

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>;

***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. [Board Policy 8332](#)
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 or [legal guardian](#) must be maintained at all times including on field trip or virtual 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, ZOOM, 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.

School Volunteer Neola Bullets and Back-up Documents (attached)

Rational for updates:

- Neola language is reader friendly and provides a summative outline as it relates to the school volunteer guidelines, definitions and process.

District Adjustments:

- Integration of a check box on the school volunteer portal. During the registration process volunteers can review and acknowledge that they have reviewed the School Volunteer policies and guidelines.
- Policies and Guidelines will be available on the School Volunteer web page.

General Facts:

- Each school is encouraged to have a school volunteer liaison to manage the School volunteer program which includes providing orientation(s) to new volunteers
- A School Volunteer Liaison training conducted at the beginning of every school year. (Communications Briefing #19658 –attached)

(1) All Volunteers must successfully complete the registration and background check process.

- [Board Policy 8332](#) - Collection of Personal Information
- [*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 as it relates to volunteers, 10. **Criminal history, Level 1 and level 2 background checks / Identifiers for processing fingerprints by Department of Law Enforcement/, if SSN is available** [Required by Fla. Admin. Code 11C-6.003 and Fla. Stat. § 119.071(5) (a) 6] 11. **Registration information regarding sexual predators and sexual offenders** [Authorized by Fla. Stat. § 943.04351 and required by Fla. Stat. § 119.071(5) (a) 2 & 6]

(4) Volunteers are to always serve as positive role models.

- [Board Policy 3213](#) - **Student Supervision and Welfare**
- [Board Policy 3380](#) - **Threatening Behavior towards Staff Members**
- [Board Policy 5517](#) - **Anti-Discrimination / Harassment (students)**

(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](#) – **Field and other District Sponsored Trips** - Parents are permitted to assist in such supervision, if appropriately approved as volunteers (Policy 2430.01). The adult/student ratio shall be 1:15 or less.

(7) Volunteers **MUST** keep confidential any information about a student or any school-related incident.

- [Board Policy 8330](#) – **Student Records**

(10) Volunteers should exercise appropriate and responsible use of school and District technology, social media, and information systems.

- [Board Policy 7540](#) – **Computer Technology and Networks**

(11) Volunteers must report suspected child abuse per Florida Statute 39.201.

- [Board Policy 8462](#) – **Student Abuse and Neglect** - In addition, any person, including teachers, administrators, support personnel, and other District and school personnel who knows, or has reasonable cause to suspect that a child or student is the victim of childhood sexual abuse or the victim of a known or suspected juvenile sexual offender, shall report such knowledge or suspicion to the Department of Children and Families.