



**Harriet Tubman Elementary, An IB World School
Volunteer Handbook
2024-2025**

Harriet Tubman Mission and Vision

Our Mission

Our promise is to provide a nurturing, challenging, and authentic learning environment. We will instill within our students a love of learning by identifying their positive distinctions through academics, the arts, and athletics. We empower students to be responsible, contributing members of an international community through service and action.

Our Vision

As a result, Tubman students will be lifelong learners who are persistent problem solvers, inquisitive about the world, and have a strong sense of self driven by ongoing reflection. Tubman students will be caring and principled, and possess a foundation of knowledge that equips them to build a more peaceful world.

Introduction

Thank you for your willingness to share your time, energy, and skills with our students. Your efforts, and the efforts of our many other volunteers, help to make Tubman the exceptional place that it is. This document has been prepared to offer volunteers specific information relating to duties and responsibilities of volunteers in our school. It is designed to help you become familiar with the volunteer program. Volunteer applications are reviewed annually and it is a privilege to serve in this capacity. Please know the time you spend with us is greatly appreciated.

Description and Procedures

There are two types of CPS volunteers, Level 1 and Level 2. Level 1 volunteers provide service in the child's school or class for more than 10 hours a week and are allowed to supervise students without the presence of a CPS employee. Level 2 volunteers provide less than 10 hours a week of service in their child's school and must be in the direct supervision of a CPS employee. All volunteer candidates must submit their application online at [Volunteer Programs | Chicago Public Schools](#) and then submit a photo ID to the main office to begin the processing of their application. Level 1 volunteer candidates are subject to additional steps, including submitting TB test results and fingerprints for a full background check. Volunteer approval for all levels is only valid for one school year and for the school selected in their application. Contact the school clerk, Ms. Martinez, for more information about this process. You will not be able to volunteer in the school until this process has been completed.

Ways you can Volunteer at Tubman

There is a volunteer job to suit every person's background and interest, either in the class or at the school level. Teachers may reserve the right to ask for volunteers for jobs that are needed for their class. Some examples of volunteer opportunities include:

- Room parent
- Clerical help
- Tuesday folders
- Small groups for math and reading
- Listen to students read or read to students
- Publish students' work
- Assist in the Media Center
- Participate in school-wide events
- Help with special classroom events
- Field trips
- School Tours
- And many more...

Volunteering at Tubman: Things you should know

ASSIGNMENT OF VOLUNTEERS

Each staff member and administration will determine how to most effectively use volunteers. In some cases, a decision may be made to use volunteers in classrooms other than that of the volunteer's child.

ATTENDANCE/ABSENCE

Punctuality and reliability are expected since students and staff are counting on you. Please inform teachers in advance of planned absences and call the school for unforeseen absences. The school phone number is 773-534-5725.

BATHROOMS

Volunteers will use the first floor bathrooms only.

FIELD TRIPS

There are a number of guidelines for field trips, including adult to student ratios and submitting the names of all chaperones to the district beforehand. Teachers will make arrangements for chaperones well in advance of the trip. Please notify your child's teachers ASAP if you are not able to attend the trip.

Level 2 volunteers may chaperone day field trips with supervised interactions with students. Level 1 volunteers may attend day, overnight field trips, and be assigned a small group of students to supervise during field trips.

For liability reasons and student safety, volunteers may NOT:

- Arrange for a parent substitute on your own
- Bring younger siblings on field trips
- Meet the class/group at the location and/or leave early

Carefully follow all instructions given to you by your child's teacher and enjoy the day!

Guidelines: Being a Responsible Volunteer

- All volunteers, no matter what job they perform, have an obligation to keep in confidence all information that pertains to the students and staff they assist. Information regarding students, staff, and other volunteers is not to be discussed with anyone who is not entitled to such information.
- Volunteers DO NOT discipline students. Disciplinary action is the legal responsibility of administration and school staff. Volunteers should not be put in the position of having to enforce discipline. Please report any discipline problems to the classroom teacher as soon as possible.

- Treat all children equally in your role as a volunteer.
- Volunteers should remember that the teacher's desk and closet is private. If you need supplies or other materials, please ask the teacher where you can find them.
- Volunteers are expected to report to their program on time during their scheduled hours.
- Volunteers do not diagnose student weaknesses and strengths, prescribe activities for students, or evaluate student progress.
- Volunteers' discussions with teachers should not interrupt class time.
- Volunteers should not bring a younger sibling to class. Siblings may not accompany parents on field trips.
- Please turn off your cell phone or set it to the vibrate setting. If you need to speak on the phone, please feel free to step to a private area or outside.
- Volunteers should not take photos or videos of students and should not post anything from their volunteer experience to social media.
- Volunteers should not be stopping in classrooms and/or alternate locations to visit with their own children or to seek out staff members.

All volunteers MUST check in at the Main Office and sign in/out, specify the purpose of volunteering, and wear a volunteer badge at ALL times. It is very important to us to know who is in our school at all times. Therefore, volunteers should always have a designated purpose for their visit, and a designated role or responsibility. Volunteers should NOT remain in the building before/after their duties have been fulfilled. Failure to abide by these guidelines may result in us letting you know that your services as a volunteer are no longer needed.

Rights for our Volunteers:

- The right to be treated respectfully by teachers, administration, and other staff members.
- The right to a suitable assignment, with consideration for personal preference, temperament, life experience, education, and employment background.
- The right to training for the job, if necessary.
- The right to continued exposure to information about new developments.
- The right to a convenient place to work, conducive to work, and worthy of the job to be done.
- The right to be heard, to feel free to make suggestions, and to ask questions and get answers.

We are so grateful for your commitment and dedication as a school volunteer. Feel free to contact administration or your child's teacher with any questions.