

Office of Parent & Community Engagement

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

Monica Johnson
Program Administrator
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EMERGENCY MANAGER

Jack Martin

DETROIT BOARD OF EDUCATION

LaMar Lemons, Board President

2013-2014 PARENT RESOURCE CENTERS

Bennett Elementary School 2111 Mullane Street Phone: 313-216-5685	Ludington Magnet Middle School 19501 Berg Road Phone: 313-494-7674
Cody High School Campus 18445 Cathedral Street Phone: 313-866-9497	Marcus Garvey Academy 2301 Van Dyke Street Phone: 313-245-3934
Detroit International Academy 9026 Woodward Ave. Phone: 313-873-3578	Osborn High School Campus 11600 E. Seven Mile Rd. Phone: 313-245-3356
Drew Transition Center 9600 Wyoming Street Phone: 313-873-8491	Priest Elementary School 7840 Wagner Street Phone: 313-216-5675



VOLUNTEER GUIDELINES

Office of Parent and Community Engagement
3011 W. Grand Blvd., Suite 601A
Detroit, MI 48202
Tel: 313-873-7490
Fax: 313-873-7446

E-mail: parent.engagement@detroitk12.org

Detroit Public Schools (DPS) 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 staff members.
- 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 should exercise discretion in discussing their school activities with others in the community.
- 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 DPS.
- Volunteers whose abilities or interests do not serve the needs of schools shall not volunteer.

Volunteer Process

- All volunteers are required to meet with the principal/designee at the local school and mutually agree on an activity.
- Volunteer (s) must complete the *Volunteer Application* before performing volunteer services at the school.
- The application must be submitted directly to the **Office of Parent and Community Engagement**. The office will conduct a background check (free of charge), an orientation session, and maintain a record of all volunteers in the district.
- All documents and document copies must be kept **confidential and secure to comply with privacy of information laws**. We must treat these applications as all other DPS confidential documents.

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.

Criminal Background Screening

All applicants are required to have criminal and sexual background checks free of charge.

- Applicants who **do not pass** the criminal and/or sexual background screening will receive a denial letter thanking him or her for their support of Detroit Public Schools.
- Applicants have the right to appeal findings of the criminal background screening.

Orientation

A basic orientation will be provided by the Office of Parent Engagement at one of our eight Parent Resource Centers (PRCs).

2013 –2014 In-Service Dates

ALL IN-SERVICES ARE HELD ON MONDAYS ONLY

Staff members will be available between the hours listed below to conduct in-services.

Sept 10	10:00 - 11:30 am	Ludington	Jan 7	2:00 - 3:30 pm	DIA
Oct 8	10:00 - 11:30 am	Cody	Feb 4	2:00 - 3:30 pm	Priest
Nov 5	10:00 - 11:30 am	Bennett	Mar 4	2:00 - 3:30 pm	Osborn
Dec 3	10:00 - 11:30 am	Garvey	April 8	2:00 - 3:30 pm	Drew

For additional information, please contact :

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