



OAK CREEK CHARTER SCHOOL

of Bonita Springs

Volunteer Policy

Parents or guardians are required to volunteer at the school a minimum of 20 hours per year. Single-Parent households are required to volunteer a minimum 10 hours per year. The main office will be tracking parent volunteer hours. Please sign in at the main office to receive credit for your hours.

Please remember that in order for your child to be re-enrolled in OCCS for the following school year, you must have all of your volunteer hours completed before the last day of school.

It is the OCCS's goal to provide a safe environment for students and staff while encouraging parents or guardians to work as school volunteers. In order to achieve this, volunteers shall be screened based on (1) the level of direct contact they may have with students and (2) the types of duties they may perform. Outside agencies that provide volunteers that work with students are required to screen their volunteers at a level consistent with this policy and provide evidence of insurance pursuant to board policy and/or practices.

All volunteer applicants must complete an online Volunteer Application, submit their government ID to the front office at school, through the Raptor system and receive approval before being assigned as a volunteer. In accordance with F.S. 943.043151, all school volunteers must be checked against the Florida Department of Law Enforcement Sexual Predator/Offender database.

OCCS reserves the right to deny placement to an applicant volunteer based on any results not in accordance with OCCS standards or to revoke the volunteer's clearance based on subsequent information.

OCCS shall maintain all volunteer application materials and records in a confidential manner consistent with F.S. Chapter 119 (Public Records). All files and other records maintained pursuant to this policy shall be stored in a central location.