



# Parent Engagement

## When Parents Get Involved, You Can Expect Great Things

It's a proven fact that when parents are involved in their child's education, there is a greater chance for student success. One of the best ways to get involved is to volunteer at PPS. Whether you would like to be a regular classroom volunteer assistant, or occasionally chaperone a field trip, your participation is welcomed! In accordance with Pennsylvania State law, all volunteers must follow a Volunteer Clearance Policy. Before you volunteer for the first time, you must complete the items in the box on the right. 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).



**Already a volunteer at PPS? If you were cleared to volunteer during the 2017–2018 school year, you must submit your FBI Criminal History Report or PA Resident Form and Waiver Request to the Title Programs Office.**

## Guidance for School Volunteers

Who is considered a school volunteer? It is any 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.

### Background Checks ARE required if you want to volunteer as a:

- Chaperone on a field trip when you will have responsibility for the welfare of children
- Chaperone on an overnight trip
- Regular classroom volunteer assistant
- Recess or library volunteer
- Playground monitor
- School bus monitor
- Coach or club advisor
- Volunteer at a school-wide event with one-on-one interaction with students such as face painting, balloon art, haircuts, manicures, etc.

\*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.

## To Volunteer, You Must Complete:

**Intake Form for Volunteers**  
Visit [pghschools.org/getinvolved](https://pghschools.org/getinvolved).

### PA State Criminal History Report

Visit [epatch.state.pa.us](https://epatch.state.pa.us).  
This is free of charge, but there may be a fee if you have requested free clearances within five years.

### Child Abuse Certification

Visit [compass.state.pa.us/CWIS](https://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> to apply online (cost will be \$27.50) or email 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 will be provided). A TB test is also required to volunteer in Pre-K classrooms.

  
**Expect  
great  
things.**





### You DO NOT require a background check if you:

- Provide assistance when a teacher or staff member is present the entire time and it is not a routine interaction, such as helping with clerical duties, assisting with a birthday party, or reading to the class.
- Attend a school-wide event, such as Back-to-School night, end-of-the-year carnival, or holiday parade, Muffins for Moms, Parent-Teacher conferences, school concerts, Take A Father to School Day, or talent shows.
- Volunteer at a school-wide event in which you have general interactions with students, such as participating in Career Day, or working the ticket booth, concession stand, or game stations.

Join your school's PSCC to have a voice in your school. Check your school website at [www.discoverpps.org](http://www.discoverpps.org) for meeting dates and times.



To learn more and to meet our Family, Youth & Community Engagement Team at [www.pghschools.org/FYCEteam](http://www.pghschools.org/FYCEteam).

## PPS is Committed to Family, Youth and Community Engagement

At Pittsburgh Public Schools, we have created a special Family, Youth and Community Engagement team through the Office of the Superintendent. This team works on a District-wide level, and is responsible for a variety of programs and initiatives, including:

**Annual PPS Parent Survey:** Sent to the parents or guardians of all Pittsburgh Public Schools students, this survey collects data regarding the parents' opinions and awareness of the District's efforts at the District- and school-levels.

**Community Schools:** Based on a successful national model, these schools provide formalized partnerships between the District, schools, families, and community resources to holistically support students and promote student achievement.

**Family and Community Engagement (FACE) Coordinators:** These school-based staff members collaborate with other school staff, parents and family members, and community organizations to provide a network of support for students.

**Public Hearings:** These events facilitate and provide follow-up communication to constituents who testify.

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

**Take A Father to School Day:** This annual event takes place in all schools in conjunction with the PPS Board Sponsor and the District's Public Information Office.

## Need more information?

Contact your school's secretary or FACE coordinator. They will help you determine if you have all of the appropriate documentation to volunteer. Visit [pghschools.org/getinvolved](http://pghschools.org/getinvolved).

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

**Parent Advisory Council:** Created to ensure that parents are well-informed about Pittsburgh Public Schools matters, the Council gives parents 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:** This new initiative is 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.

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 नम्रिती 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

حصول على المساعدة باللغة العربية ، إضغوا على #5

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

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 Assistant Superintendent for Student Services, Title IX Coordinator or the Section 504/ADA Title II Coordinator at 341 S. Bellefield Avenue, Pittsburgh, PA 15213, 412-529-3950, TitleIXCoordinator@pghschools.org or 412.529.HELP (4357).

