

Chaperone/Volunteer Guidelines

School-site employees of the school sponsoring the field trip as well as volunteers who have been cleared by the M-DCPS School Volunteer Program (application completed, entered online, background check processed and approval received by the school) are permitted to serve as chaperones for field trips, so long as the person is aged 21 or older.

Employees at M-DCPS work locations other than the one sponsoring the field trip must complete the School Volunteer Program clearance process prior to chaperoning any field trip that is not sponsored by their work location.

All volunteers will undergo a background check.

VOLUNTEER LEVELS

- Pending: registered, but are not yet cleared (these individuals are not eligible to serve as a chaperone).
- Level I: cleared volunteer who is limited to positions that are not “high security” (no fingerprinting required). A Level I volunteer can chaperone a field trip that is **NOT** an overnight trip involving hotel or similar accommodations.
- Level II: cleared volunteer who can volunteer in any capacity, including “high security” positions **and** overnight trips involving hotel or similar accommodations (fingerprinting required).

PROCEDURE TO BECOME A VOLUNTEER

1. Prospective volunteer submits completed application and photo ID (driver’s license, passport, school ID, etc.) to school site volunteer liaison.
2. Liaison enters information in database.
 - a. For Level I, no fingerprinting is required
 - b. For Level II
 - i. A fingerprinting request is made and letter issued to volunteer.
 - ii. Volunteer has to call fingerprint office (at least 24 hours ahead) to schedule appointment.
 - iii. After fingerprinting, record will clear within 72 hours unless there are record issues.
3. School will be notified electronically when volunteer is cleared.
4. Volunteer must then attend orientation/training at school site and receive name tag/ID badge.
5. Volunteer may now serve as a chaperone for that school site.

CHAPERONE/VOLUNTEER POLICIES

- Chaperones/volunteers must leave preschoolers or children not registered at the school for which they are volunteering, at home.
- Chaperones/volunteers may not be left alone to supervise students. The visual and auditory presence of an M-DCPS employee must be maintained at all times.
- Chaperones/volunteers must wear an identifying badge whenever serving as a volunteer.
- Chaperones/volunteers must sign in and out every time they serve the school.
- Chaperones/volunteers must immediately report to someone in authority any safety concerns or emergency issues relating to students.
- Chaperones/volunteers must be appropriately dressed at all times.
- Chaperones/volunteers must follow the Board Rules for Employee Student Relationships and Responsibilities and Duties.
- Chaperones/volunteers must not discipline students, inappropriately touch students, give students gifts, rewards, or food items of any kind without the teacher's/parent's permission.
- Chaperones/volunteers must always serve as positive role models using appropriate language and discussing only age-appropriate matters with students.
- Chaperones/volunteers are responsible for student safety above all else.
- Chaperones/volunteers must check attendance and know the whereabouts of students at all times.
- Chaperones/volunteers must be 21 years of age or older, even if the person is an M-DCPS employee.
- Chaperones/volunteers on out-of-town or overnight trips assume 24 hour-a-day responsibility. You are always "on duty."
- Chaperones/volunteers are prohibited to share a room with students.
- Chaperones/volunteers are to remain with the group at all times.
- Chaperones/volunteers are prohibited from consuming alcoholic beverages or using mood modifiers at any time.

**It is imperative that sponsors and chaperones
remain with the group during travel.**

MEMORANDUM

AMC/2006-2007/M286

May 4, 2007

AMC/305 995-2532

TO: Regional Center Superintendents
Regional Center Advocacy Directors

FROM: Mr. Alberto M. Carvalho, Associate Superintendent
Office of Intergovernmental Affairs, Grants, Marketing, and Community Services

Mr. Freddie Woodson, Associate Superintendent
School Operations

SUBJECT: CLARIFICATION OF PROCEDURES AS THEY RELATE TO SCHOOL VOLUNTEERS

The purpose of this memorandum is to re-clarify to schools the standards as they relate to school volunteers, parents, guest speakers, college students, and chaperones. As there still seems to be some misinformation regarding parents and volunteers, please review these definitions with your staff and clarify procedures.

A school volunteer is defined by Florida State Statute 1012.01(5) as any non-paid person who may be appointed by a District school board or its designee. School volunteers may include, but may not be limited to parents, senior citizens, students and others who assist the teacher or other members of the school staff. **According to School Board Rule 6Gx13-1B-1.01** any individual who has not registered previously and is interested in volunteering in Miami-Dade County Public Schools, must do the following:

PROCEDURES FOR VOLUNTEERS NEW TO THE DISTRICT

1. Complete Registration Form #1764, date it and sign it if the registrant is new to the District. Information must be listed as it appears on the individual's official documents. Do not use nick-names, and use initials or middle names as they appear on the person's official documents.
2. The registrant submits the application to a school or work location for in-take.
3. The registrant must show a current valid government-issued identification with picture (such as drivers' license, passport, alien registration card, military ID). The Social Security Number (SSN) is not required, but preferred. In place of SSN, volunteer can provide a current bill with address. The school personnel reviews the application with volunteer to ensure absolute accuracy on name, date of birth (DOB), address etc.
4. The school member should query the name to be sure applicant is not already registered, and then enter the information into the database system. Volunteers

5. must successfully complete a background check (Level 1 or Level 2) following this entry prior to beginning services.
6. Upon clearance, in the School Volunteer Program (SVP) placement screen, (see E handbook for procedures) assign the volunteer to your school and place the volunteer in the appropriate category(ies).
7. The volunteer must receive an orientation.

***Note** – In-take procedures for schools may be found at <http://community.dadeschools.net>.

PROCEDURES FOR REGISTERED VOLUNTEERS

- Once a volunteer is registered in the system, they DO NOT need to register again.
- To determine if a person is in the pool of approved volunteers, request the volunteer ID number (given by the computer at the initial registration) or query the name in the Web Dade Partners Volunteer (WDPV) system.
- If they are cleared in the system, you then move to the placement box and place them in your work location (see E handbook for procedures).
- **Question Marks (?)**: These occur when a Level 1 request has inaccurate information entered. It can cause a huge delay in clearances. Names must be exactly as listed on the Drivers' Licenses or ID, date of birth, address and SSN must also be exact. That information is worth double-checking prior to submitting to ensure accuracy.

LEVEL 1 AND LEVEL 2 VOLUNTEER CLEARANCES

Miami-Dade County Public Schools' Volunteer Program has three **levels** of volunteers:

1. **Pending (P)**: A new volunteer who has registered and is awaiting a background check.
2. **Level 1 (L1)**: The standard clearance level for volunteers which includes all volunteers, **with the exception of the "high security" positions**. A 42 state national background check is conducted. L1 background check results usually take 5 - 7 days.
3. **Level 2 (L2)**: High security clearance level for positions where fingerprinting is required: Certified Volunteer, Overnight Chaperone for field trips, Listener/Oyente, Mentor, and Athletic or P.E. Assistant. Fingerprint results usually take 3 - 5 days.

OTHER IMPORTANT CLARIFICATIONS

The Jessica Lunsford Act (JLA) does not pertain to individual school volunteers. The JLA pertains to vendors, and/or community/volunteer based organizations with contracts or agreements with the District.

Clarification of procedures

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Guest Speaker(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 the sign-in sheet for speakers is completed, along with showing a valid, government issued ID with picture, and guests should be escorted to and from the classroom.

College Student(s): College students enrolled in Education Methodology classes or internships require fingerprinting per instructional staffing. However, they are not required to be entered as a school volunteer (L1 or L2). College education students should be asked to present a college ID card to the school before participating, along with a letter or card that documents their background check clearance from their college. The ID card/letter contains 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, 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. ***Schools should plan ahead for clearance needs for field trips.** Level 2 trips also require schools to issue a request for fingerprint letter. To request fingerprint letters, email vibanez5@dadeschools.net, with your school location number and the amount of letters needed. Current M-DCPS employees do not need to register as a volunteer, unless they are volunteering at a different work location.

***Note** – Grad Night which does not involve overnight accommodations is considered a Level 1 clearance

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 them sign-in as a guest, request a picture ID as proof, and provide ID or Visitors Pass. They may be escorted to their meeting place. They would not be registered as a school volunteer, unless they are providing those services.

These definitions or clarifications are provided as guidance and support for schools. Regional staff members are being asked to assist with ensuring that all principals are knowledgeable regarding the policies and procedures. Principals should not vary on the background check requirements.

TRAINING OF STAFF

Your school staff should be versed in the School Volunteer policies and procedures. They may be downloaded from the Community Services Website at <http://community.dadeschools.net>.



School Volunteer Program Registration Form

This registration will not be considered valid unless all sections are fully completed, and the registration has been signed and dated. Volunteers may not start service until cleared by the school district.

TO BE COMPLETED BY REGISTRANT:

PERSONAL INFORMATION: Date of application: ___/___/___
mm dd year

1. _____
Last Name First Name Middle Name
2. _____
Home Address City Zip Code
3. Telephone #: Home: _____ Office: _____
4. Sex: Female Male e-mail (optional) _____
5. Ethnic Group: Black White Hispanic Multiracial
 American Indian Asian/Pacific Islander Other: _____
6. Social Security # ___/___/___ Birth date: ___/___/___
mm dd year
7. Category: Youth (20 and under) Adult (21-61 years) Senior (62 years and over)
8. Through what organization/agency are you volunteering?
 PTA/PTSA College: Name _____
 U.S. Military: Branch _____
 Organization Name _____
9. Bilingual? No Yes: Language _____
10. Person to contact in case of emergency _____
11. Phone # () _____

12. Are you an active or former member of law enforcement, a firefighter, a Department of Children & Family Services employee, a judge, a state or assistant state attorney, a prosecutor, a government employee with duties involving human resources, labor relations, code enforcement officers or a spouse or child of the foregoing categories? Yes No
13. Are you a former or current M-DCPS employee?
 current former no
If so, please provide your employee # _____
14. Have you ever been arrested as a juvenile or adult? Yes No
If yes:
 - A. Have you ever entered a plea of Nolo Contendere (no contest), a plea of Guilty, been placed in a pre-trial intervention program or on probation, or been fined in a criminal proceeding? Yes No
 - B. Have you ever received an adjudication of guilt, had adjudication withheld, had a criminal case result in a nolle prosequi ("nol pros"), or had a criminal record sealed or expunged? Yes No

If any answer is yes, you will need to supply, when requested, written explanation as well as a copy of the Court disposition certified by the Clerk of the Court for each arrest.
Any volunteer with a criminal record will not be placed unless cleared by Human Resources and the Office of Professional Standards.
15. Are you a parent/guardian/family member of (a) student(s) in this school? Yes No

- PLACEMENT INFORMATION:**
List (all) the school(s) where you volunteer:
1. _____ School # _____
 2. _____ School # _____
- Grade Level(s):** PreK K-2 3-5 6-8 9-12
 Community School Child Care Adult/Vocational
 • Retain White Original for School-Site File.
 • Give Yellow Copy to Volunteer.

***VOLUNTEER PLACEMENT CATEGORIES:** Place an X in the box next to each activity which you select for volunteer service.

- | | | |
|--|--|---|
| <input type="checkbox"/> Band | <input type="checkbox"/> Intergenerational | <input type="checkbox"/> Special Club Sponsor |
| <input type="checkbox"/> Buddy Reader | <input type="checkbox"/> KAPOW | <input type="checkbox"/> Student Services |
| <input type="checkbox"/> Day Chaperone | <input type="checkbox"/> Library/Media | <input type="checkbox"/> Other - Please Specify: _____ |
| <input type="checkbox"/> Overnight Chaperone | <input type="checkbox"/> Listener | |
| <input type="checkbox"/> Classroom | <input type="checkbox"/> Math Tutor | <input type="checkbox"/> I am a Certified Volunteer Certificate # _____ |
| <input type="checkbox"/> Clinic | <input type="checkbox"/> Mentor | |
| <input type="checkbox"/> Clerical | <input type="checkbox"/> Music | |
| <input type="checkbox"/> Computer | <input type="checkbox"/> Oyente | |
| <input type="checkbox"/> CrossAge/Peer Tutor | <input type="checkbox"/> Parent Ambassador | |
| <input type="checkbox"/> ESOL Tutor | <input type="checkbox"/> Phys. Ed. Asst/ Athletic Asst. (Middle School only) | |
| <input type="checkbox"/> Exceptional Student | <input type="checkbox"/> Reading Tutor | |
| | <input type="checkbox"/> 5000 Role Models | |

**MIAMI-DADE COUNTY PUBLIC SCHOOLS
STUDENT VOLUNTEERS ONLY:**

1. Name of school you attend: _____
2. Grade _____ 3. Student ID _____
4. Are you receiving Community Service Credit for this placement? Yes No

FOR SCHEDULING PURPOSES, PLEASE INDICATE THE DAY(S) OF THE WEEK AND EXACT TIMES WHEN YOU WILL BE AVAILABLE TO VOLUNTEER:

BY SIGNING THIS FORM, I AM AGREEING TO A BACKGROUND CHECK BY M-DCPS AND I UNDERSTAND THAT THIS IS AN OFFICIAL DOCUMENT. I AM GIVING TRUTHFUL INFORMATION AND UNDERSTAND THAT GIVING FALSE INFORMATION IS PUNISHABLE AS A MISDEMEANOR. I ALSO UNDERSTAND THE SCHOOL VOLUNTEER PROGRAM AND HAVE READ THE POLICIES.

SIGNATURE _____
DATE _____

**★ DISTRICT INFORMATION REQUIRED!
TO BE COMPLETED BY SCHOOL ONLY.**

School # _____ Name _____

Name of interviewer and title _____

Please check if this was a district office referral Yes No
 Volunteer placed? Yes No Date ___/___/___
mm dd year

*Category number(s) of Actual Placement (see above) _____

Volunteer's Withdrawal/Termination Date: ___/___/___
mm dd year

Reason: _____

PLEASE NOTE POLICY: A volunteer's service may be terminated at any time, at the discretion of either M-DCPS, or the volunteer. Volunteer forms are public record. FM-1764E Rev. (07-04)