North Fort Myers High

Partnering for Student Success

Welcome prospective school volunteers! Your dedication helps prepare every learner for success.

2026 - 2027

MEET THE TEAM

- Wendy Simon, **Volunteer Coordinator**
- Joy Marks, **Assistant Principal**
- Chris Drake, **Principal**

North Fort Myers High

Welcome to Lee County Schools: Your Impact Matters

With more than 90,000 students enrolled in our schools, we recognize the critical importance of preparing every learner for success. Your role as a volunteer is both valued and impactful in that mission.

Volunteers help enrich educational experiences by:

- Serving on School Advisory Councils
- Assisting in classrooms
- Chaperoning field trips
- Supporting music and athletic programs
- Assisting with school events and preparation tasks

North Fort Myers High

Core Goals of the LCSD Volunteer Program

The volunteer program aims to provide an opportunity for interested community members to become directly involved with the educational system.

- Providing individualized educational assistance to students.
- Assisting school personnel with non-instructional tasks and duties.
- Strengthening school-community relations through direct volunteer participation.
- Stimulating community interest, concern, and support for the public education system.

North Fort Myers High

Determining Your Volunteer Level:

Level 1 Volunteers

- Must obtain clearance through the Centegix Visitor Management System each visit.
- Must always be in the line of sight of an LCSD employee (e.g., classroom assistance).

Level 2 Volunteers

- Assigned duties outside the immediate line of sight of an LCSD employee.
- Must be at least 21 years old (minimum age 25 for overnight or out-of-county field trips).
- Requires fingerprinting for state and national background clearance every five years at the volunteer's cost.

The General Volunteer Application Process

All prospective volunteers must complete the following foundational steps:

- Complete the online LCSD Volunteer Application.
- Upload a valid U.S.-issued photo ID, Passport, or Green Card.
- Review District Board Policies: Ethics Policy 3210.01 and Volunteers Policy 9200.
- Participate in an orientation, if offered.
- Receive notification of clearance to begin volunteering.

⚠️ **All volunteers are screened through the Florida Department of Law Enforcement (FDLE) sexual predator/offender database.**

North Fort Myers High

Step-by-Step Guide for Level 1 Volunteers

Follow these specific steps to achieve Level 1 clearance:

1. Apply Online: Fill out the application on the Lee County Schools Volunteering Portal.

2. Connect with the School: The school's volunteer coordinator will invite you to verify your valid, U.S.-issued photo ID.

3. Sign In: Check in using the Centegix Visitor Management System and scan your photo ID whenever visiting campus.

4. Finalize: Attend the school-based Volunteer Orientation and complete the acknowledgment form in the Volunteer Handbook.

North Fort Myers High

Step-by-Step Guide for Level 2 Volunteers

Follow these steps for Level 2 clearance:

1. **Apply Online** via the Volunteering Portal.

2. **Verify Fingerprint Status:** Search the Florida Agency for Health Care Administration (AHCA) database for an active record.

3. **Fingerprinting:** If no active record exists, register through Fieldprint using the case-sensitive code: **FPSchoolLeeCoVol**.

4. **Connect:** Contact your school's volunteer coordinator.

5. **Await Clearance:** Wait for an eligibility email, check in using Centegix on campus, and complete the orientation and acknowledgment form.

Maintaining Student Confidentiality

Volunteers shall maintain strict confidentiality of all school, classroom, or student information.

Access to personally identifiable student information is strictly limited:

- It requires the approval of the Principal.
- It is allowed only to the extent necessary to fulfill an assigned activity.
- Volunteers must have a legitimate educational interest to access this information.

Disclosure of student information to unauthorized persons is strictly prohibited and may result in dismissal from volunteer service.

North Fort Myers High

Safety, Legal Protections, & Mandated Abuse Reporting

Legal Protection

- Florida law protects approved volunteers from civil liability for actions performed in good faith within the scope of their duties, provided there is no gross negligence or willful misconduct.

Mandated Reporting

- Volunteers are required by law to report any known or suspected cases of child abuse, neglect, or abandonment.

- Call the Florida Abuse Hotline: **1-800-962-2873**

- Report online at: **www.myflfamilies.com**

North Fort Myers High

Volunteer Responsibilities & Supervision Limits

Supervision Limits

Volunteers shall **NOT** assume responsibility for class supervision in a teacher's absence, discipline students, establish instructional objectives, or write comments on papers going home to parents.

Professional Responsibilities

- **Dependability:** Notify the school contact if you will be absent.
- **Communication:** Discuss concerns only with assigned staff.
- **Honesty:** Build trust with staff and students.
- **Consistency:** Be steady and true in your interactions with students.

North Fort Myers High

Volunteer Opportunities & Campus Policies

Opportunities to Serve

- Classroom assistance and mentoring/tutoring
- Front office and media center support
- School events, fundraisers, and PTA/PTO/SAC

Health and Campus Policies

- Do not volunteer if you are ill.
- Use only designated restrooms for adults.
- Volunteers may not bring children with them due to safety and liability concerns.
- Know safety procedures and emergency exits.

North Fort Myers High

Next Steps: Dress Code, Hours, & Handbook

- **Tracking Hours:** Sign in at each visit and check out when leaving to help schools apply for grants and recognize your contributions.
- **Dress Code:** Follow the school dress code. No midriffs, halter tops, or offensive imagery. Closed-toe shoes are recommended.
- **Acknowledgment Form:** Complete the handbook form providing your Name, Signature, Date, Location/Program, Emergency Contact Name & Number, and any Allergies.

LCSD Handbook - acknowledgement form is located on last page.

QUESTIONS?

- Wendy Simon, **Volunteer Coordinator (**WendyPS@LeeSchools.net **)**
- Joy Marks, **Assistant Principal (**JoyRM@leeschools.net **)**
- Chris Drake, **Principal (**christophedd@leeschools.net**)**