



Parent/Guardian Volunteer Orientation

Tuesday, October 15, 2024

Why We Value Volunteers

Volunteers are essential in supporting student learning and school culture.

Thank you for your willingness to help!



Chicago Board of Education Volunteer Policy

Purpose: (1) ensure that prospective volunteers are properly vetted and approved annually; (2) ensure that volunteers do not pose undue risk to the health and safety of CPS students and (3) make clear that CPS Principals are responsible for ensuring that volunteers are properly vetted and approved in advance and that approved volunteers are properly supervised while serving as volunteers.

- I. Volunteer Categories
- II. Principal Responsibilities
- III. Office of Family and Community Engagement in Education (FACE2) Responsibilities
- IV. Volunteer Application
- V. Criminal Background Check
- VI. Guidelines

Examples of individuals that are not subjected to the Volunteer Process:

- Parents or guardians visiting the school specific to their child
- Parents attending Report Card pick-up
- Parents attending a school assembly
- Parents attending a PAC, PTA, and or LSC meetings
- DCFS Personnel visits a school specific to a child (i.e., investigation, Check-in, observation)
- Graduation ceremonies
- Spectator for evening sporting events
- Spectator for evening musical presentations

Volunteer Coordination

Family and Community Engagement (FACE)

volunteer@cps.edu
773-553-1544
cps.edu/volunteer

Work in Coordination with CPS's Departments of Policy & Law and Safety & Security.

CiviCore - Website for volunteer application processing and tracking

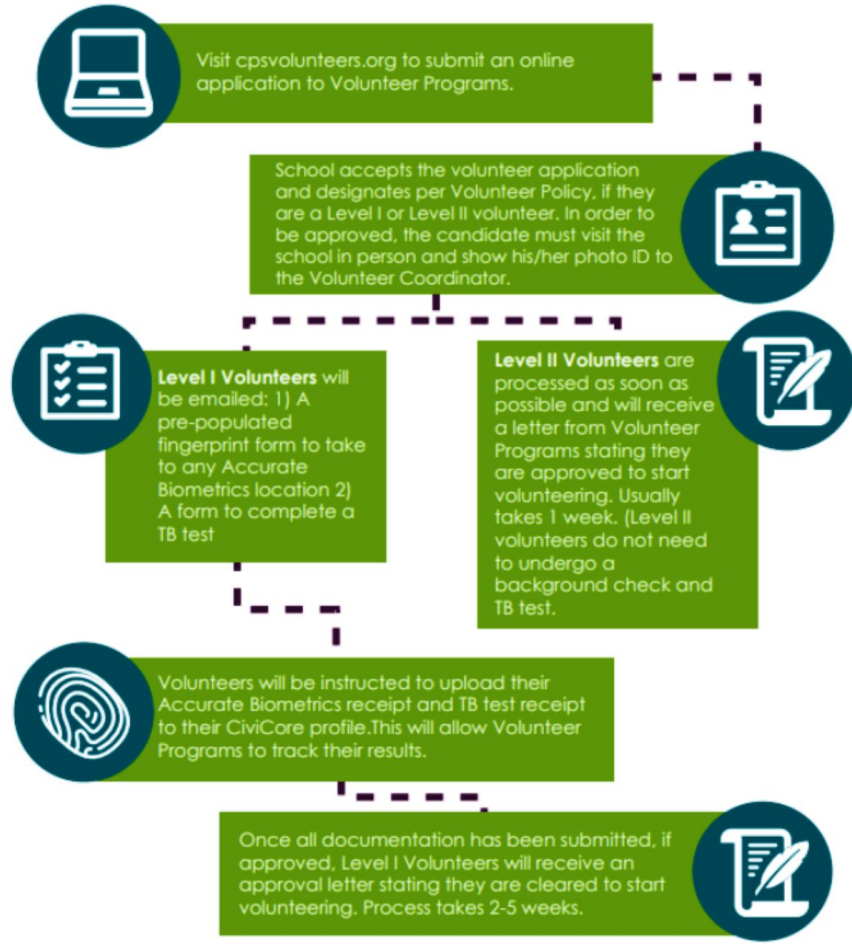
Accurate Biometrics - Fingerprinting agency

Tubman's Volunteer Coordinator:

Ms. Martinez
rmartinez170@cps.edu
773-534-5725 ext. 21891

- Copies Volunteer Candidate Photo IDs
- Stores Volunteer Candidate Photo IDs
- Approves Volunteer Candidates in CiviCore
- Communicates with teachers/FOT regarding their scheduled volunteers
- Coordinates with office and security personnel about expected Volunteers
- Maintains Volunteer Sign-in Log

Volunteer Application Process



Level 1 Volunteer


- One-on-one interactions with students
- Day Trips with Assigned Group of Students to Supervise
- Overnight Trips
- ≥ 10 hours a week
- Copy of Photo ID*
- Fingerprinted for full background check
- TB Test
- SAFE Schools trainings

Level 2 Volunteer

- Classroom Celebrations
- Day Trips with Full Class
- Supervised interactions with students
- ≤ 9 hours a week
- Copy of Photo ID*

All volunteer candidates must stop by the Main Office with a copy of their photo ID for their application to be processed.

Volunteer Opportunities



All volunteer times must
be pre-scheduled.
No drop-ins, please!

- Room parent
- Clerical help
- Tuesday folders
- Small groups for math and reading
- Listen to students read or read to students
- Participate in school-wide events
- Help with special classroom events
- Field trips
- Popcorn Fridays
- Care Closet
- And many more...

Teachers/Staff coordinate their own volunteer opportunities. Once confirmed, they communicate the scheduled volunteer details with Ms. Martinez.

Tubman Volunteer Guidelines

- Always **sign in** and **sign out** at the main office.
- Wear your volunteer badge at all times.
- Volunteers must remain on the **first floor** unless approved for upper floors.
- Do not stop in classrooms and/or alternate locations
- Please be careful not to disrupt class time
- Report any discipline problems to the classroom teachers - DO NOT discipline students
- Keep in confidence all information that pertains to students and staff

Standards of Conduct for Maintaining Professional Boundaries

Chicago Public Schools (CPS) employs dedicated and professional staff members who provide students with a safe and supportive learning environment. The District encourages healthy relationships between students and school staff and administrators to promote student achievement and success. These standards define appropriate and reasonable boundaries for staff members and students to (1) protect students from sexual misconduct and abuse, and (2) to protect staff members from misunderstandings and false accusations.

Confidentiality is Key

- No photos, texting, or discussing other students you may see in the school.
- Your role is to support students, staff, and the school professionally.

FAQs

1. I was approved last school year. Do I need to re-apply?

Volunteer approval is only valid for one school year. To submit a new application for the new school year, please log in to your volunteer account and add a new application under the APPLICATIONS tab.

2. I already have an application for this school year but need to add a school. How do I do this?

Please log in to your volunteer account and EDIT your current application.

4. I need to get fingerprinted. Where can I get the forms?

Within 48 hours of the school's approval and being designated as a level 1 volunteer, you will receive an email from VOLUNTEER@CPS.EDU with the subject **Volunteer Process**. This email will contain the forms for fingerprinting as a volunteer and any other requirements needed for level 1 approval.

5. I was fingerprinted last school year. Do I need to be fingerprinted again to volunteer?

Returning volunteers must complete an updated background check before they are allowed to volunteer during a new school year. Currently, we cannot store and reuse the information provided during previous school years, and all level 1 returning volunteers must be fingerprinted again by Accurate Biometrics.

6. I was fingerprinted as an LSC member, CPS Vendor, Student Teacher, or Field Experience. Can my fingerprint results be reused for volunteering?

No. Volunteer Programs cannot use background check results for other CPS departments or outside organizations. You will need to be fingerprinted as a CPS volunteer with the forms provided by our office for us to receive the results.

7. I am a CPS employee. Do I need another background check and TB test for level 1 approval?

If you answered YES to the employment question in the application, we will verify your active employment and approve the application within 48 hours. The employment status must be ACTIVE to have fingerprints and TB test results waived. If your employment with CPS ends, your approval will be revoked.

Questions?

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Friends Of Tubman

Charlotte Thoresen

charlotte.j.thoresen@gmail.com



Thank you for being an integral part of our school community!