsupervised they must be Level II screened.
Question:	Who will get the information related to my screening?
Answer:	John Little, FBCIR/IRCS Human Resource Director, will receive all notification related to screening results. School personnel will not be given information related to a parent beyond the fact that they can or cannot volunteer. Any parent having questions about their screening results will need to address them with John Little not school administration or staff.
Question:	Will there be any on-campus screening sessions?
Answer:	Yes. The dates and times will be posted at the beginning of the school year.