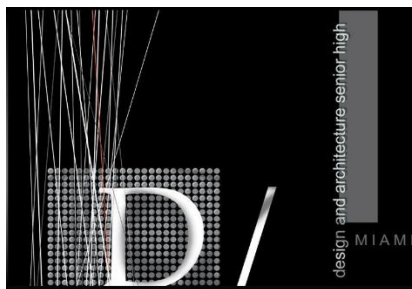


Design and Architecture Senior High School Volunteer Handbook



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.

POLICIES AND GUIDELINES

Responsibilities and Duties

- Volunteers must leave preschoolers or children not registered at the school for which they are volunteering, at home. No exceptions.
- 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
- 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.
- Volunteers must keep a record of volunteer hours using FM-3953 which can be obtained from the school volunteer liaison.
- Design and Architecture Senior High School has the authority to deny or cancel volunteer services at any time if rules and regulations are not followed.

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

Clarification of School Volunteer Procedures

Miami-Dade County Public Schools' Volunteer Program has two levels of volunteers:

- Level 1 (L1): The standard clearance level for volunteers, including all volunteers, except in the "high security" positions
- Level 2 (L2): High security clearance level for positions where fingerprinting is required: **Certified Volunteer***, overnight chaperone for fieldtrips, **Listener/Oyente***, **Mentor***, and Athletic or Physical Education Assistant for middle schools only.
- The Level 2 activities with an asterisk (*) above also involve trainings by affiliated agencies and are approved upon successful completion of all requirements.

Vendors:

- School vendors and/or community/volunteer-based organizations with contracts or agreements with the District are not volunteers, and therefore, are not required to register.
- For information about approved vendors, please contact Dr. Isabel Siblesz, District Director, Human Resources at 305-995-7247.

Guest Speakers:

- Individuals who enter school grounds for a one-time-only event or presentations do not need to register as a school volunteer.
- Schools should ensure, however, that speakers sign in and present a valid, government-issued ID with picture.
- Speakers should be escorted to and from the classroom.

College Students(s):

- College Students enrolled in education methodology classes or internships require fingerprinting in accordance with instructional staffing procedures. In essence, college education students are not required to be entered as school volunteers (L1 or L2).
- College education students should be asked to present a college ID to the school before participating, along with a letter or card that documents their background check clearance from their college.
- The ID card/letter must have the college logo, student's name, identification number and validation date.
- College students who are not education majors and wish to volunteer at your school should be entered as a school volunteer for a level clearance (L1 or L2) for the duty they wish to undertake. Further information on college students should be obtained by calling Ms. Sigilenda Miles, Executive Director, Office of Fingerprinting at 305-995-7472.

Chaperones for Field Trips:

- Volunteers should have Level 1 clearance for day field-trips, and Level 2 clearance, which requires fingerprinting, for overnight field-trips.

Parent(s):

- School Parents who are entering school grounds as part of their parenting duties (parent/teacher conferences, etc.) and not as a school volunteer should be greeted and welcomed as any parent should be greeted when entering school grounds.
- Please have parents sign-in as guests, request a picture ID as proof, and provide an ID tag or visitors pass. They may be escorted to their meeting place.
- Parents would not be registered as a school volunteer unless they are providing school volunteer services.

PTSA:

School parents who wish to be a part of the PTSA are not required to register as volunteer unless they will be participating in an activity that involves them interacting with students.

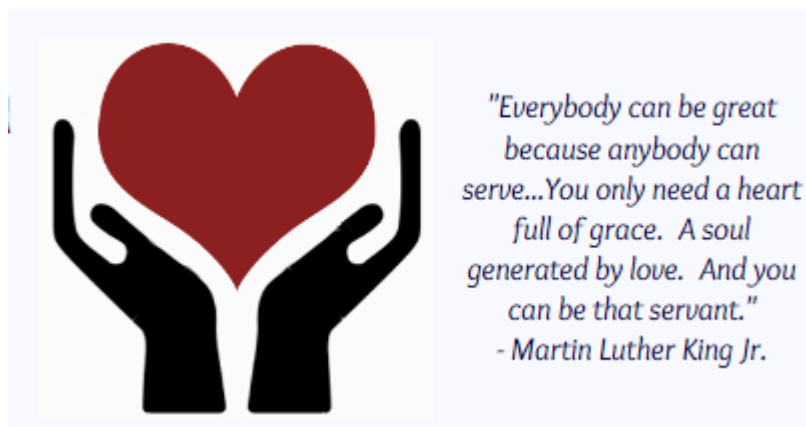
EMPLOYEES:

Current M-DCPS employees volunteering at a different work location should login and register through the employee portal.

These updates and clarifications are provided as guidance and support for schools. Frequently Asked Questions (FAQ's) can be found at: www.community.dadeschools.net on the School Volunteer Program web.

Regional staff and Principals are asked to assist with ensuring that all involved staff is knowledgeable regarding the School Volunteer policies and procedures.

Should you require additional information on School Volunteers, please contact the school volunteer office at, 305-995-2995.



School Volunteers

Who Can Volunteer?	What Can I Do?	How Do I Get Started?
<p><u>Students</u> Anyone who is currently a student at an M-DCPS school</p> <p><u>Parents</u> Parents, guardians, primary caregivers</p> <p><u>Employees</u> Administration, teachers, staff of M-DCPS</p> <p><u>Community Members</u> Businesses, local organizers, M-DCPS alumni</p>	<p>Be a School Volunteer</p> <p>Directly assist the staff at the school of your choice, regional center, or district office</p> <p>Level 1 Activities Level 2 Activities</p> <p><u>Mentor</u> Mentor an individual or group of students through one of our partners</p> <p>Become a Community Partner</p> <p>Provide a multitude of resources and experiences to our schools</p>	<p>Create an account through one of the portals</p> <ol style="list-style-type: none"> 1. Log in and complete the registration information 2. Receive approval from the M-DCPS School Volunteer Office and school(s) of choice <p>Registration Procedures English Español Kreyòl Volunteer User Guide</p> <p>Volunteer FAQs</p>

PROCEDURE TO BECOME A VOLUNTEER

New School Volunteers and Mentors

After registering and logging into one of the portals (Student, Parent, Employee, and Community), these steps:

Click the **Apps/Services/Sites** tab at the top

1. Click **Be a School Volunteer**
2. Fill out the personal information and click **Submit**
3. Choose Design and Architecture Senior High School and the activity/activities in which you wish to volunteer and click **Submit**.
4. A message will appear at the bottom of screen showing your status (i.e., *your application is pending approval at Design and Architecture Senior High School. Please visit the location's volunteer coordinator with a photo ID for final approval.*
5. Present your photo identification to Volunteer Liaison for final approval.
6. The Volunteer Liaison will be notified electronically when the volunteer has been cleared.
7. Volunteer must then attend orientation/training at school site and receive name tag/ID badge.
8. You may now volunteer to serve.

NOTE: Pending: registered, but are not yet cleared CANNOT begin volunteering until approval has been granted by Miami-Dade County Public Schools.

Returning School Volunteers and Mentors MUST

- Register each year to become a volunteer or mentor.
- Login to your portal using your username and password to update your file. Do not forget to choose Design and Architecture Senior High School, activity/activities, and click the **SUBMIT** button.
- Update your application and remember to select Design and Architecture Senior High School, the activity/activities and click Submit.

NOTE: Level 1 volunteers—a **NEW** background check is required every three years.

Level 2 volunteers—a NEW fingerprint check is required every five years.

Retired/Former Employees

Retired or former employees of Miami-Dade County Public Schools registered to be a volunteer prior to retirement or termination of employment **must** create a new account using the Community Portal in order to register to become a volunteer.

Fingerprinting Process (Level 2 Volunteers Only)

For identified high security positions, Level 2 Volunteers must undergo a full fingerprint check with Miami-Dade County Public Schools. Please note you **cannot begin** service until you have been cleared as Level 2 and have met the requirements for the position indicated. The school volunteer liaison will contact you once you have been cleared.

Level 2 Volunteers are listed as the following:

Certified Volunteer (District training required, 305-995-2995)

- Listeners/ Oyentes (Listeners training required, 305-995-7317)
- Mentor (Mentor Training Required)
- Overnight Chaperone (all grade levels, school site signature required)
- Physical Education Assistant (all grade levels, school site signature required)

***Volunteers not listed above are considered Level 1 Volunteers and do not require fingerprinting.**

Fingerprinting Process

Schedule an appointment at least 24 hours prior to your requested date, by calling 305-95-7472. Please arrive approximately ten minutes prior to appointment time at, 1450 NE 2nd Avenue, Room 110, Miami, Florida, 33132

PLEASE BRING THE FOLLOWING TO YOUR SCHEDULED APPOINTMENT

- Fingerprint Fee Waiver Request signed in blue ink by school Principal or school site volunteer liaison. A current government issued photo identification (Non-expired driver's license, passport, etc), Social Security Card (A pay stub, W-2 or insurance card showing the entire SSN# will be accepted if the card is lost. (You may also obtain a social security number verification form for a lost card by contacting 1-800-772-1213 or visit the office nearest you.

Acknowledgement Form Design and Architecture High School Volunteer Handbook

PLEASE SIGN BELOW AND RETURN

**I have reviewed the volunteer expectations outline in the DASH Volunteer Handbook
and agree to uphold the policies and guidelines set forth.**

Print Name

Volunteer ID#

Volunteer Signature

Date

Return this form to Ms. Martin, Principal