

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 P.E. 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.
- **Note** - Grad Night, which does not involve overnight accommodations, is considered a Level 1 clearance activity.

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.

PTA/PTSA:

- School 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.

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.