



Book	Policy Manual
Section	2000 Program
Title	SCHOOL VOLUNTEERS
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2430.01 - **SCHOOL VOLUNTEERS**

The School Board 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 conduct of those programs and activities. A school volunteer is any non-compensated person who may be appointed by the Superintendent or his/her designee. School volunteers may include, but are not limited to, parents, senior citizens, students, and others who assist the teacher or other members of the school staff. Employees of the District are also encouraged to volunteer.

The Superintendent or his/her designee is responsible for recruiting community volunteers, reviewing their capabilities, and making appropriate placements. The Superintendent shall not be obligated to make use of volunteers whose abilities are not in accord with District needs. The Superintendent shall develop procedures in accord with this policy which must include, but not be limited to, providing access to literature and/or other informative materials that might assist each volunteer who may be expected to assume responsibility for the health, safety and welfare of students in having a clear understanding of Florida law and District rules, policies and regulations relevant to the volunteer's responsibilities.

All volunteers must successfully complete the registration and background check process in administrative policies annually approved by the Superintendent. If significant changes occur in the background check process, the School Board will be notified by the Superintendent. Volunteers must report any criminal proceedings, including those which may occur after a background check, to school authorities immediately. The District's Employment Standard applies to all volunteers.

Certain volunteer activities require training and are subject to a fingerprint level 2 background check. Please refer to the District's web site for these activities.

Once approved, volunteers must comply with Board policies and procedures as outlined in the School Volunteer Program Guidelines on the District's website.

Each school principal or work site supervisor may set additional procedures with respect to volunteer involvement. A volunteer's service may be terminated at any time, either at the discretion of the Principal, work site administrator, or the volunteer.

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