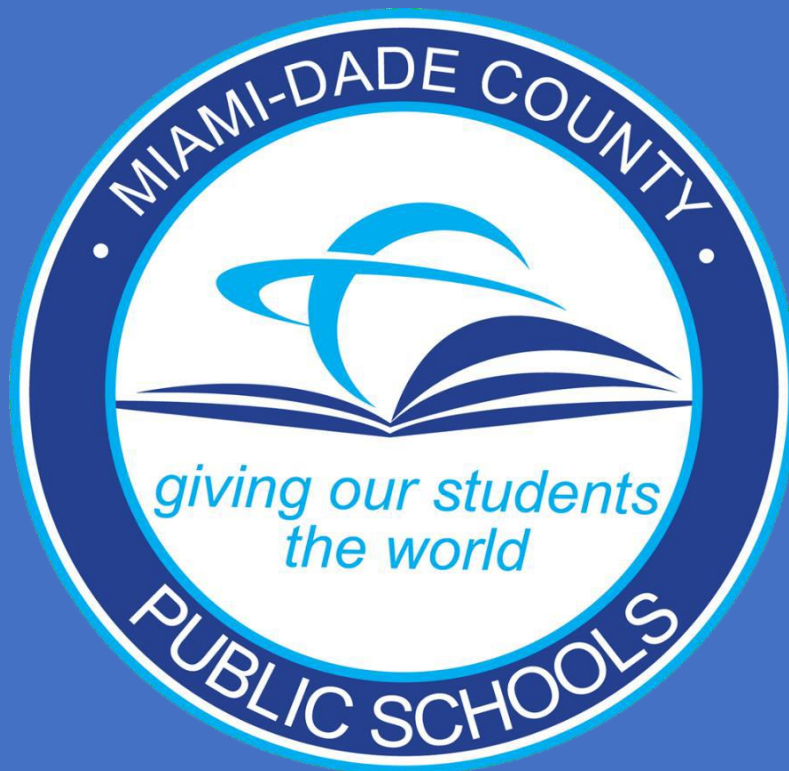


SCHOOL VOLUNTEER HANDBOOK 2023 – 2024



MIAMI-DADE COUNTY PUBLIC SCHOOLS

The School Board of Miami-Dade County, Florida

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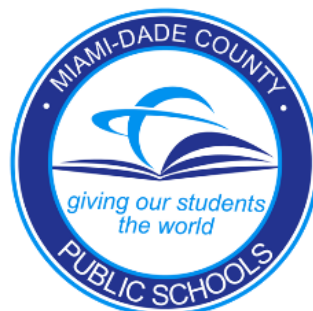


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SCHOOL VOLUNTEER PROGRAM OVERVIEW

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.”

The [School Board Policy 2430.01](#) recognizes that certain programs and activities can be enhanced through the use of volunteers 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.

A SCHOOL VOLUNTEER is any non-compensated person who may include but is not limited to, parents, senior citizens, students, and community members who have 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](#).
- The School Volunteer Office reviews and approves volunteers based on their background screening results. **The school or location administration only approves the activity or activities based on the needs of the school or office.**
- Volunteers should follow safety and security guidelines established at the single-entry point of the school including the checking of identification.

HOW TO BECOME A SCHOOL VOLUNTEER

1. Visit <https://www.engagemiamidade.net/volunteers>
2. Complete the online volunteer registration ([Raptor](#)).
3. Receive email approval from Raptor Technology System.

Once approved, volunteers should **show ID and CHECK-IN at your school as a VOLUNTEER.**

*This will ensure volunteers are cleared, track the volunteer’s hours and connect the volunteer to a staff at your location

SCHOOL VOLUNTEER PROGRAM FACT SHEET

WHO CAN VOLUNTEER:

- Students- M-DCPS students, college/university students, charter/private school students
- Parents - Guardians, primary caregivers
- Community Members and Organizations- Businesses, retirees, local organizers, alumni, community, and faith-based organizations
- Employees- Administrators, teachers, and staff of M-DCPS * Current M-DCPS employees volunteering at a different work location should login and register through the M-DCPS employee portal. It is recommended that employees follow contractual guidelines regarding attendance and that all leave procedures are followed and approved the supervising administrator.

VOLUNTEER LEVELS:

- 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/Oyentes**, * **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.

When planning volunteer activities (including chaperoning), please allow (5) 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.

COLLEGE/ UNIVERSITY/ HIGHER EDUCATION STUDENT(S):

- Students enrolled in education methodology classes or internships require fingerprinting in accordance with instructional staffing procedures. In essence, students are not required to be entered as school volunteers (L1 or L2).
- 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 school logo, student’s name, identification number and validation date.
- 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.

CONTRACTORS / VENDORS:

- School vendors, contractors and/or community-based organizations with contracts or agreements tied to a financial obligation 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.

FIELD TRIPS / CHAPERONES:

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.

- Volunteers should have Level 1 clearance for day fieldtrips, and Level 2 clearance, which requires fingerprinting, for overnight fieldtrips.
- **Note:** Grad Night, which does not involve overnight accommodations, is considered a Level I clearance activity.
- As outlined in The Field Trip Chaperone and Accessibility Personnel List, all **chaperones must be 21 years of age and older.**

FORMS

- M_DCPS [VOLUNTEER FINGERPRINT FEE WAIVER 7272](#)
- [M-DCPS FIELD TRIP FORM 2431](#)

GUEST SPEAKER / PRESENTER(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.

PARENT(S) / AWARD EVENTS:

- 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 visitor 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 will register as a school volunteer only if 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.

SCHOOL VOLUNTEER PROGRAM IMPORTANT LINKS

VOLUNTEER GUIDELINES

- [POLICIES AND PROCEDURES](#)
- [REGISTRATION PROCEDURES](#)

RAPTOR VOLUNTEER MANAGEMENT VIDEOS

- [ADDING A VOLUNTEER COORDINATOR IN RAPTOR](#) 10.45-minute mark
- [RAPTOR VOLUNTEER REGISTRATION PROCESS](#)
- [RAPTOR REPORTS](#) 27.30-minute mark

RAPTOR VOLUNTEER MANAGEMENT E-GUIDES

 [ACCESS THE RAPTOR KNOWLEDGE BASE](#)

 [ADD A BUILDING VOLUNTEER COORDINATOR](#)

 [BUILDING ADMIN FUNCTIONS](#)

 [CHECK IN SCHOOL VOLUNTEERS](#)

 [EVENTS FOR MIAMI-DADE PUBLIC SCHOOLS VOLUNTEER](#)

 [REGISTER AS A VOLUNTEER](#)

 [REPORTING FEATURES](#)

 [VOLUNTEER REPORTS](#)

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

PLEASE POST AT SCHOOL SECURITY DESK

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. Driver's 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 SCHOOL VOLUNTEER.
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.

PLEASE POST AT SECURITY DESK

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.engagemiamidade.net

For more information about our Calendar of Events/ Activities, you can visit our school website at (insert school website).

Our school Community Engagement Champion, (insert name), can also assist you and can be reached at (insert contact information).

We look forward to you volunteering!

REGISTER TO VOLUNTEER



LEARN ABOUT THE SCHOOL VOLUNTEER PROGRAM



Family and Community Engagement Office School Volunteer Program & Mentoring Partnerships

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Parents and Community Members should email or call:
schoolvolunteerprogram@dadeschools.net
[305-995-2995](tel:305-995-2995)