

Martin County School District SY 2023-2024

Mission: EDUCATE ALL STUDENTS FOR SUCCESS

Vision: A DYNAMIC SYSTEM OF EXCELLENCE



- · Provide educational assistance to students.
- Improve student opportunities for educational achievement.
- Assist teachers with non-instructional tasks and duties.
- Partner with businesses and the community to gain interest, support, and concern for the education system in Martin County.

VOLUNTEER REGISTRATION

1. Determine Your Volunteer Level:

- Student: Current MCSD Students
- Level 1: Volunteer Applicants who will work with students in a supervised manner (in sight of MCSD staff at all times).
- Level 2: Volunteer Applicants who will work with students in an unsupervised manner (out of sight of MCSD staff).

VOLUNTEER REGISTRATION

2. Complete Background Check:

All volunteer applicants are subject to a background check against the Florida Department of Law Enforcement (FDLE). Please provide your driver license at the front office to sign in as a volunteer.

• <u>Student Volunteers</u>: No additional background check required except for ESC CIT's (counselors in training) and summer camp volunteers (as required by state statute 409.175).

VOLUNTEER REGISTRATION

2. Complete Background Check:

- Level 1 Volunteers: No additional background check required.
- Level 2 Volunteers: Required to pass a level 2 background check with fingerprinting.

Exceptions:

- Active Florida Law Enforcement: Email tarplel@martinschools.org a copy of your ID or a letter from your HR Department stating your background check is current.
- **MCSD Staff:** You do not need to complete another background check if you are a current employee. If you have separated from the district recently, you may contact Volunteer Services to check to see if your background check has been deleted from the system already.

VOLUNTEER AGREEMENT

- DO: Sign in, wear a name tag and sign out when leaving site.
- DO: Record your time online via Raptor or at the front desk of your volunteer site.
- DO: Act in accordance with the Student Code of Conduct & Discipline Code, including dress code, language, and overall behavior.
- DO: Always work under the supervision of a district employee.
- DO: Remember that the teacher/staff person is in charge of the classroom/activity and any discipline that is required.

VOLUNTEER AGREEMENT

- DO: Maintain strict confidentiality with any student information that is accessed while performing duties
- DO: Report all actual or suspected cases of child abuse or neglect.
- DO: Self Report. Applicants must disclose if he or she has ever been convicted or had adjudication withheld in a criminal offense, other than a minor traffic violation, or if any criminal charges are pending, or if any charges arise while registered as a Martin County School District Volunteer.

• PLEASE REMEMBER:

- Stay on task
- Do not wander around the school when you're not volunteering
- Do not interrupt your child's class
- Respect staff time
- Never meet a child alone



TRACK YOUR VOLUNTEER HOURS

- DURING SCHOOL HOURS: Sign in and sign out at the front desk to log hours
- NON-SCHOOL HOURS OR OFF CAMPUS: Log hours via RAPTOR volunteer portal (instructions are on the Volunteer Services page of our District Website)

https://www.martinschools.org/page/volunteer-services



Thank You for supporting our school community!!!!



QUESTIONS???







Lindsey Tarpley, MPA tarplel@martinschools.org



1939 SE Federal Hwy M-F 8:00am -5:00pm



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