

School Volunteer Program Guide 2022 – 2023





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The Office of Family and Community Engagement supports principals and school-site staff in meeting the priorities within **Pillar IV: Informed, Engaged, and Empowered Stakeholders** of the 2021-2026 Strategic Blueprint.

Priority 3 – Empower all stakeholders to be active participants and advocates in public education.

Objective 2 - aims to “Ensure 100% of traditional schools have a cadre (minimum of 5% of total student enrollment) of volunteers or community partners to support students and families.”

A SCHOOL VOLUNTEER 2401.03 is any non-compensated person who may include but is not limited to, parents, senior citizens, students, and community members who have particular knowledge, or skills that will be helpful to members of the school staff who are responsible for the delivery of those programs and activities.

- Anyone who wishes to volunteer at a school, region, or District office **MUST** be background screened annually through the Raptor volunteer application process.
- The background screening process for the School Volunteer Program is integrated with your [Raptor Visitors Management System](#). / www.Raptortech.com
- The School Volunteer Office reviews and approves volunteers based on their background screening results. The school administration only approves the activity or activities based on the needs of the school.
- All Volunteers must show identification at the school and check in and out as VOLUNTEER to document hours of service.
- Volunteers should follow safety and security guidelines established at the single entry point of the school including the checking of identification.

VOLUNTEER ACTIVITIES AND FIELD TRIPS - When planning volunteer activities (including chaperoning), please allow (3) business days for clearance results. Clearance results are also sent via email to the volunteer applicant and/or can be accessed by you or your designee via the Raptor Volunteer Management System.

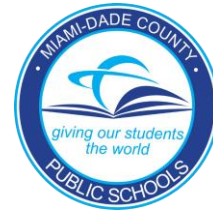
- **The Field Trip Chaperone and Accessibility Personnel List** (form 2431), requires a volunteer/ employee number. The volunteer number is the last 4 digits of the volunteer's driver's license or valid picture ID. The volunteer DL numbers can also be accessed via download using the **REPORTS** option in Raptor

VIDEO TRAINING LINKS FOR RAPTOR

[MANAGING VOLUNTEERS USING RAPTOR](#)

[ADDING A VOLUNTEER COORDINATOR IN RAPTOR](#) 10.45-minute mark

[RAPTOR REPORTS](#) 27.30-minute mark



WHO CAN VOLUNTEER

[Students](#) Anyone who is currently an M-DCPS student

[Parents](#) Parents, guardians, primary caregivers

[Employees](#) Administrators, teachers, staff of M-DCPS

[Community Members](#) Individuals of businesses, local organizers, community and faith-based organizations, M-DCPS Alumni, and non - M-DCPS students.

HOW TO BECOME A SCHOOL VOLUNTEER

1. Create an account through one of the portals and log in ([Parents](#), [Community](#), [Students](#), [Employees](#))
2. Under Apps/Services/Sites click "**Become a School Volunteer**"
3. Complete the online volunteer registration ([Raptor](#)).
4. Receive email approval from the School Volunteer Office.

Once approved, volunteers should show ID and CHECK-IN at your school as a VOLUNTEER. This will track the volunteer's hours and activities. ([see attached Purpose of Visit Form](#))

SCHOOL VOLUNTEER PROGRAM IMPORTANT LINKS

[Registration Procedures](#)

[English](#) [Español](#) [Kreyòl](#)

Raptor Volunteer Register Process [Watch Now](#)

[Volunteer FAQs](#)

[Volunteer Fingerprint Waiver Request](#)

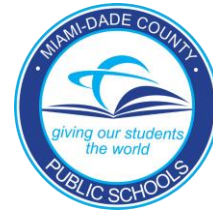
[Mentor](#) Mentor an individual or group of students through one of our partners

[Guest Presenter/ Speaker](#) Inspire, enlighten or challenge students to reflect upon their own life and take a specific action.

[Steps to Managing Your Volunteer Hours](#)

[School Board Policy 2430.01](#) recognizes that certain programs and activities can be enhanced the through the use of volunteers who have particular knowledge or skills that will helpful to members of the school staff who are responsible for the delivery of those programs and activities.

Additional information for your parents and community members about the [School Volunteer Program](#) can be found here at www.engagemiamidade.net



Security Monitors

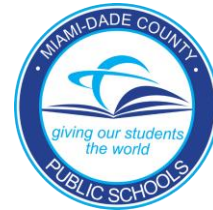
RAPTOR VOLUNTEER CHECK-IN PROCESS

(All visitors and volunteers should be greeted appropriately and asked)

WHAT IS THE PURPOSE OF YOUR VISIT ?

1. All visitors and volunteers **MUST** show a valid picture ID. *i.e. Drivers License, Passport*
2. In Raptor use the **“VISITOR TAB”** to document the purpose of the visit.
3. If the visitor is supporting your school as a volunteer, use the **“VOLUNTEER TAB”** to check in your visitor as a SCHOOLVOLUNTEER.
4. Under the **“VOLUNTEER TAB”**, you must search by First and Last name then click **“FIND”**. **(ID SCAN WILL NOT WORK TO LOCATE VOLUNTEERS)*
5. If the **volunteer is listed** then the volunteer’s background screening has been **APPROVED** by the School Volunteer Office.
6. Click Sign-in, select the FUNCTION, then ORGANIZATION, and click Submit and Print.
7. Signing in school volunteers will document volunteer hours and activities.
8. Your Volunteer has been successfully logged in and hours and activities are tracked and recorded as outlined in the District’s five-year Strategic Plan.

Office of Family and Community Engagement
School Volunteer Program and Mentoring Initiatives
305-995-2995
SchoolVolunteerProgram@dadeschools.net
www.engageMiamiDade.net



School Volunteer Program Fact Sheet

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 P.E. Assistant for all grade levels.

The * **Level 2** activities above involve trainings by affiliated agencies and are approved upon successful completion of all requirements.

Vendors / Contractors

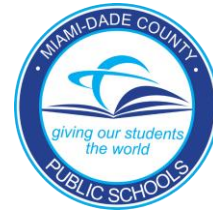
- School vendors and/or community/volunteer-based organizations with contracts or agreements with the District are not volunteers, and therefore, are not required to register.
- For information about approved vendors, please contact Jorge Rubio, District Director, Human Resources at 305-995-7196.

Guest Speaker / Presenters(s):

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

College Student(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.



School Volunteer Program Fact Sheet (cond)

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.
- **Note** -Grad Night, which does not involve overnight accommodations, is considered a Level I clearance activity.

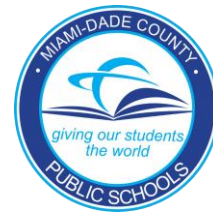
Parent(s):

- 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 visitors through RAPTOR, 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.

PTA/PTSA:

- Parents who wish to be a part of the PTA 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.

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School Messenger Script Template for Recruiting Parents as School Volunteers

(Please modify, and/or translate as needed)

Good evening parents, this is, **(insert name)**, principal of **(insert school)**.

We encourage and welcome parent and community involvement in school-related activities throughout the year.

Your involvement as a parent or community volunteer helps us support the academic and social success of all of our students.

As a school volunteer you can assist in many ways including as a tutor, band parent, PTA representative, or as a mentor through one of our partnering Mentoring agencies.

I invite you to register on-line as a school volunteer by visiting www.dadeschools.net, School Volunteer Program.

For more information about the School Volunteer Program, you can also visit www.engagemiamidade.net.

Our school volunteer liaison, **(insert name)**, can also assist you and can be reached at **(insert contact information)**.

We look forward to you volunteering!