

Required Procedures for Access to Sarasota County School District By College/University Students and Interns

While the Sarasota County School District welcomes university and college students in our schools, we also are committed to ensuring the safety of our students. Toward that end, we must enforce certain state laws and school district policies regarding visitors and volunteers in our schools. This document is designed to provide information to college and university students about district requirements regarding your access to our schools for course and internship assignments.

RAPTOR is the visitor management system the Sarasota County School District uses to conduct the state-mandated screening of all public school visitors through sexual predator/offender databases. Because this system accesses live databases, every visitor to our schools must be screened through this system **upon each visit** to the schools. Therefore, when you first visit a school, you will be required to present a valid driver's license or official state photo identification card. Resident Alien Card, Temporary Protected Status Cards, U.S. Military Identification Card, and Foreign Consular Card also may be used. Upon subsequent visits, schools will continue to require an ID card or security badge upon entry to the campus.

Volunteer & Partnership Office (VPO) is the office of the Sarasota County School District that registers, approves, and tracks volunteers in our schools. Initial registration must be reactivated at the beginning of each academic year. Registration/reactivation can be done on the *Volunteers Count!* computer at any district public school or in the VPO at the school district administration building. *Volunteers Count!* registration and reactivation prompts a Level I criminal background screening necessary to be approved for frequent access to our schools. There is no charge for this screening.

Purpose for College/University Student Time in District Schools	Criteria for College/University Student Assignment	Requirement for Sarasota School District Security Clearance
1 Observation/Visit	No direct interaction with students	<ol style="list-style-type: none"> 1. Call school in advance for permission & to make arrangements. 2. RAPTOR screening completed at school site.
Multiple Observations/Visits	No direct interaction with students	<ol style="list-style-type: none"> 1. Call school in advance for permission & to make arrangements. 2. RAPTOR screening completed upon each visit. 3. Advanced volunteer registration (includes Level I criminal background screening) and approval required.
Visit(s) to district schools with limited student interaction	Class assignments requiring interaction with student(s) but always under the supervision of appropriate school staff	<ol style="list-style-type: none"> 1. Call school in advance for permission & to make arrangements. 4. RAPTOR screening completed upon each visit. 2. Advanced volunteer registration (includes Level I criminal background screening) and approval required. 3. Letter from university instructor communicating assignment requirements and requesting permission to complete assignment.

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For questions about volunteer requirements/procedures, call: Tanice Knopp 941.927.9000 ext. 31500

For questions about school district internship and practicum requirements/procedures, call: Amy Beechy 941.927.9000 ext. 32245

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Field Experience, Internship, or Clinical Placement	All levels of programs requiring consistent levels of student interaction	<p>Requires more extensive criminal background screening that includes fingerprinting:</p> <ol style="list-style-type: none"> 1. Candidate MUST bring Sarasota County Placement Form from University stating their school assignment to the HR office for each new placement. 2. The candidate reports to the School District HR office. The following is required: <ol style="list-style-type: none"> a. Complete the Security Background Check form. b. Complete the ID security badge form. c. Complete the Anti-Fraud form. d. Obtain the fingerprint form from HR. 3. The candidate will take the fingerprint form with their \$90 fee to the Safety and Security office. The fingerprinting fee can be paid by money order, cashier's check, VISA, or MasterCard. No personal checks or cash accepted. 4. The ID badge photo is taken at the time of fingerprinting. 5. Once candidate is cleared through HR, the ID badge will be sent directly to their assigned school.
Field Experience, Internship, or Clinical Placement	Returning interns in Sarasota County Schools	<ol style="list-style-type: none"> 1. Candidate MUST bring Sarasota County Placement Form from University stating their school assignment to the HR office for each level of internship. 2. The candidate reports to the School District HR office. The following is required: <ol style="list-style-type: none"> a. Complete the ID security badge form. 3. The ID badge will be sent directly to their assigned school.

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