

XXXVII.

Volunteers

VOLUNTEERS

Volunteers provide schools with much needed assistance and community involvement. In order to ensure consistency with the volunteer programs at each school, the guidelines established by the MDCPS Bureau of Community Services must be adhered to.

VOLUNTEER BASICS

- A volunteer is a non-paid person who may be appointed by a district school board or its designee.
- School volunteers may include, but may not be limited to parents, senior citizens, students and others who assist the teacher or other members of the school staff.
- All volunteers must be cleared (application completed, entered online, background check processed and approval received by the school).
- Some volunteers will require fingerprinting.

VOLUNTEER LEVELS

All volunteers will have a background check.

- Pending: registered, but are not yet cleared
- Level 1: cleared volunteer who is limited to positions that are not “high security” (no fingerprinting required)
- Level 2: cleared volunteer who can volunteer in any capacity, including “high security” positions (fingerprinting required)

PROCEDURE TO BECOME A VOLUNTEER

1. Prospective volunteer completes application on line.
2. Prospective volunteer submits photo ID (driver's license, passport, school ID, etc.) to school site volunteer liaison.
3. Liaison enters information in database. For Level II, fingerprint request is made and letter issued to volunteer.
4. Volunteer has to call fingerprint office (at least 24 hours ahead) to schedule appointment.
5. After fingerprinting, record will clear within 72 hours unless there are record issues.
6. School will be notified electronically when volunteer is cleared.
7. Volunteer must then attend orientation/training at school site and receive name tag/ID badge.
8. Volunteer may now serve.

<http://ehandbooks.dadeschools.net/userguides/pdf/166.pdf>

POLICIES AND GUIDELINES

- Volunteers must leave preschoolers or children not registered at the school for which they are volunteering, at home.
- Volunteers may not be left alone to supervise students. The visual and auditory presence of an M-DCPS employee must be maintained at all times.
- Volunteers must wear an identifying badge whenever serving as a volunteer.
- Volunteers must sign in and out every time they serve the school.
- Volunteers must immediately report to someone in authority any safety concerns or emergency issues relating to students. Volunteers must be appropriately dressed at all times.
- Volunteers must follow the Board Rules for Employee Student Relationships and Responsibilities and Duties.
- Volunteers must not discipline students, inappropriately touch students, give students gifts, rewards, or food items of any kind without the teacher's/parent's permission.
- Volunteers must always serve as positive role models using appropriate language and discussing only age-appropriate matters with students.

TEACHER'S RESPONSIBILITIES

- Ensure that volunteers have been cleared at the level for which they will be needed.
- Provide proper supervision for volunteers.
- Provide meaningful tasks for the volunteer.
- Inform the volunteer of scheduling changes.
- Immediately communicate any problems or concerns to the School Volunteer Liaison.