

Miami Dade College

Service-Learning Education Student Handbook

Addendum

- Service-learners cannot be left alone with students. A Miami-Dade County Public School employee must always be present when a service-learner is working with students. If at any time you find that you are alone with a child, it is your responsibility to immediately find a staff member who can be present. If the service-learner is certified to substitute and is asked to do so, he/she may be employed for that day. However, that day will not count towards the service-learning hours.
- If at any time you feel uncomfortable or unsafe, let your supervisor, instructor, or campus director know.
- Professional Attire and Demeanor:
 - Service-learners are expected to display a professional attitude when visiting schools. Service-learners are expected to refrain from unprofessional remarks about colleagues, parents, or students; maintain confidentiality regarding students; and apply the basic rules of courtesy and respect toward all teachers, administrators, and other members of the school community. Remember, service-learners are guests at the schools.
 - Service-learners must follow each school's dress code. Service-learners must dress neatly, conservatively, and be well groomed.
 - Service-learners need to be punctual and dependable and always keep in mind that students, teachers, and administrators are looking at them as representatives of Miami Dade College and as potential new employees.