

Providence
Schools

VOLUNTEER

ORIENTATION

Volunteer Program & Central Records Office (CRO)

379 Washington Street
Providence RI 02903

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SY 2021-2022



OBJECTIVE AND AGENDA

Objective

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

Agenda

- Intro
- Why Volunteering?
- Virtual Volunteering
- Volunteer Policy
- Covid-19
- Volunteer Application 3 Steps Process
- What happens after you have completed application
- Legal Process
- 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

VIRTUAL VOLUNTEERING

Virtual Volunteering

When volunteer activities occur, in whole or in part, using the internet and a home, school, tele center, or work computer or other internet-connected device, such as a smart phone or personal digital assistant.

What does that look like?

Supporting...

- students with virtual learning/google classroom
- our virtual learning academy call help line
- parents with any concern with the VLA program
- filing & storage/data collection FACE Office
- Tutoring and mentoring



VOLUNTEER POLICY

- **Volunteer Policy**

English

- [https://pesb.ppsd.org/Reference Library/ESB Policies and Regulations/Policiess//Volunteer%20Policy-Amended-6.27.2018.pdf](https://pesb.ppsd.org/Reference%20Library/ESB%20Policies%20and%20Regulations/Policiess//Volunteer%20Policy-Amended-6.27.2018.pdf)

Spanish

- <https://www.providenceschools.org/cms/lib/RI01900003/Centricity/Domain/124/Volunteer%20Policy-Amended-6.27.2018%20SPANISHFINAL.pdf>



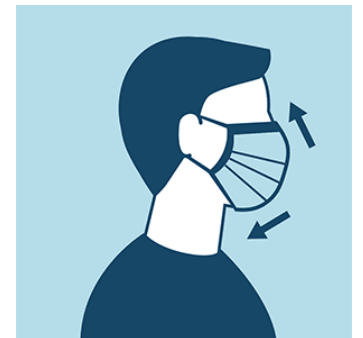
- The purpose of the policy is to establish the guidelines for the approval and training of volunteers in District schools, including the roles, responsibilities, and expectations of volunteers within our schools. This policy applies to parents and community members who volunteer on an individual basis,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

COVID-19

Relief for Workers: If you need to stay home because of COVID-19, there are resources for you. Please do not go into work if you are sick. [More](#)

Prevent the Spread of COVID-19 in Schools and Other Buildings by Circulating Air: The virus that causes COVID-19 can spread from one person to another in tiny particles of water and virus called aerosols. We make these aerosols when we breathe, and we make more of them when we talk, yell, or sing. Aerosols are different than larger droplets that spread COVID-19. Larger droplets fall to the ground quickly, three to six feet from the person who makes them. Aerosols can stay floating in the air for hours and can travel long distances. Aerosols have less virus in them than the larger droplets, so you have to inhale more aerosols to get sick. Aerosols can build up if the air inside is not circulated the right way. [more](#)

Wearing a face covering in public places helps protect you and anyone near you from COVID-19. Your mask should fit snugly but comfortably over your nose, mouth, and chin without any gaps.



VOLUNTEER 3 STEPS APPLICATION PROCESS

Orientation:

Attend a Volunteer Orientation session. Volunteer applications are available during orientation sessions, at all school's main offices and the district website at <https://www.providenceschools.org/Page/4224>

Application:

Complete the application and obtain a state Bureau of Criminal Investigation check (also known as BCI). You may personally request a BCI at the RI Attorney General's Office, 4 Howard Avenue, Cranston, RI 02910. Hours are from 8:30-4:30 Monday – Friday. You must provide a valid picture ID and \$5 check or money order made payable to BCI

Submission:

Return your volunteer application with a copy of your valid photo ID (front and back) and the original BCI to the school you're applying to volunteer at or Central Record & Volunteer office located at 379 Washington Street, Providence, RI 02903.

Video link coming soon:

**Information is kept strictly confidential.*

WHAT HAPPENS AFTER YOU HAVE COMPLETED THE PROCESS

District Office

- 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**

Volunteers please:

- 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 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
- ✓ 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 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

Volunteers are encouraged to help recruit other volunteers!



To Do List:

- 1- Orientation (e-video or in person)
- 2- BCI/5.00 check/MO and ID
Disqualifying Offenses
Mandatory Reporting Form
Volunteer Agreement and
Disclaimer
- 3- Volunteer Application

Q&A



WE THANK YOU!!!!

**Volunteer Program & Central Records
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401-456-9239**

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