



BE A SCHOOL VOLUNTEER (For Parents and Community Members)

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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:

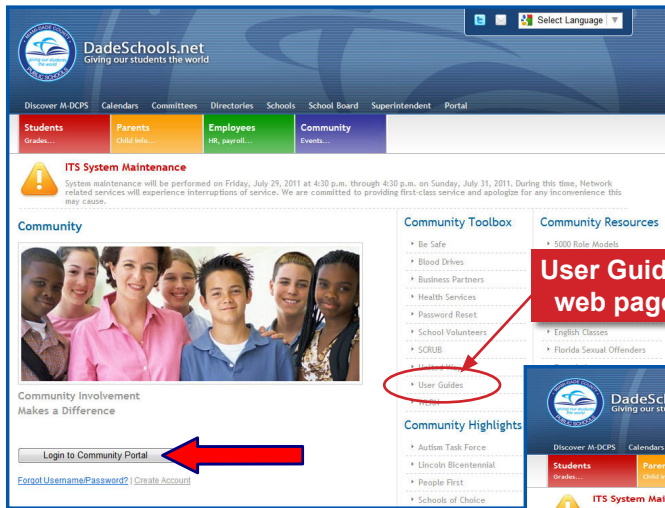
- Parent Portal Create an Account/Forgot Password
- Community Portal Account Registration Process

Getting Started

To access the Portal,

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

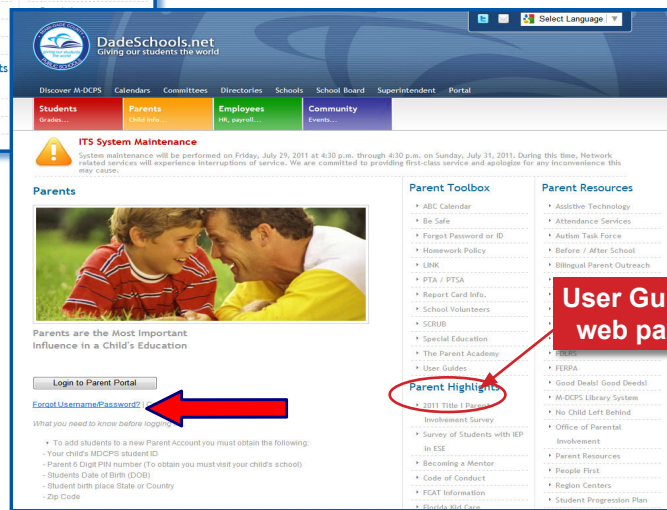
On the dadeschools.net **Community** or **Parent** page,



User Guides web page.

- ▼ **Click** **Login to Portal**

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



User Guides web page.



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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.]



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Log Into the Parent Portal

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

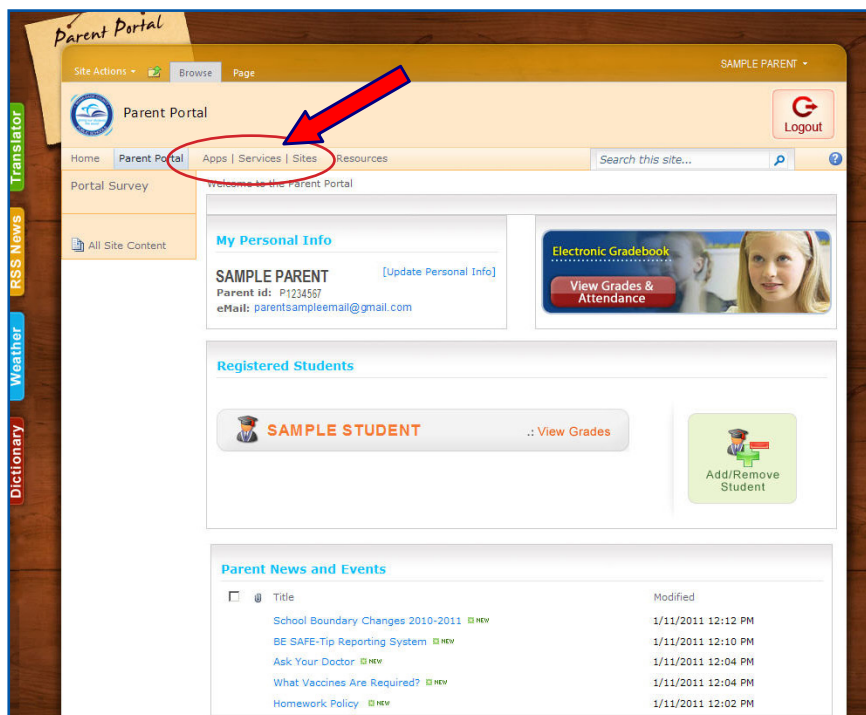
Note: You must have an account with M-DCPS to access the Portal and any of the Portal applications. [To register for a parent account, see the Parent Portal Create an Account and Forgot Password user guide: <http://ehandbooks.dadeschools.net/userguides/parents.asp>

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,



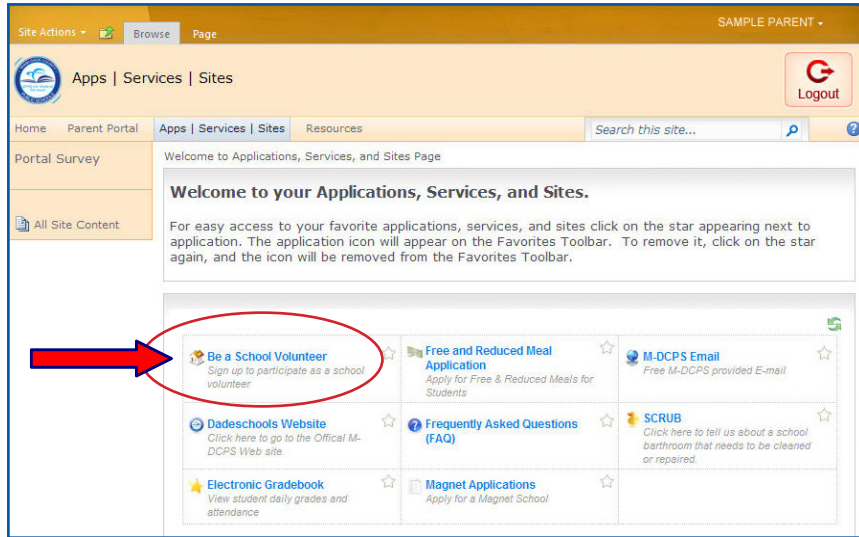
- ▼ **Click** **Apps | Services | Sites** tab

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



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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:

- 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.
- 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.
- All volunteers must have identification and wear an identifying badge whenever volunteering.
- Volunteers are to always serve as positive role models. A school volunteer MUST ALWAYS:
 - Use appropriate language;
 - Discuss age-appropriate topics;
 - Refrain from inappropriately touching students;
 - Refrain from disciplining students (behaviors needing discipline must be referred to the appropriate teacher or staff member);
 - Refrain from giving students gifts, rewards, or food items of any kind without the teacher's permission; [Board Policies 3213, 3380, 5517](#)
- For liability reasons, volunteers must leave preschoolers or children not registered in the school, at home.
- 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](#)
- 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](#)
- 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.
- The dress code for volunteers should be appropriate at all times.
- Volunteers should exercise appropriate and responsible use of school and District technology, social media, and information systems. [Board Policy 7540](#)
- Volunteers must report suspected child abuse per Florida Statute 39.201. [Board Policy 8462](#)
- 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.
- Miami-Dade County Public Schools' Employment Standards applies to all volunteers.

Acknowledge and Accept

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

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



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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.

School Volunteer Program | Miami-Dade County Public Schools

Message Center | Tuesday, July 15, 2014

My Personal Info | Volunteer Placement | User Guide

PERSONAL INFORMATION:
Please note: Name, address and date of birth must be accurate or clearance process will be delayed. Asterisk(*) fields are required.
Personal information must be as it appears on official documents.

I acknowledge that I understand my Social Security Number is being collected for the use of state-mandated background checks. Click [here](#) for more information.

*Date of Birth: [] *Social Security Number: []

Last Name: [Adams] First Name: [Annette] Middle Name: []

*Home Address: [] Apt #: []

*City: [] *State: [Florida] *Zip Code: []

*Primary Phone: [] Second Phone: [] Third Phone: [] Email: []

Gender: Male Female

*Ethnicity: Hispanic White Black Asian American Indian or Alaskan Native Native Hawaiian or Pacific Islander

*Emergency Contact Name: [] *Emergency Contact #: []

Are you bilingual? Yes No Language: [Please Select]

Are you a Grandparent? Yes No

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 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

Have you ever entered a plea of Nolo Contendere (no contest), a plea of Guilty, been placed in pre-trial intervention program or on probation, or been fined in a criminal proceeding? Yes No

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 you answered yes to any of the above, you must provide, when requested, a written explanation and certified Clerk of the Court documents to the District Office, for each arrest. Any volunteer with a criminal record will not be placed unless cleared by the School Volunteer Office, Human Resources and the Office of Professional Standards.

[Please Note Policy](#): A volunteer's service may be terminated at any time, at the discretion of either M-DCPS or the volunteer. A volunteer must report any criminal incident that may have occurred after the initial background check to the M-DCPS Volunteer District Office.

Submit

▼ **Type** required information

When finished,

▼ **Click** **Submit**

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

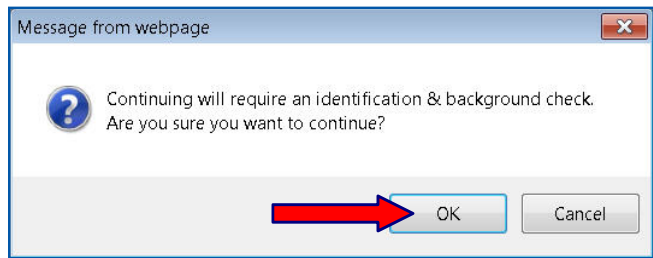


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Volunteer Registration (continued)

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.]



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Select Volunteer Interests and Locations (continued)

The screenshot shows the 'School Volunteer Program' web form. At the top, it says 'Close', 'Message Center', 'School Volunteer Program', and 'Miami-Dade County Public Schools'. Below that is the date 'Wednesday, August 17, 2016' and navigation links 'My Personal Info', 'Volunteer Placement', and 'User Guide'. The main section is titled 'Select a Location' and includes a dropdown menu for 'Location' (currently showing 'AIR BASE K-8 CTR INT'L EDUC') and a 'Student Relative' checkbox which is checked. Below this is the 'Select One or More Service Activities' section. It has two levels: Level 1 and Level 2. Level 1 activities include 'The Arts', 'Dade Partner', 'Library/Media', 'Speaker/Presenter', 'Classroom' (checked), 'Day Chaperone', 'PTA/PTSA', 'Tutor', 'Clerical (Office)', 'EESAC', 'RSVP (65 and older)', and 'Other'. Level 2 activities include 'Big Brothers Big Sisters*', 'Listener/Oyente*', 'Takestock in Children*', 'Certified Volunteer*', 'Phys. Ed. Asst (all grade levels)', 'Mentor - Other*', '5000 Role Models*', and 'Overnight Chaperone (must be 21+)'. At the bottom right of the form is a green 'Submit' button. Below the form is a 'Messages' section with the text: 'Your current volunteer level is None. Why should I volunteer? [Please Click Here](#)'.

▼ 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.

The close-up shows the 'Messages' section with the following text: 'Your current volunteer level is None.' and '8/17/2016 8:52 AM Your background check is in progress. Please allow 2-3 business days for results. You may log out or select another school and activity.' A red box labeled 'Messages section.' has an arrow pointing to the message text.

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.



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Edit Service Activities

To edit the school location service activities selected,

The screenshot shows the 'School Volunteer Program' interface for Miami-Dade County Public Schools. The page title is 'School Volunteer Program' and the date is 'Wednesday, August 17, 2016'. The user is logged in as 'My Personal Info'.

Under the 'Select a Location' section, there is a table with the following data:

Location	Student Relative
0041 AIR BASE K-8 CTR INT'L EDUC	<input checked="" type="checkbox"/>

Below the table, there is a dropdown menu labeled 'Select a New Volunteer Location...'. A red circle and arrow point to the 'Edit' button next to the selected location.

The 'Select One or More Service Activities' section is divided into two levels:

Level 1 - Please click here for activity descriptions.
 * These activities have specific training/certification requirements.

Level 1 activities include:

- The Arts
- Classroom
- Clerical (Office)
- Dade Partner
- Day Chaperone
- EESAC
- Library/Media
- PTA/PTSA
- RSVP (55 and older)
- Speaker/Presenter
- Tutor
- Other

Level 2 - Please click here for activity descriptions.
 * These activities have specific training/certification requirements.

Level 2 activities include:

- Big Brothers Big Sisters*
- Certified Volunteer*
- 5000 Role Models*
- District/Region Volunteer
- Listener/Oyente*
- Phys. Ed. Asst (all grade levels)
- Overnight Chaperone (must be 21+)
- Takestock in Children*
- Mentor - Other*


At the bottom right, there is a green 'Submit' button. Below the form, there is a 'Messages' section with the text: 'Your current volunteer level is None.' and a timestamped message: '8/17/2016 8:52 AM Your background check is in progress. Please allow 2-3 business days for results. You may log out or select another school and activity.'

▼ Click the  option

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

This screenshot is identical to the previous one, but with a red circle and arrow pointing to the 'Save' button (a floppy disk icon) and another red circle and arrow pointing to the 'Cancel' button (a red 'X' icon) located below the 'Edit' button in the 'Select a Location' section.

▼ Click the  save option

▼ Click the  cancel option, to cancel edit mode

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



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Delete School Location

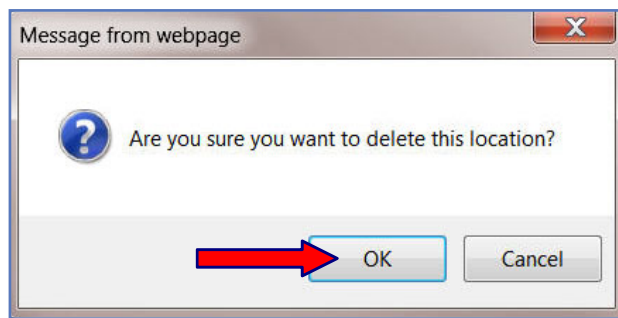
Volunteers may terminate their services at a school location by deleting the location from their application. A volunteer's services may be terminated at any time, by the principal or the volunteer.

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

The screenshot shows the 'School Volunteer Program' interface for Miami-Dade County Public Schools. The page title is 'School Volunteer Program' and the date is 'Wednesday, August 17, 2016'. The user is logged in as 'Ed'. The 'My Personal Info' tab is selected, and the 'Volunteer Placement' section is active. Under 'Select a Location', there is a table with one row: '0041 AIR BASE K-8 CTR INT'L EDUC'. A red arrow points to the 'X' icon in the first column of this row. Below the table is a 'Submit' button. The 'Messages' section at the bottom contains the text: 'Your current volunteer level is None.' and '8/17/2016 8:52 AM Your background check is in progress. Please allow 2-3 business days for results. You may log out or select another school and activity.'

▼ 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.



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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.

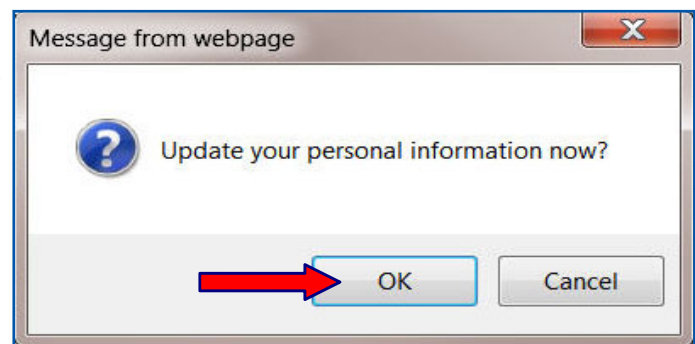
Note: A name change will require a new registration application and background check.

- ▼ **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.





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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>