

Office of Parent & Community Engagement

DPSCD believes that having actively engaged parents is critical to improving student achievement. Our Parent and Community Engagement initiatives, which are geared toward helping DPSCD increase parent involvement, include training camps that focus on parenting, fun and engaging workshops, volunteer coordination and much more.



2016-2017

VOLUNTEER GUIDELINES



INTERIM SUPERINTENDENT
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THANK YOU!

Office of Parent and Community Engagement

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Detroit Public Schools Community District (DPSCD) recognizes that the services of community volunteers can enrich the educational experience and assist the school community while also enhancing relationships between the school district and the community, ultimately improving student achievement and performance.

Criteria and Guidelines for Volunteers

The following guidelines shall govern the services of school volunteers:

- Volunteers may serve only under the direction and supervision of the school administrator and/or designee.
- Volunteers should clearly understand their duties and responsibilities.
- Volunteers serve only in a support capacity.
- Volunteers shall respect the individuality, dignity, and worth of the community.
- Volunteers are not permitted access to pupil records.
- Volunteers must consult with the school administrator regarding their duties and responsibilities.
- Volunteers are expected to track their time and summarize the activities provided.
- Volunteers shall receive no financial compensation from DPSCD.

Volunteer Screening

Student safety is one of the District's top priorities and every precaution shall be taken to ensure that students and schools are safe. Therefore, all volunteers are required to undergo screenings.

Volunteer Process

- All volunteers are required to meet with the principal/designee at the local school and mutually agree on the volunteer activity.
- Volunteer (s) must complete the **Volunteer Interest Application and Volunteer Waiver Forms**.
- **Reminder: Principal & Volunteer must sign the Application.**
- The application must be submitted directly to the **Office of Parent and Community Engagement with a copy of government issued identification**. The office will conduct a background screening (free of charge) and maintain a record of all volunteers in the district.
- To the extent legally permissible, all documents will be kept **confidential and secure**.

Criminal Background Screening

All applicants are required to undergo a background screening.

Applicants wishing to volunteer at a school with **non-student related activities** are subject to a Criminal History review, which may include: Offender Tracking Information System (OTIS) and Sex Offender Registry background checks which is conducted by DPSCD free of charge.

Applicants wishing to volunteer working **directly with students** must follow the DPSCD Partnership Guidelines and are subject to fingerprinting. A fee of \$65.00 will be charged.

- Applicants who are not eligible to volunteer will be notified in writing.
- Applicants are required to present a form of identification.

DPSCD reserves the right to reject any volunteer application.

For additional information, please contact:

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