Expect great things.

Pittsburgh Public Schools



Get Involved

PARENT ENGAGEMENT BEST PRACTICES AND GUIDANCE FOR SCHOOL VOLUNTEERS







Volunteering for the First Time at PPS?

In accordance with changes to the State law, the District has adopted changes to the current Volunteer Clearance Policy. These new requirements are in effect for all volunteers. Prior to volunteering in a school or on a school trip, a volunteer must complete and submit the following to their child's school.

Intake Form for Volunteers: Visit www.pghschools.org/getinvolved.

PA State Criminal History Report: Visit https://epatch.state.pa.us/Home.jsp. This is free of charge, but there may be a fee if you have requested free clearances within 5 years.

Child Abuse Certification: Visit www.compass.state.pa.us/CWIS. This is free of charge, but there may be a fee if you have requested free clearances within 5 years.

FBI Criminal History Report: Visit https://uenroll.identogo.com/workflows/1KG6Y3 to apply online (cost is $27.50) or mail a signed PA Resident Form AND Waiver Request if you have lived in PA for 10 consecutive years. Fingerprinting is required (FBI report access code is 1KG6Y3).

TB Test: Required to volunteer in PreK classrooms.

All clearances must be less than one year old at the time of application. Ensure you request clearances through the PA Department of Education (PDE). The Identogo Service Code for the PDE is 1KG6Y3.

Already a Volunteer at PPS?

If a parent or community member was cleared to volunteer prior to the changes in the law, they must submit their FBI Criminal History Report or PA Resident Form and Waiver Request to the school or Title Programs Office in order to be eligible to volunteer for future events.

Have Questions?

If you have questions, please see your school's secretary or FACE coordinator. They can help you determine if you have all of the appropriate documentation to volunteer. Visit www.pghschools.org/getinvolved for all forms and information.

Pittsburgh Public Schools: About Family, Youth & Community Engagement

Pittsburgh Public Schools has demonstrated its commitment to family, student and community engagement by creating the Family, Youth and Community Engagement team and implementing Community Schools in the Office of the Superintendent.

The team operates on a District-wide level and works on the following initiatives:

Annual PPS Parent Survey: Sent to the parents or guardians of all Pittsburgh Public Schools students to determine the parents' opinions and awareness of the District's efforts at the District- and school-levels.

Community Schools: A partnership between the District, schools, families, and community resources to holistically support students and promote student achievement.

Family And Community Engagement (FACE) Coordinators: School-based staff members in every school who collaborate with school staff, parents and family members, and community organizations to provide a network of support for students.

Public Hearing: Facilitates and provides follow-up communication to constituents who testify.

Guidance for School Volunteers

School volunteer is defined as an adult applying for or holding an unpaid position as a volunteer with a child-care service, a school or a program, activity or service, as a person responsible for the child's welfare or having direct volunteer contact with children. Volunteers who meet this definition, which is set forth in the Pennsylvania Child Protective Services Law, must maintain background checks.*

Direct Volunteer Contact: The care, supervision, guidance or control of children and routine interaction with children.

Routine Interaction: Regular and repeated contact that is integral to a person's employment or volunteer responsibilities.

*Section 63 PaCS 6344.2 of the Volunteer Policy states that the school principal shall determine whether any criteria requiring a clearance applies. This document is being provided as a reference list of examples of volunteer roles. It is not intended to be exhaustive or cover all possible roles for school volunteers. It is also not intended to be legal advice.

Roles Which DO Require Background Checks

- Chaperoning field trips when the chaperone will have responsibility for the welfare of children
- Chaperoning overnight trips
- Regular classroom volunteer assistants
- Recess and library volunteers
- Serving as a playground monitor
- Serving as a school bus monitor
- Volunteer coaches/club advisors
- Volunteering at a school-wide event with one-on-one interaction with students (providing face painting, balloon art, haircuts, manicures)

Roles Which DO NOT Require Background Checks

Providing assistance when a teacher/staff member is present the entire time and it is not a routine interaction, such as:

- Assisting in the main office
- Assisting teachers/staff with clerical duties (i.e. making copies, assembling packets)
- Assisting with a birthday party
- Reading to the class

Attending school-wide events, such as:

- Back-to-School nights
- End of the year carnival
- Holiday parades
- Muffins for Moms
- Parent/Teacher conferences
- School concerts
- Take A Father to School Day
- Talent shows

Volunteering at school-wide events with general interaction with students, such as:

- Participating in "Career Day"
- Working the ticket booth, concession stand or game station

Parent & Family Engagement Policy: The District outlines its commitment to parent and family engagement in a Board-approved policy.

Take A Father to School Day: In conjunction with the PPS Board Sponsor and the District's Public Information Office, organizes this family and community engagement event in all schools.

Parent School Community Council (PSCC): An advisory group in every school for all interested individuals that meets monthly to provide input and guidance to the principal on school-related topics.

Join your school's PSCC to have a voice in your school. Check your school website at www.discoverpps.org for meeting dates and times.

Parent Advisory Council: The District's central mechanism for ensuring that parents are well-informed about Pittsburgh Public Schools matters and that they have the opportunity to help develop District-level programming and policy and share information with District staff.

Parent Hotline: While the District's Information Technology Department supports the operational aspects of the hotline, this office supports the customer service and call resolution aspects, including staff and school support, advanced problem solving, parent outreach and ongoing monitoring.

Student Advisory Council: A leadership opportunity for elected students to share the interests and concerns of students at their schools with PPS administration and provide input on school and District initiatives.

Visit www.pghschools.org/FYCEteam for more information.

Best Practices for Families

Set aside time weekly to review the Home Access Center.

- Attendance
- Current Grades
- Missing Assignments
- Projects Assigned
- Projects Due
- Report Cards
- Teacher Information
- Transcripts

Create a portfolio of your child's best work.

- Artwork
- Completed Assignments
- Projects the Student is Proud Of
- Report Cards
- Progress Reports



Stay Engaged • Stay Informed

Ask your child questions about their day.

- What teacher interaction was helpful today? Why?
- What information have you retained today?
- What was the most exciting part of your day?
- What was the most challenging part of your day? Why?

Create a calendar for special events at school.

- Events to Attend
- Field Trips
- Parent-Teacher Conferences
- Parent Advisory Council Meetings
- Parent School Community Council (PSCC) Meetings
- Parent-Teacher Association (PTA) or Parent-Teacher Organization (PTO) Meetings and Events



Best Practices in Schools

Volunteer in the School

- Classroom
- Field Trip
- Lunchroom
- Office
- Tutor

Ask Restorative Questions with Children and Adults

- What happened?
- Who has been affected by what you have done?
- What do you think you need to do to make things right?
- What impact has this incident had on you and others?
- What do you think needs to happen to make things right?



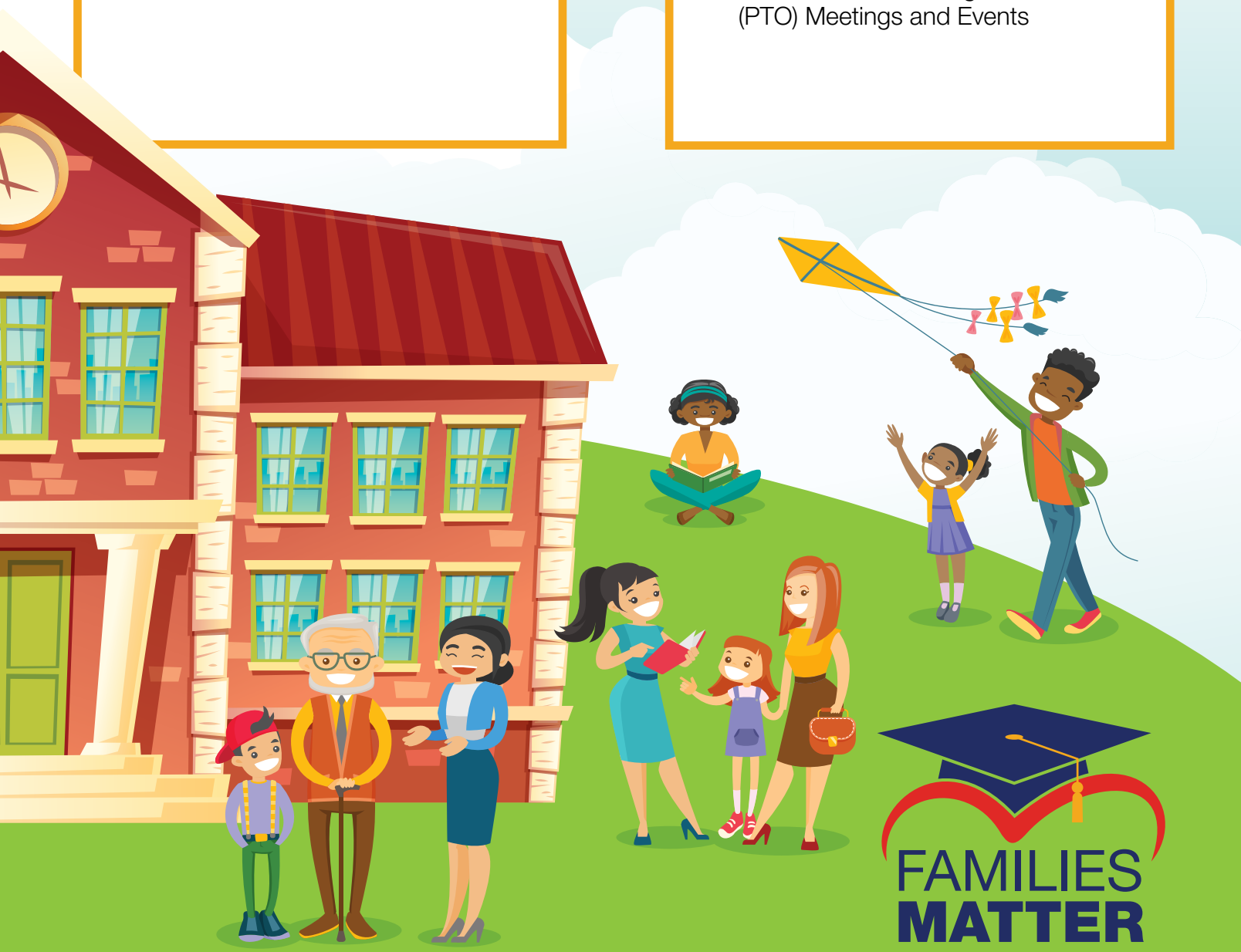
Stay Engaged • Give Input

Communicate Regularly with the School

- Face-to-face Meetings
- Via e-mail
- Via Telephone
- Via Written Correspondence

Give Input at Parent Meetings and Events

- Parent-Teacher Conferences
- Parent Advisory Council Meetings
- Parent School Community Council Meetings
- Parent-Teacher Association (PTA) or Parent-Teacher Organization (PTO) Meetings and Events



FAMILIES MATTER

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Pittsburgh Public Schools

The Pittsburgh Public Schools (PPS) does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs, activities or employment and provides equal access to the Boy Scouts and other designated youth groups. Inquiries may be directed to the Title IX Coordinator or the Section 504/ADA Title II Coordinator at 341 S. Bellefield Avenue, Pittsburgh, PA 15213 or 412.529.HELP (4357).

Para asistencia con este documento en Español, por favor llame a la línea nueve al 412-529-6463 y seleccione la opción #1.

यो दस्तावेज सम्बन्धी सहयोगको नमिती कृपया नाइन लाइन नम्बर (४१२)५२९-६४६ मा फोन गरी अंक # २ चुनुनु होला।

Kwa msaada kwa nyaraka(document) hii katika Swahili , tafadhali piga msitari wa tisa 412-529-6463 kisha chaguwe uchaguzi la # 3.

如需获得本文件的中文帮助，请拨打电话412-529-6463致电九号线，并选择选项 #4

للحصول على المساعدة باللغة العربية ، اضغط على #5

Чтобы получить помощь по этому документу на русском языке, пожалуйста позвоните на Девятую Линию 412-529-6463 и нажмите #8.





