#### 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 monica.johnson@detroitk12.org



EMERGENCY MANAGER

**Jack Martin** 

DETROIT BOARD OF EDUCATION

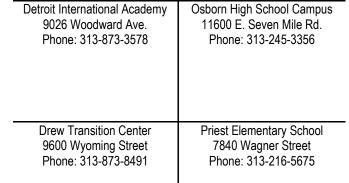
LaMar Lemons, Board President

# 2013-2014 PARENT RESOURCE CENTERS

Bennett Elementary School

Ludington Magnet Middle School

2111 Mullane Street Phone: 313-216-5685	19501 Berg Road Phone: 313-494-7674
Cody High School Campus	Marcus Garvey Academy
18445 Cathedral Street	2301 Van Dyke Street
Phone: 313-866-9497	Phone: 313-245-3934





### **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 <u>confidential and secure</u> 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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Email: parent.engagement@detroitk12.org