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BE A SCHOOL VOLUNTEER
(For Parents and Community Members)

Be a School Volunteer is a Web-based application developed to facilitate and expedite the process of becoming a school volunteer. Employees, Parents, Students and Community members will be able to apply online to different locations for different service activities.

Parents/Guardians and Community members must have an account with Miami-Dade County Public Schools (M-DCPS) to be able to access the **Be a School Volunteer** application on the Portal. This user guide will provide instructions on how to apply to become a school volunteer.

See these user guides to register for an account:

- *Parent Portal Create an Account/Forgot Password*
- *Community Portal Account Registration Process*

Getting Started

To access the Portal,

▼ **Open** the **Internet browser**
▼ **Type** **www.dadeschools.net**
▼ **Click** **Community** tab or **Parent** tab

On the **dadeschools.net Community** or **Parent** page,

▼ **Click** **Login to Portal**

The **Portal Log in screen** will display.

Log Into the Community Portal

Continue here to access the Community Portal.

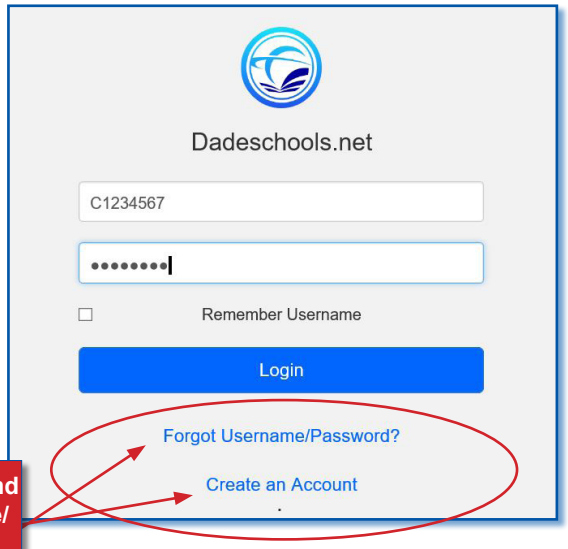
[To access the Parent Portal, go to Log Into the Parent Portal section, on page 3.]

From the **Portal Login** screen,

- ▼ **Type** your user name
- ▼ **Type** your password
- ▼ **Click** **Login**

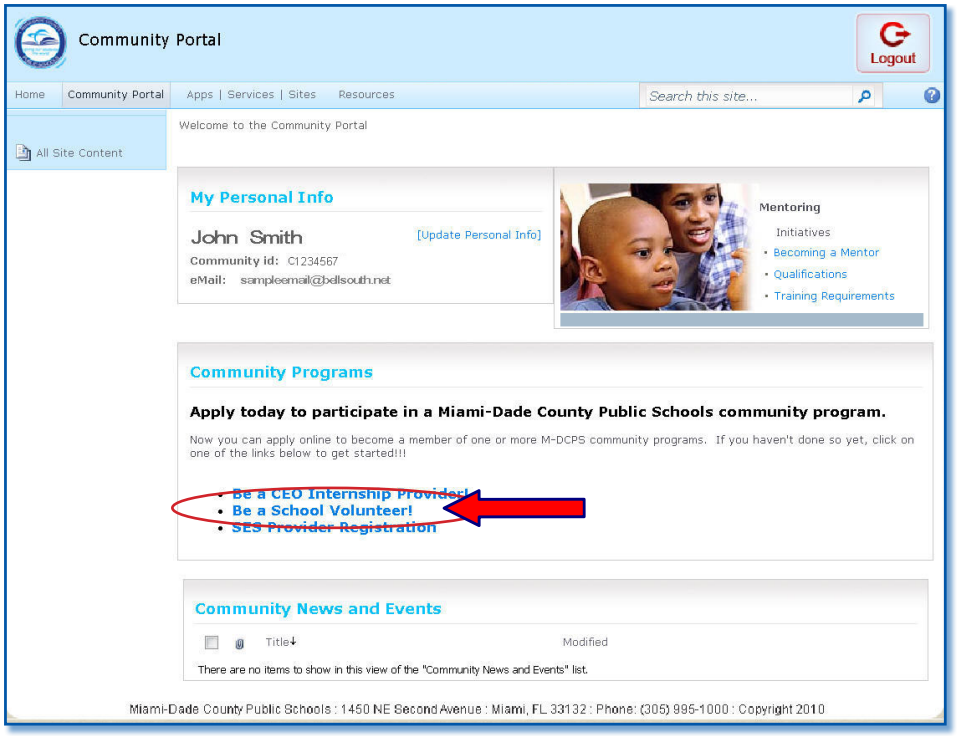
The **Community Portal** page will display.

Note: You must have an account with M-DCPS to access the Portal and any of the Portal applications.



Create Account and Forgot Username/ Password.

From the **Community Portal** page,



- ▼ **Click** **Be a School Volunteer**

The **School Volunteer Program: Volunteer Registration** page will display.

[To continue, skip the next Parent section and go to Volunteer Registration on page 4.]

Log Into the Parent Portal

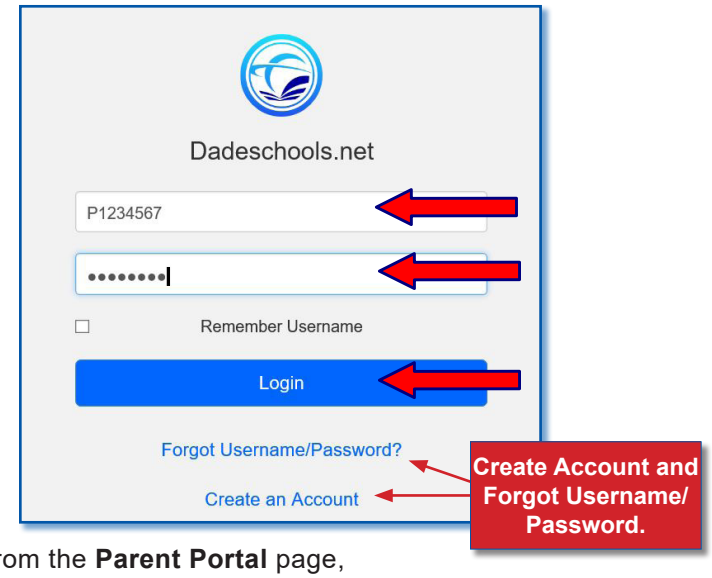
If you are a Parent/Guardian with a Parent account, continue here to access the Parent Portal.

Note: You must have an account with M-DCPS to access the Portal and any of the Portal applications. *[To register for a parent account, see the Parent Portal Create an Account and Forgot Password user guide: http://ehandbooks.dadeschools.net/userguides/parents.asp*

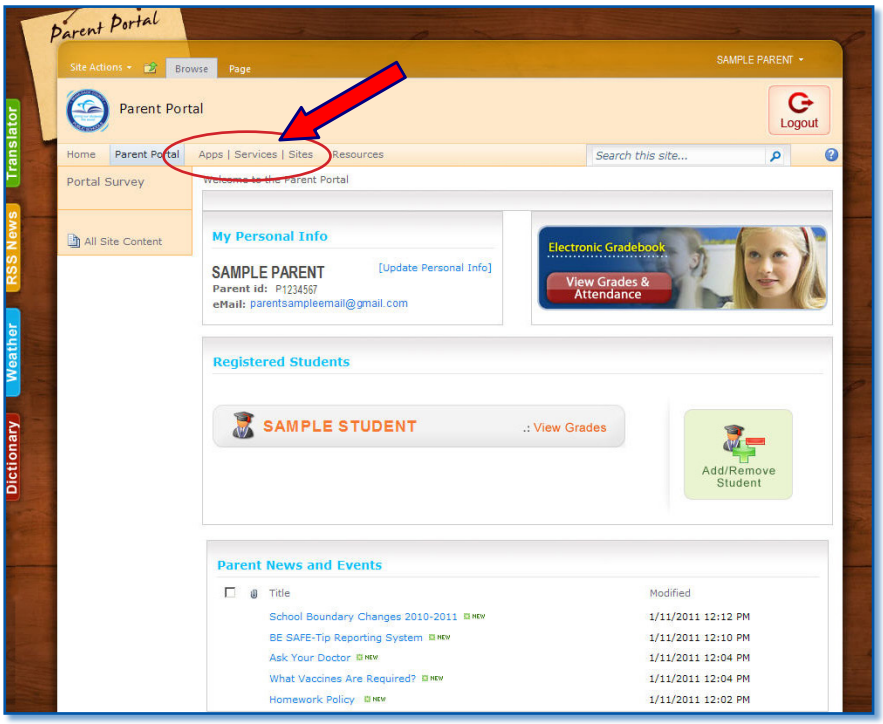
From the Portal Login screen,

- ▼ **Type** your user name
- ▼ **Type** your password
- ▼ **Click** **Login**

The **Parent Portal** page will display.



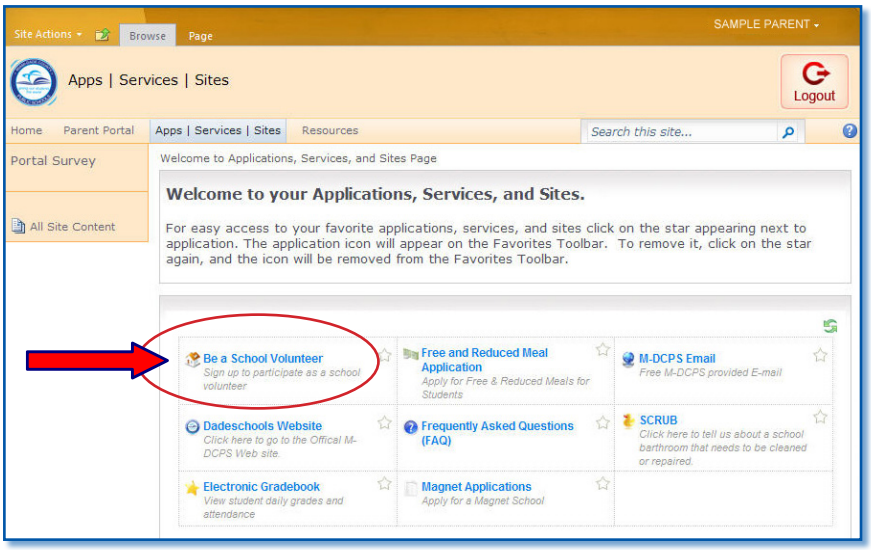
To access the **Be a School Volunteer** application, from the **Parent Portal** page,



- ▼ **Click** **Apps | Services | Sites** tab

The **Parent Portal Apps | Services | Sites** page will display.

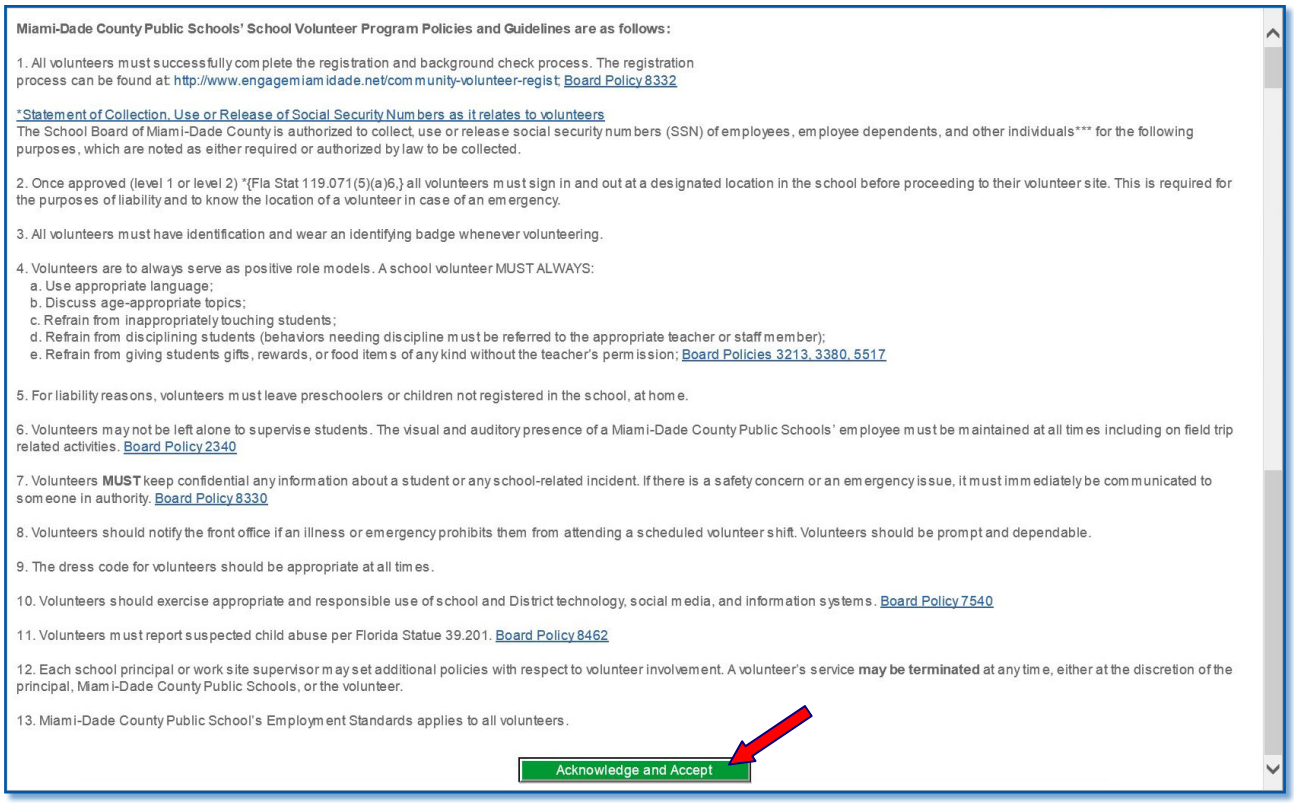
Log into the Parent Portal (continued)



▼ **Click** **Be a School Volunteer**

The **Miami-Dade County Public Schools' School Volunteer Program Policies and Guidelines** acknowledgement page will display.

After reading the Policies and Guidelines,



Miami-Dade County Public Schools' School Volunteer Program Policies and Guidelines are as follows:

1. All volunteers must successfully complete the registration and background check process. The registration process can be found at: http://www.engagemiamidade.net/community-volunteer-regist; Board Policy 8332

*Statement of Collection, Use or Release of Social Security Numbers as it relates to volunteers
The School Board of Miami-Dade County is authorized to collect, use or release social security numbers (SSN) of employees, employee dependents, and other individuals*** for the following purposes, which are noted as either required or authorized by law to be collected.

2. Once approved (level 1 or level 2) *{Fla Stat 119.071(5)(a)6,} all volunteers must sign in and out at a designated location in the school before proceeding to their volunteer site. This is required for the purposes of liability and to know the location of a volunteer in case of an emergency.

3. All volunteers must have identification and wear an identifying badge whenever volunteering.

4. Volunteers are to always serve as positive role models. A school volunteer MUST ALWAYS:
   a. Use appropriate language;
   b. Discuss age-appropriate topics;
   c. Refrain from inappropriately touching students;
   d. Refrain from disciplining students (behaviors needing discipline must be referred to the appropriate teacher or staff member);
   e. Refrain from giving students gifts, rewards, or food items of any kind without the teacher's permission; Board Policies 3213, 3380, 5517

5. For liability reasons, volunteers must leave preschoolers or children not registered in the school, at home.

6. Volunteers may not be left alone to supervise students. The visual and auditory presence of a Miami-Dade County Public Schools' employee must be maintained at all times including on field trip related activities. Board Policy 2340

7. Volunteers **MUST** keep confidential any information about a student or any school-related incident. If there is a safety concern or an emergency issue, it must immediately be communicated to someone in authority. Board Policy 8330

8. Volunteers should notify the front office if an illness or emergency prohibits them from attending a scheduled volunteer shift. Volunteers should be prompt and dependable.

9. The dress code for volunteers should be appropriate at all times.

10. Volunteers should exercise appropriate and responsible use of school and District technology, social media, and information systems. Board Policy 7540

11. Volunteers must report suspected child abuse per Florida Statue 39.201. Board Policy 8462

12. Each school principal or work site supervisor may set additional policies with respect to volunteer involvement. A volunteer's service **may be terminated** at any time, either at the discretion of the principal, Miami-Dade County Public Schools, or the volunteer.

13. Miami-Dade County Public School's Employment Standards applies to all volunteers.

Acknowledge and Accept

▼ **Click** **Acknowled and Accept** button at the end of the page

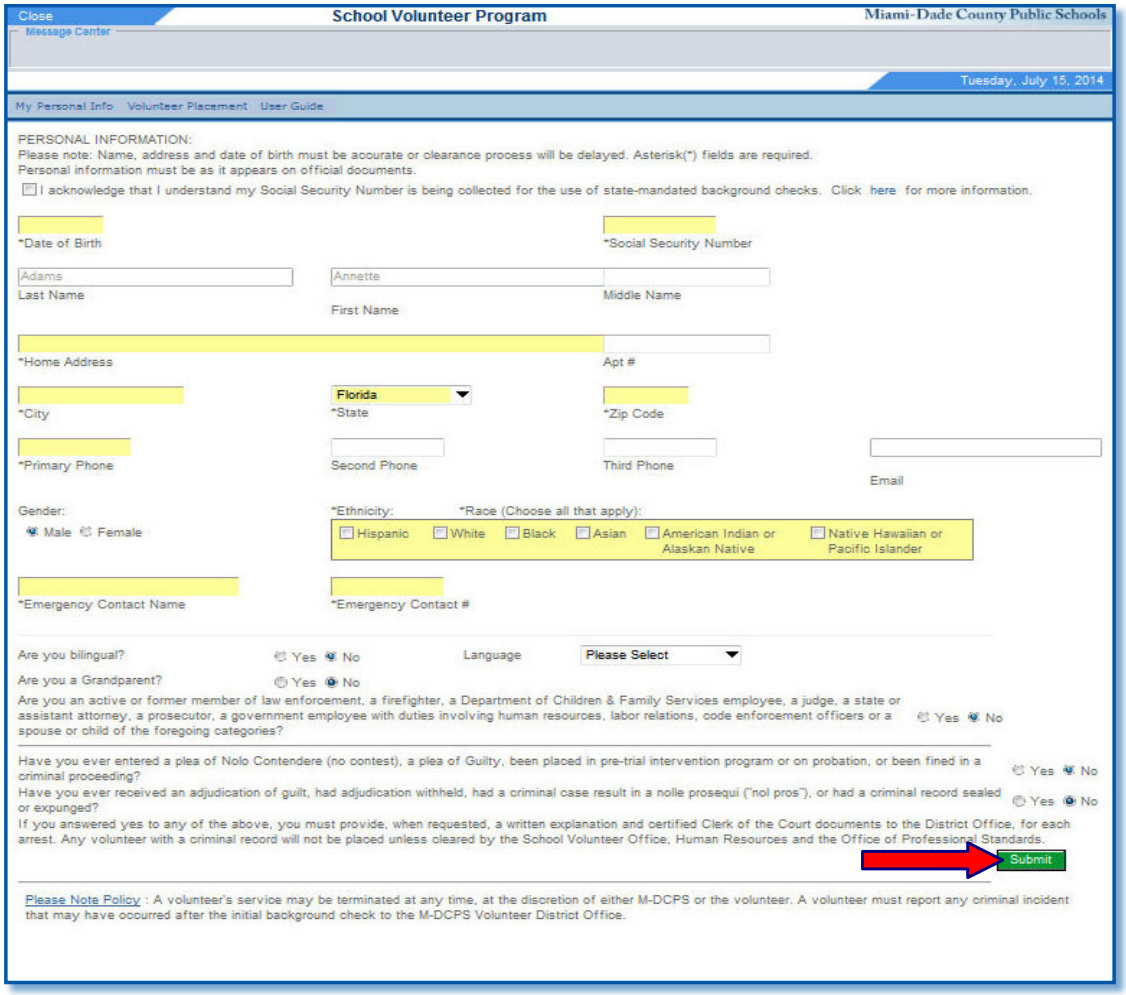
The **School Volunteer Program Registration** page will display.

Volunteer Registration

The **Volunteer Registration** page will display the first time the applicant (Parent/Guardian or Community Member) accesses the **School Volunteer Program** application. Volunteer applicants must complete required fields which include DOB, SSN, Address, Emergency Contact Name, Emergency Contact #, and Ethnicity. *[See **My Personal Info** section on page 9 to update the volunteer's personal information.]*

From the **Volunteer Registration** page,

Note: Name, Address, and Date of Birth must be accurate or clearance process will be delayed.



▼ **Type** required information

When finished,

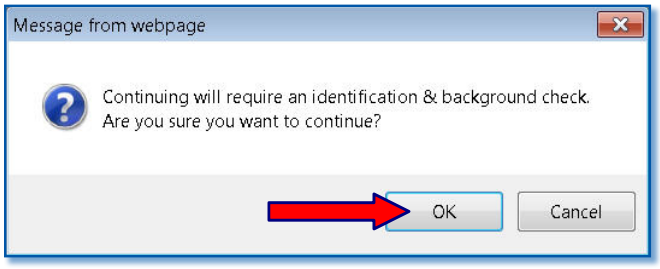
▼ **Click** **Submit**

The **Message from webpage** window will open.

Volunteer Registration (continued)

The message **"Continuing will require an identification & background check. Are you sure you want to continue?"** will display.

▼ **Click** **OK**



The **School Volunteer Program: Volunteer Interests** page will display, if the initial clearance process was successfully completed. If it was not, you will be prompted to correct and resubmit your information.

After three attempts, the District will need to do a manual identification and background check. To expedite this process, please contact the Office of Community Engagement.

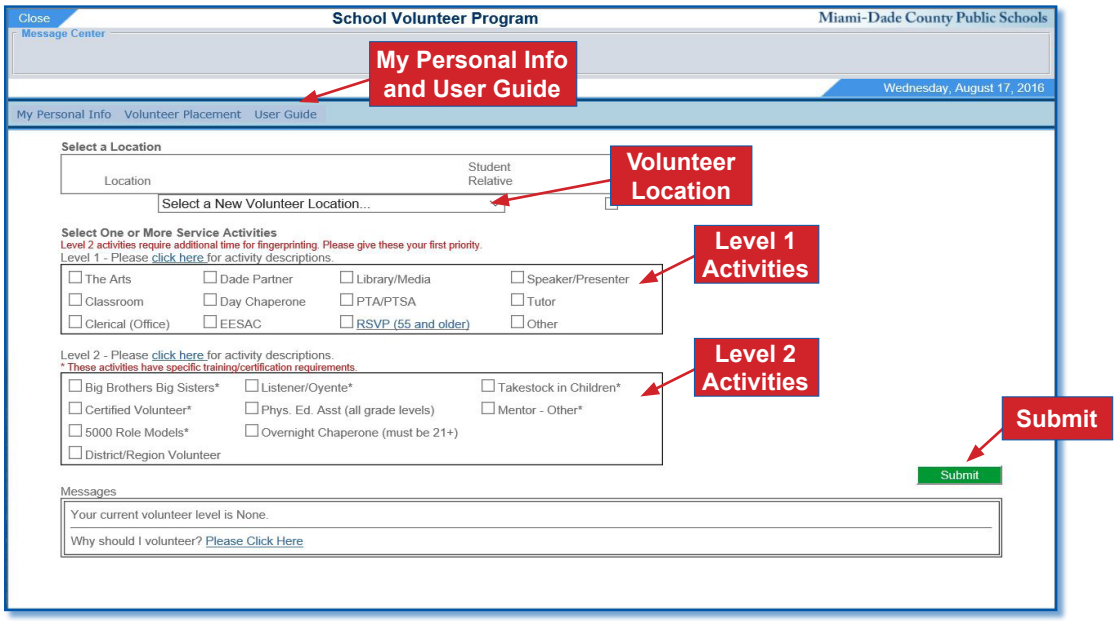
Select Volunteer Interests and Locations

Volunteer applicants must select school location and type of service activities they are volunteering for. Volunteer applicants will be processed by the system according to the level for the service activity they selected.

Level 1 activities will perform an electronic background check and the school will be able to approve or deny the volunteer immediately.

Level 2 activities will require fingerprinting.

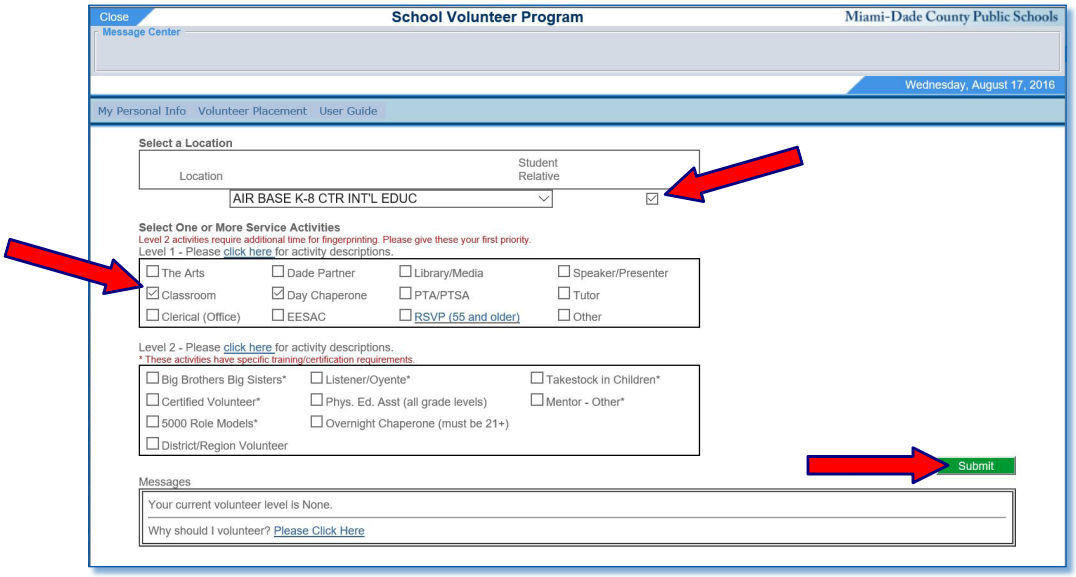
To select a location and service activities,



▼ **Click** **Select a New Volunteer Location...** drop-down menu

[By pressing a letter within the drop-down menu, the application will take you to the first entry that starts with that letter.]

Select Volunteer Interests and Locations (continued)



▼ **Click** **Student Relative** box, if applicable

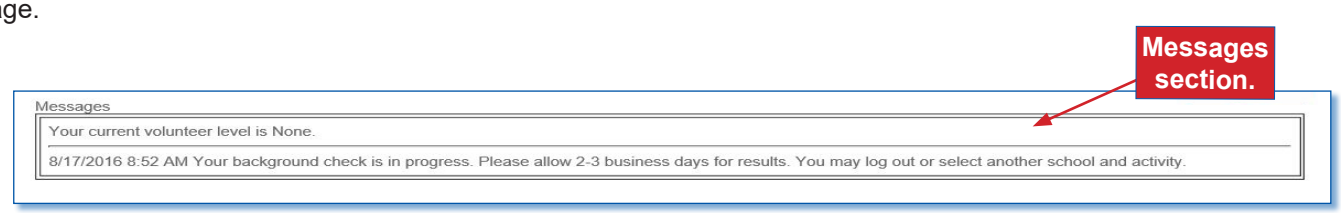
Select one or more service activities. ***[Please select Level 2 activities first. Level 2 requires fingerprinting, which will require more time.]***

▼ **Click** service activity boxes to be selected
▼ **Click** **Submit**

For Level 1 service activities, the message: **"Your background check is in progress. Please allow 2-3 business days for results. You may log out or select another school and activity."** will display. The date and time will also be displayed.

For Level 2 service activities, please follow the instructions in the **Messages** section for the fingerprinting process. You can select additional activities at other schools while you wait for Level 2 approval (fingerprinting).

Check the status of your application, (approved or denied), under the **Messages** section, in the **Volunteer Interests** page.



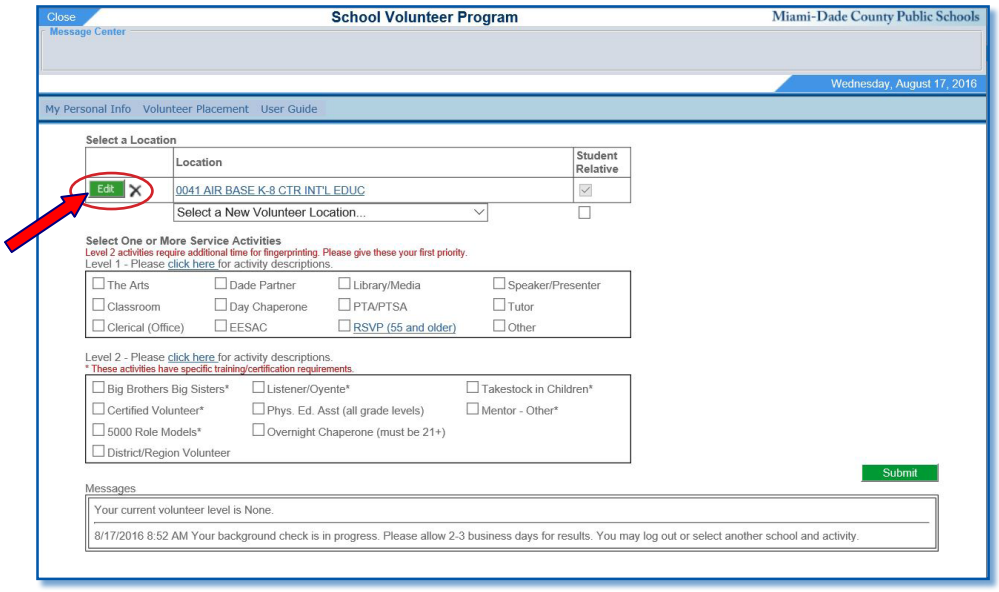
If your application is approved, the message **"Thank you. You have been approved at SAMPLE SCHOOL NAME. Please Click Here"** will display.

[The Please Click Here is a link to the School Volunteer Policies and Guidelines.]

You may apply to additional schools, if desired.

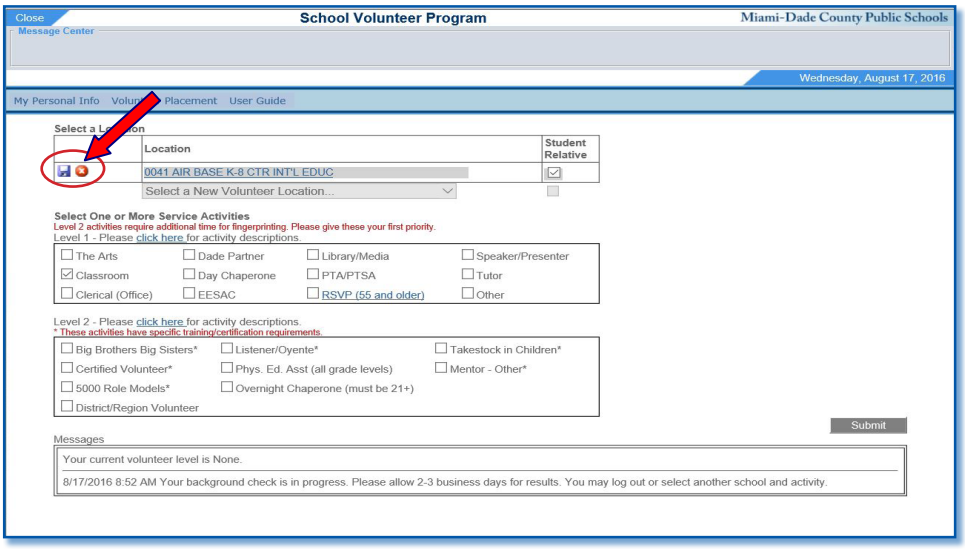
Edit Service Activities

To edit the school location service activities selected,



▼ **Click** the Edit option

The page will change to display the service activities. Make changes/additions as needed.



▼ **Click** the save option

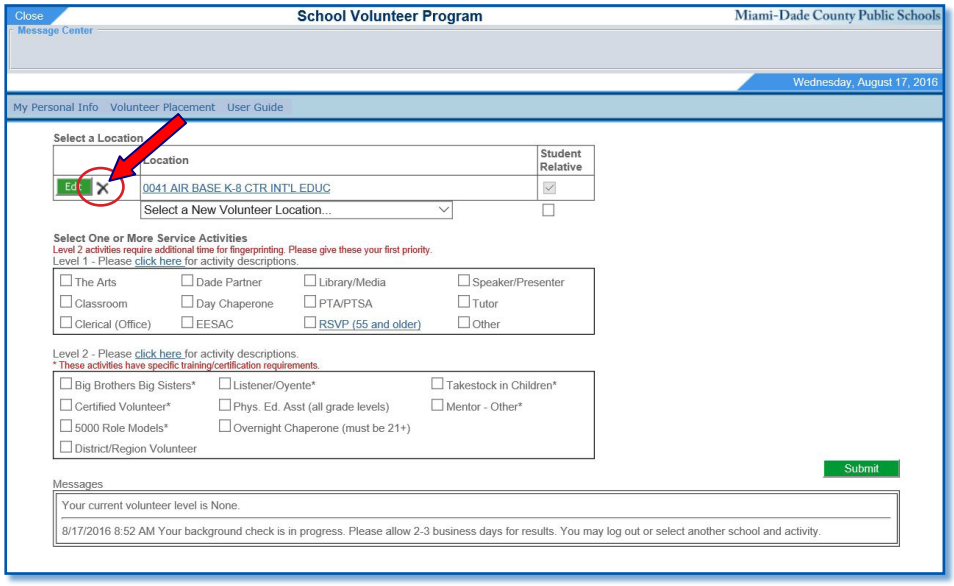
▼ **Click** the cancel option, to cancel edit mode

The **Messages** section will display your application status.

Delete School Location

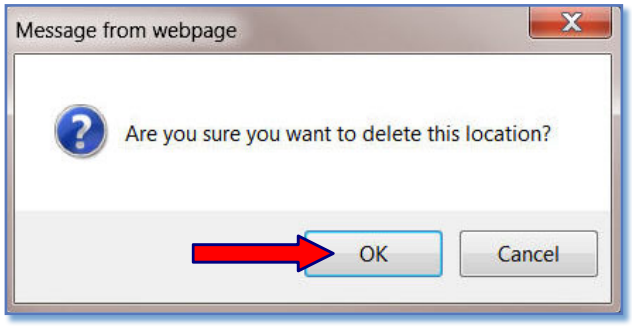
Volunteers may terminate their services at a school location by deleting the location from their application. A volunteer's services may be terminated at any time, by the principal or the volunteer.

From the **School Volunteer Program - Volunteer Interests** page,



▼ **Click** the ✕ Delete option

The message **"Are you sure you want to delete this location?"** will display.



▼ **Click** **OK**

The school location will be deleted from the page.

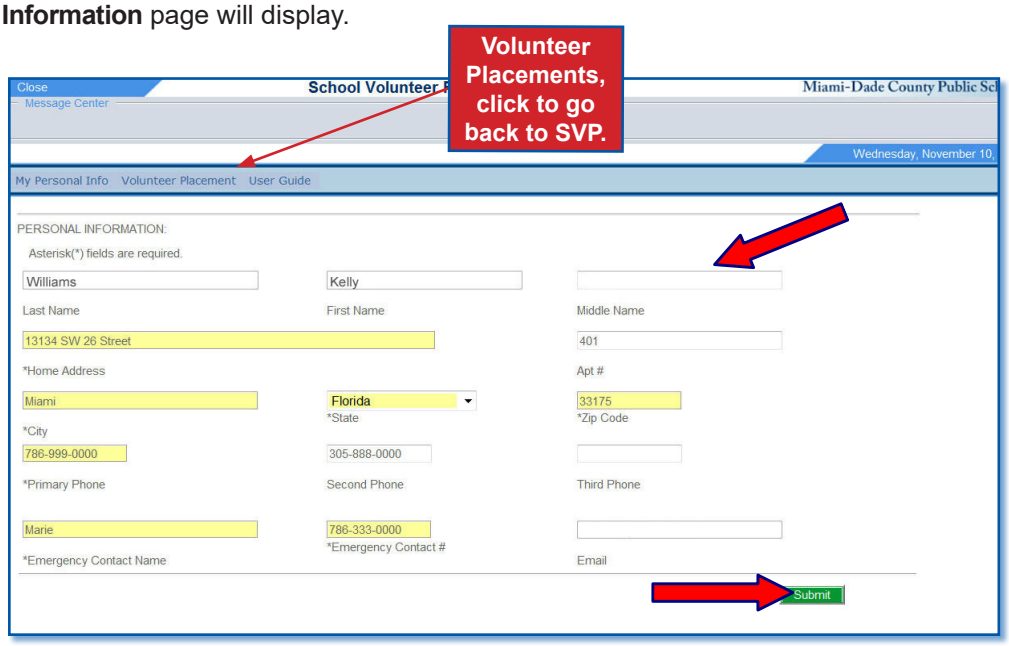
My Personal Info

Use the **Personal Information** page to update your personal information. **My Personal Info** is located on the blue menu bar of the **School Volunteer Program** pages.

From the **School Volunteer Program** page,

▼ **Click** **My Personal Info,** on the blue menu bar

The **Personal Information** page will display.



The fields that appear in yellow can be changed. The fields with grayed-out text cannot be changed.

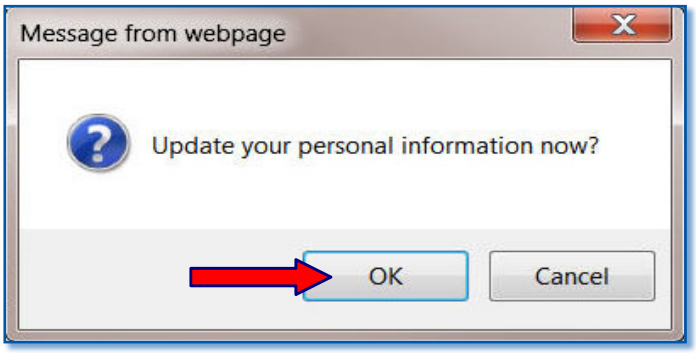
Note: A name change will require a new registration application and background check.

▼ **Click** the field to be updated
▼ **Type** new information
▼ **Click** **Submit**

The message **"Update your personal information now?"** will display.

▼ **Click** **OK**

The School Volunteer Program Volunteer Placement page will display.



Exit the Portal

It is important to close the **School Volunteer Program Portal** application or any other Portal application you are working on and exit the Portal to prevent access to your Portal by others.

From the **School Volunteer Program** application,

▼ **Click** the **Applications/Sites** tab

From the **Applications/Sites** page,

▼ **Click** the **Logout** button, in the upper right corner of the page

The Message **"You have successfully logged off of the system"** will display.

▼ **Click** the ✕ in the upper right corner to close the page

You are now logged out of the **Portal**.

Whom to Contact for Assistance

For assistance regarding the **School Volunteer Program**, contact the **Office of Community Engagement** at 305-995-2995.

For **School Volunteer Policies and Guidelines**, go to the **Become a School Volunteer** Web page at:

http://www.engagemiamidade.net/community-school-volunteers