

Virginia Bradford, Assistant Superintendent

**SUBJECT: PROPOSED AMENDMENT OF SCHOOL BOARD RULE: FINAL
READING 6Gx13- 1B-1.01, CITIZEN PARTICIPATION--
ENCOURAGEMENT**

**COMMITTEE: LEGISLATIVE RELATIONS, PUBLIC RELATIONS AND
PERSONNEL SERVICES**

The School Board of Miami-Dade County, Florida, announced on February 11, 2004, its intention to amend School Board Rule 6Gx13- 1B-1.01 Citizen Participation – Encouragement, at the meeting of March 17, 2004. Subsequent to Initial Reading on February 11, 2004, Final Reading of the amended rule was postponed and re-scheduled to June 16, 2004, to compile additional information to incorporate into the School Volunteer Program Policies and Guidelines. The proposed amendment is necessary in order to provide adequate time for staff training prior to the 2004-2005 school year.

The Notice of Intended Action was published in the *Miami Daily Business Review* on February 17, 2004, and re-advertised on May 18, 2004, posted in various places for public information and mailed to various organizations representing persons affected by the amended rule and to individuals requesting notification.

The time to request a hearing or protest the adoption of this rule has elapsed.

In accordance with the provisions of the Administrative Procedure Act, this amended rule is presented to The School Board of Miami-Dade County, Florida, for adoption and authorization to file the rule in the official records of The School Board of Miami-Dade County, Florida.

Attached are the Notice of Intended Action and the amended rule. Changes from the current rule are indicated by underscoring words to be added and ~~striking through~~ words to be deleted.

RECOMMENDED: That The School Board of Miami-Dade County, Florida, adopt amended School Board Rule 6Gx13- 1B-1.01, Citizen Participation – Encouragement, and authorize the Superintendent to file the rule with The School Board of Miami-Dade County, Florida, to be effective June 16, 2004.

NOTICE OF INTENDED ACTION

THE SCHOOL BOARD OF MIAMI-DADE COUNTY, FLORIDA, announced on February 11, 2004, its intention to amend Board Rule 6Gx13- 1B-1.01, Citizen Participation - Encouragement, at its meeting of March 17, 2004. Subsequent to Initial Reading on February 11, 2004, the proposed amended rule was postponed in order to compile additional information to incorporate into the School Volunteer Program Policies and Guidelines, rescheduling Final Reading to June 16, 2004.

REVISED
SUBSEQUENT
TO INITIAL
READING ON
2/11/2004

PURPOSE AND EFFECT: The proposed amendments will encourage the invaluable asset of school volunteerism as a meaningful way for parents and citizens to contribute to public education. However, with the safety and well being of our students in activities involving the public, it is paramount that policies and guidelines be set to ensure student and staff safety, as well as to provide an environment that maximizes the best use of community and parent resources.

SUMMARY: The proposed amendments will provide the public and school sites with specific policies and procedures for the placement and use of school volunteers.

SPECIFIC LEGAL AUTHORITY UNDER WHICH RULEMAKING IS AUTHORIZED: 1001.41(1)(2); 1001.42(22); 1001.43(10) F.S.

LAW IMPLEMENTED, INTERPRETED, OR MADE SPECIFIC: 1001.32 F.S.

IF REQUESTED, A HEARING WILL BE HELD DURING THE BOARD MEETING OF June 16 2004, which begins at 1:00 p.m. in the School Board Auditorium, 1450 N.E. Second Avenue, Miami, Florida 33132. Persons requesting such a hearing or who wish to provide information regarding the statement of estimated regulatory costs, or to provide a proposal for a lower cost regulatory alternative as provided by Section 120.541(1), F.S., must do so in writing by June 9, 2004 to the Superintendent of Schools, Room 912, at the same address.

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ANY PERSON WHO DECIDES TO APPEAL THE DECISION made by The School Board of Miami-Dade County, Florida, with respect to this action will need to ensure the preparation of a verbatim record of the proceedings, including the testimony and evidence upon which the appeal is to be based. (Section 286.0105, Florida Statutes)

A COPY OF THE PROPOSED AMENDED RULE is available for inspection and copying at cost by the public in the Citizen Information Center, Room 158, 1450 N.E. Second Avenue, Miami, Florida 33132.

Originator: Mr. Agustin J. Barrera
Date: May 18, 2004

REVISED
SUBSEQUENT
TO INITIAL
READING ON
2/11/2004

Participation by the Public**CITIZEN PARTICIPATION—ENCOURAGEMENT**

~~Residents of Dade County~~ Members of the community who are especially qualified because of training, experience, or personal characteristics, or have an interest in serving, shall be encouraged to take an active part in school affairs. Such persons shall be invited to act as advisors individually and in groups as follows:

1. Clarifying the general ideas and attitudes held by residents regarding schools;
2. Developing board policies under which the school system is to be managed;
3. Establishing administrative arrangements and regulations designed to implement the policies;
4. Determining the purposes of courses of study and special services to be provided for students;
5. Evaluating the extent to which these purposes are being achieved by present practices;
6. Giving active assistance to the professional staff in the actual operation of classes and services where the staff deems such aid valuable;
7. Solving a specific problem or set of closely related problems about which the Board must make a decision;
8. Operating school-related agencies.

The Board and the staff shall give substantial weight to the advice that they receive from individuals and community groups interested in the schools, especially those individuals and groups which they have invited or created to advise them regarding selected problems. However, the Board and staff shall use their own best judgment in arriving at decisions.

The Board encourages school volunteerism as a meaningful way for parents and citizens to contribute to public education. The contribution of

time and resources is an invaluable asset to our schools. However, the safety and well being of our students is paramount in activities involving the public. Therefore, policies and guidelines have been set in place to ensure student and staff safety, as well as to provide an environment that maximizes the best use of our community and parent resources.

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

1. All volunteers must complete, sign, and date a Miami-Dade County Public Schools' School Volunteer Program Registration Form before being placed in a school or beginning service as a school volunteer.
2. A driver's license or an appropriate photo identification card (ID) (passport, school ID, etc.) must be provided at the time of registration.
3. Upon registration, volunteers must wait until they receive notice from the school or worksite to begin service.
4. Any volunteer who registers must successfully complete the registration and background check process delineated in administrative policies annually approved by the Superintendent of Schools. If significant changes occur in the background check process, the School Board will be notified by the Office of the Superintendent of Schools. **Volunteers must report any criminal proceedings, including those which may occur after a background check, to school authorities immediately.**
5. Once approved, 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.
6. All volunteers must wear an identifying badge whenever volunteering.
7. 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.
8. For liability reasons, volunteers must leave preschoolers or children not registered in the school, at home.
9. 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.
10. 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.
11. 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.
12. The dress code for volunteers should be appropriate at all times.
13. Volunteers, under the supervision of the school volunteer liaison, should maintain a sign in sheet for volunteer activities and service. If service is provided after school or in the evenings, the beginning-ending time frame of the activity should be written. This record sheet should be submitted to the School Volunteer Liaison during the next visit to the worksite.
14. Volunteers and staff members must adhere to School Board Rules, 6Gx13- 4A-1.21 Responsibilities and Duties, and 6Gx13- 4-1.09, Employee Student Relationships.
15. 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.

Specific Authority: 230.22(2) 1001.41(1)(2); 1001.42 (22); 1001.43(10) F.S.
Law Implemented, Interpreted, or Made Specific: 230.03(2);230.22(1) 1001.32 F.S.

History: THE SCHOOL BOARD OF MIAMI-DADE COUNTY, FLORIDA
Repromulgated: 12-11-74