

Providence
Schools

**Volunteer
Orientation**



OBJECTIVE AND AGENDA

Objective

- Equip volunteers with the tools to become successful in Providence Public Schools.

Agenda

- Intro
- Why Volunteering?
- Virtual Volunteering
- Volunteer Policy
- Volunteer Application Process
- What happens after you have completed application
- Protocols
- Volunteer to do list
- Q&A
- Thank you!



WHY VOLUNTEER?

- Make a difference
- To meet new people
- Strengthens Communities
- Service Learning
- A chance to give back
- Brings people together
- Gain Professional Experience

QUALITIES OF A VOLUNTEER

- Commitment
- Integrity
- Compassion
- Network
- Creativity
- Flexibility
- Being proactive



VOLUNTEER POLICY

The purpose of the policy is to establish the guidelines for the approval and training of volunteers in District schools, including the roles, responsibilities, and expectations of volunteers within our schools. This policy applies to parents and community members who volunteer on an individual basis, or through our various Parent Teacher Organizations, both on and off District property, and during and outside of the school day.

Download the policy:

[English](#)

[Spanish](#)



COMMUNICATE ABSENCES

If you need to stay home because of not feeling well please contact the school or volunteer coordinator.



VOLUNTEER 4 STEPS APPLICATION PROCESS

Complete the Volunteer Application

- Volunteer applications are available at:
 - Website: providenceschools.org/volunteer
 - FACE Office: 379 Washington Street, Providence, RI 02903

Obtain a BCI Check

- Obtain your BCI (Bureau of Criminal Investigation) check at the RI Attorney General's Office, 4 Howard Avenue, Cranston, RI 02910, or by mail.

NOTE: Inform The BCI Office that this is for the Providence Public School District so that they can email us the result.

Review Policies and Complete Orientation

- Complete the online self-led orientation
- After reviewing, YOU MUST Complete the Orientation Assessment

Submit Volunteer Application Packet

- **In person:**
FACE Office, 379 Washington Street, Providence
- **By mail:**
FACE Office, 379 Washington Street, Providence, RI 02903
- **Email:** volunteer@ppsd.org

**Information is kept strictly confidential.*

Completed The Process? What Happens Next?

District Office responsibilities

- Approve/Declines requests
- Manage internal database
- Screens and files original BCI & Checks Sex Offenders List
- Notifies volunteers and school (in writing) with a final decision
- Manage the appeals process
- **Annually volunteers must renew a volunteer application and obtain a current BCI**

Volunteer responsibilities

- Contact your school and express availability after approval.
- Familiarize yourselves with district policies.
- Dress appropriate for a professional environment
- Sign-in and out at all times. Report to volunteer assignment soon after signing in
- School Rules are to be followed
- Communicate with school office when unable to fulfill volunteer role.

LEGAL REQUIREMENTS

BCI performed by the Attorney General's Office will **ONLY** be available at the address below:

**Attorney General Julius C. Michaelson Customer Service Center
4 Howard Avenue (corner of Pontiac Ave. and Howard Ave.)
Cranston, RI 02920
401-274-4400**

<http://www.riag.ri.gov/BCI/index.php#>

Please submit BCI original and Volunteer application to our FACE Office

Mandatory Reporting Requirement:

All persons in Rhode Island are required by law (RIGL 40-11-3) to report known or suspected cases of child abuse and /or neglect to the Department of Children, Youth and Families within 24 hours of becoming aware of such abuse/neglect.

*See mandatory reporting steps on handout.

Hotline **1-800-RI-CHILD (1-800-742-4453)** to report child abuse and /or neglect

All Providence Schools volunteers are required to adhere to above legal requirements.

IMPORTANT NOTICE ABOUT STATE AND NATIONAL BACKGROUND CHECKS

Effective Monday, May 11, 2020, we have a new TEMPORARY check-in process for IN-PERSON transactions:

- All individuals seeking in-person background checks should come in person to the Attorney General Customer Service Center at 4 Howard Avenue in Cranston (located in the Pastore Center).
- Upon arrival at the customer service center, you will see signs in the parking area providing directions for registration. Checking in reserves your spot in a virtual line. The customer service center is open weekdays from 8:30 a.m. to 4:15 p.m.
- We will notify you via text when to come inside for your background check. Please do not enter the lobby until you are notified.
- Customer service center staff will notify you via text message when to come inside for your transaction. Please do not enter the lobby until you are notified.
- We are only accepting credit and debit cards at this time (fees apply).

Individuals without access to the internet should call 401-274-4400 and select option 2.

Thank you for your cooperation in helping us keep everyone safe and healthy during this time.

PROTOCOLS

Basic SCHOOL Protocols once volunteer is assigned

- Dress attire must be appropriate for a professional environment
- Volunteers must Sign-in and out at all times. Schools may request to wear a volunteer badge. Volunteers cannot be left alone with students at any time.
- Report to volunteer assignment soon after signing in
- Once volunteer assignment has been completed, sign-out and do not wonder throughout the building (fire safety)
- Let the student and teachers know how you prefer to be addressed (Ms., Mrs. , Mr.)
- School Rules are to be followed
- Call the main school office if you can't come in to volunteer
- Adhere to the application disclaimer form – Confidentiality and liability clause
- Adhere to the Mandatory Reporting as required by law and PPSD protocols & Any additional protocols outlined by the school or District

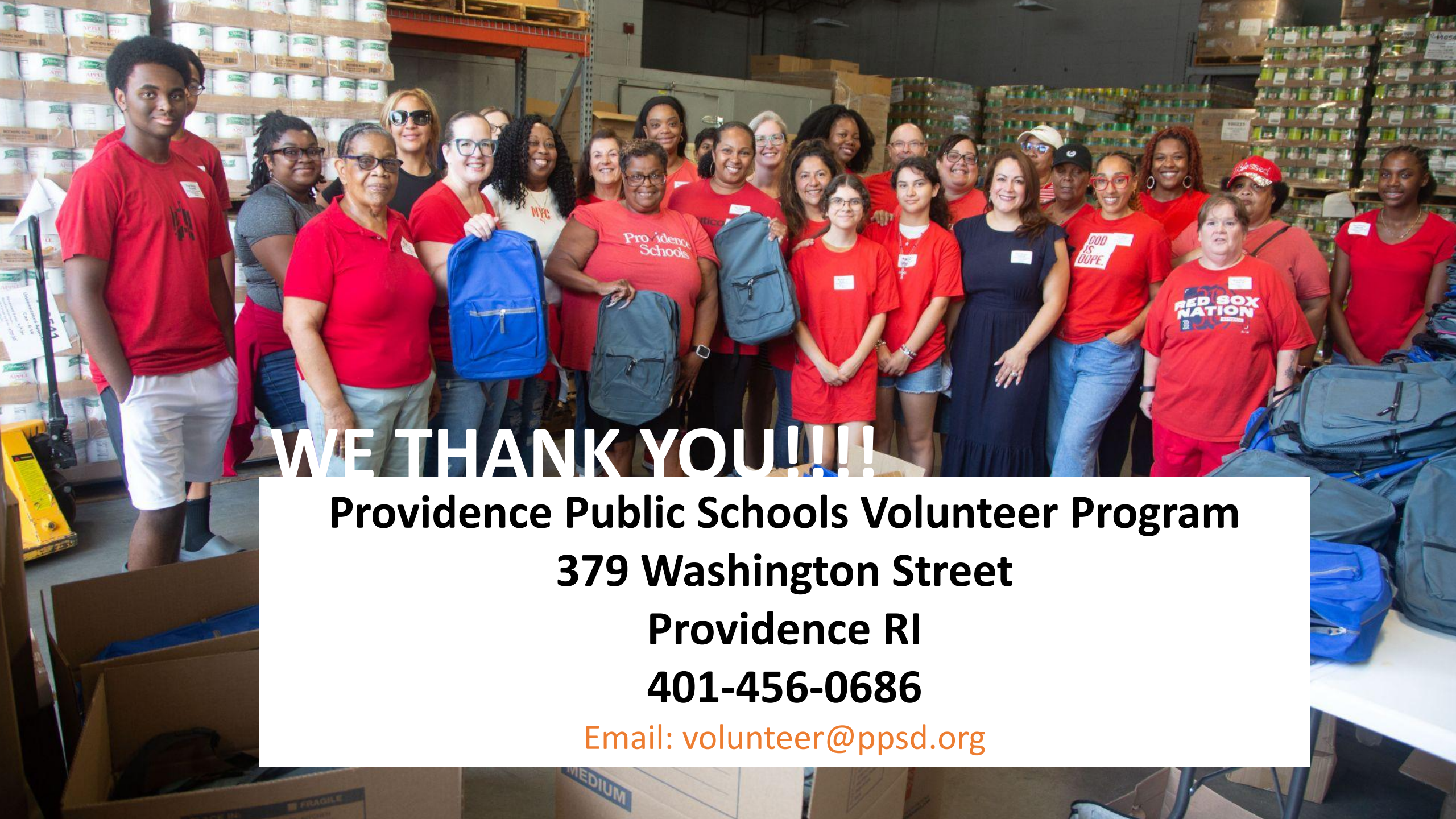
Help recruit other volunteers!

To Do List:

- Review Volunteer Orientation PowerPoint
- Complete Volunteer Assessment
- Obtain your BCI check
- Submit a copy of your ID
- Complete & Sign Application
- Read & Sign:
 - Disqualifying Offenses Mandatory
 - Reporting Form Volunteer
 - Agreement and Disclaimer

Q&A





WE THANK YOU!!!!

Providence Public Schools Volunteer Program

379 Washington Street

Providence RI

401-456-0686

Email: volunteer@ppsd.org