



VOLUNTEER PACKET

Thank you for choosing to volunteer in our schools. We welcome you and appreciate your willingness to help. To ensure the safety of our students, we ask that you follow the directions below. This screening process is not only prudent, but an effective safety net for all of our students.

INSTRUCTIONS:

1. Complete Volunteer Application.
2. Certification of Freedom from Tuberculosis Form completed by physician (if volunteering for five (5) hours or more per week).
3. Complete Volunteer Rules, Requirements and Agreement. Applicable to all volunteers.
4. Complete Athletic Coach Agreement, if applicable.
5. Submit the above documents to the Assistant Principal, or scan/email directly to Rosa Nodal, Parent Advocacy & Partners Manager: rnodal@aceroschools.org
6. If your application is approved, you will receive notification from Ms. Nodal. A criminal background check may be required, depending on the number of hours that you are volunteering. The Fingerprinting Background Investigation Authorization and Release Form and instructions can be obtained from the school's Assistant Principal, or from Rosa Nodal if email is preferred.
7. Report to Accurate Biometrics with the following documents (if applicable):
 - Completed Fingerprinting Background Investigation Authorization and Release Form.
 - Valid, unexpired government-issued or school-issued photo ID at the time of fingerprinting.
8. Accurate Biometrics will provide you with a receipt (if applicable).
9. Give a hard copy of the receipt to the Assistant Principal, or email the receipt to rnodal@aceroschools.org (if applicable).
10. You will be contacted with orientation and start date/time information.



Volunteer Application/Solicitud para voluntarios

This application is required for all volunteers, with the exception of volunteers assigned to traffic duties only. Note: Traffic Volunteers must sign in/out at the school each day. Completed applications may be submitted to the Assistant Principal or via email to Rosa Nodal at rnodal@aceroschools.org.

Esta aplicación es necesaria para todos los voluntarios, con la excepción de voluntarios asignados a deberes de tráfico solamente. Nota: Voluntarios de tráfico deben firmar todos los días cada entrada/salida de la escuela. Las aplicaciones completas pueden ser entregadas al Subdirector de la escuela o a Rosal Nodal por correo electrónico rnodal@aceroschools.org.

Type of Volunteer / Tipo de voluntario

- School Volunteer (parent/guardian) / Voluntario en la escuela
- (padre/tutor) Volunteer Athletic Coach / Entrenador deportivo voluntario
- Chaperone for Overnight Travel / Chaperón para viaje por la noche
- Other / Otro

Date of Application / Fecha de la solicitud

Applicant Name / Nombre del solicitante

Gender / Sexo

- Male / Masculino Female / Femenino

Address / Dirección

E-mail

Primary Phone Number / Número de teléfono principal

Secondary Phone Number / Número de teléfono secundario

Date of Birth / Fecha de nacimiento

Current Occupation / Ocupación actual

Employer / Empleador

School Preference / Preferencia de escuela

Elementary School / Escuela primaria High School / Escuela preparatoria

School

- | | | |
|--|----------------------------------|--------------------------------------|
| <input type="checkbox"/> Brighton Park | <input type="checkbox"/> Casas | <input type="checkbox"/> Cisneros |
| <input type="checkbox"/> Clemente | <input type="checkbox"/> Fuentes | <input type="checkbox"/> Garcia High |
| <input type="checkbox"/> Marquez | <input type="checkbox"/> Paz | <input type="checkbox"/> Cruz K-12 |
| <input type="checkbox"/> Santiago | <input type="checkbox"/> Idar | <input type="checkbox"/> Soto High |
| <input type="checkbox"/> Tamayo | <input type="checkbox"/> Torres | <input type="checkbox"/> Zizumbo |
| <input type="checkbox"/> Other | <input type="text"/> | |

Preferred Volunteer Activity / Actividad voluntaria preferida

Preferred Sport (if Volunteer Coach) / Deporte preferido (si es entrenador voluntario)

Will you be volunteering at your child's school for 10 or more hours per week?

¿Trabjará como voluntario en la escuela de su hijo/a durante 10 o más horas a la semana?

Yes / Sí No

Will you be volunteering for 5 or more hours per week at a school where you do not have a child enrolled?

¿Trabjará como voluntario durante 5 o más horas a la semana en una escuela a la cual no asiste ninguno/a de sus hijos/as?

Yes / Sí No

Preferred Schedule / Horario preferido

Include number of hours per week / Incluya la cantidad de horas por semana

Previous Volunteer Experience / Experiencia previa como voluntario

Emergency Contact Name / Nombre del contacto de emergencia

Emergency Contact Phone Number / Número de teléfono de un contacto de emergencia

Are you a parent/guardian of a Acero student?

¿Es usted el padre/tutor de un estudiante de Acero?

Yes / Sí No

Student Name(s) / Nombre(s) del estudiante(s)

References / Referencias

Please provide the names, phone numbers and/or e-mail addresses of two (2) non-relatives whom we may contact.

Por favor, proporcione los nombres, los números de teléfono y/o las direcciones de correo electrónico de dos (2) personas que no sean sus familiares con quienes podamos comunicarnos.

Reference #1 / Referencia N°1:

Reference #2 / Referencia N°2:

Applicant's Signature / Firma del solicitante

All Information in this application is accurate to the best of my knowledge.

Toda la información en esta solicitud es exacta según mi leal saber y entender.



Certification of Freedom from Tuberculosis
(Required if volunteering for 5 hours or more per week)

This is to certify that _____ of
(Full Name)

_____ is free of
(Address)

tuberculosis based on the following:

1. TUBERCULIN TEST given on _____ at _____
(Date) (Name of Facility)

_____ RESULTS OF TEST:
(Address of Facility) Negative: _____ mm.
Positive: _____ mm.

2. CHEST X-RAY taken on _____ at _____
(Date) (Name of Facility)

_____ FILM NUMBER:
(Address of Facility) Negative: _____
Positive: _____

(Signature of Radiologist)

PLEASE PRINT: _____
Physician's Name: _____
Physician's Address: _____
Physician's Signature: _____
Date: _____



VOLUNTEER RULES, REQUIREMENTS, AND AGREEMENT

(Volunteer must keep a copy of this document)

VOLUNTEERS AGREE AND COMMIT TO DO THE FOLLOWING:

- follow ACERO policies and procedures;
- comply with all directives of school administrators and staff;
- report any student health or safety concerns to school administrators immediately;
- engage in positive and supportive relationships with students;
- respect culture, religion, and lifestyle diversity;
- be respectful of teachers'/coaches' time constraints and their authority;
- respect students' dignity;
- be positive role models;
- be good listeners, patient, flexible, and nurturing;
- separate personal goals from those of the students and staff;
- respect the confidentiality of students and staff;
- ask for help when needed;
- support, not replace, the role of parents or guardians or staff;
- remain calm, cool, and collected in frustrating and stressful situations;
- reinforce students' successes;
- overcome setbacks or disappointments;
- be reliable, prompt, and dependable;
- sign in and present ID;
- dress appropriately;
- conform to federal and state laws prohibiting discrimination on the basis of race, color, national origin, sex, or disability and will follow Acero Title IX procedures (see below); and
- alert the School or Athletic Director immediately if you have, or have been exposed to, a communicable disease.

TITLE IX RESPONSIBILITIES

When a volunteer receives a complaint alleging gender discrimination (including acts of sexual harassment or sexual violence) by a student or Acero employee, the volunteer shall report the complaint, in writing, to the Title IX Coordinator within 24 hours. If a complaint is made verbally, volunteer shall reduce the complaint to writing before it is submitted to the Title IX Coordinator. After receiving the complaint, neither the employee nor Campus Title IX Coordinator shall screen or investigate the credibility of the report.

When a volunteer reasonably believes that a student has been the victim of gender discrimination (including acts of sexual harassment or sexual violence), whether based on indirect knowledge of circumstances giving rise to a reasonable belief that gender discrimination has occurred through sources such as members of the local community, social networking sites, or the media, the volunteer shall report their belief, in writing, to the Title IX Coordinator.

Acero Title IX Coordinator:

Araceli De La Cruz, General Counsel/Chief Administrative Officer

adelacruz@aceroschools.org

Phone: (312) 637-3900



VOLUNTEERS WILL NOT ENGAGE IN ANY OF THE FOLLOWING WHILE IN THEIR VOLUNTEER CAPACITY:

- share information about students, except with appropriate school personnel;
- recommend or recruit students for non-school sponsored activities;
- express, promote, or share personal agendas (e.g., religious or political) during their volunteer experience;
- meet with students outside of school and/or school sponsored activities or when directed not to do so;
- use cell phones or cameras to photograph or make videos of students, staff, or other volunteers;
- violate school policies and procedures or directives of school employees;
- engage in any illegal activity while volunteering;
- miss scheduled meetings/appointments, unless impossible to keep and then will give as much notice as possible; and

I understand that all volunteering relationships established through Acero take place with student(s) on the school campus or at other school authorized activities only. I understand that volunteering is a privilege, not a right, and that Acero may, in its sole discretion, discontinue any volunteer's participation at any time and for any reason or no reason, with or without notice or warning.

I have read and agree with the above Acero Volunteer Rules, Requirements, and Agreement and have received a copy for my records.

Print Name: _____

Applicant's Signature: _____

Date: _____



ATHLETIC COACH AGREEMENT

The Acero Charters Schools recognizes the services of athletic coaches who enrich the athletic programs, assist the network's coaching staff members in the performance of their duties, may bring unique skills to the network, and enhance the relationship between the school district and the community.

The agreement provides an overview of Acero's expectations of its Coaches and team management responsibilities. All Coaches are required to read and sign the agreement, as well as read and review any and all policies and handbooks referenced below.

Conduct

I shall respect the individuality, dignity and worth of each student athlete.

I shall conduct myself as a role model for Acero, its student athletes, its parents, and the rest of its community.

Student Athlete Health and Academics

If I become aware of any confidential student athlete matters as a result of my volunteer activities, I shall disclose such information to the School Principal and Athletic Director.

If a student athlete becomes ill or injured, I shall notify the student athlete's parents/guardians as soon as possible, as well as the School Principal and Athletic Director.

With the assistance of the School Principal and Athletic Director, I shall ensure all student athletes are academically eligible to participate in both practices and games/meets/competitions. If a student athlete is not academically eligible to participate in athletic activities, I shall coordinate with the School Principal and Athletic Director to make sure he/she does not return until his/her grades are rectified.

I shall schedule a mandatory meeting with all student athletes and their parents to review team rules and expectations.

Team Administration/Management Responsibilities

I understand the Acero rules and policies include, but not limited to, the *Employee Handbook*, *Acero Schools Student/Family Handbook*, the *Student Code of Conduct*, the *Student Athlete Packet*, and *Volunteer Packet* (volunteers only), and that such rules and policies apply to athletics, its student athletes, and its coaches.

Upon receiving complete Student Athlete Packets, I am responsible for submitting them to the Athletics Director in a timely manner.

I shall travel with the student athletes on buses to and from Acero athletic activities, and follow all required field trip policies and in addition, take attendance including conducting a head count of student athletes before and after utilizing buses for transportation.

I shall distribute and return all equipment and uniforms at the close of each athletic season.

After athletic activities, I shall return the facilities I use in the same condition as I was given them. All trash and equipment shall be accounted for, and if damage to the facility results from my use of the field/gym/etc., it shall be reported to the School Director and Athletic Director immediately.

I shall attend all practices and games/meets/competitions in a punctual manner.

I shall manage assistant coaches (if applicable).

I shall make myself available to the School Principal, Athletic Director, and student athlete's parents/guardians – in person, by phone, or by email – in a timely manner.

I shall attend CPR/AED/first-aid training and concussion policy training, both offered by Acero.

I shall review and successfully complete the following IHSA-mandated requirements before assuming any coaching responsibilities (for high school coaches only):

- Concussion video and test
- Performance enhancing steroid ("PES") video and test
- If I am not an ISBE-certified teacher, the ASEP coaching education training
 - All coaches are responsible for paying their own costs. Visit <http://www.asep.com>
- Rules video
- Participation survey
- Rating of officials

Volunteer Coaches Only

I understand that before assuming any coaching responsibilities, I must complete the *Acero Volunteer Packet*. I understand that I shall only serve under the direction and immediate supervision of the Acero Athletics Director. I must consult with the Athletics Director regarding any matters or questions regarding my duties and responsibilities. I am not permitted access to student athlete records. I may be immediately relieved of my volunteer responsibilities, with or without cause, by Acero. I acknowledge receipt of the rules and policies stated in this agreement.

Coach Name: _____ Date: _____

Coach Signature: _____

Volunteer Coach: Yes No

School: _____

Sport and Season: _____

ATHLETIC COACH AGREEMENT ADDENDUM

At the **high school level only**, if I complete all coaching requirements above and the athletic season to which I was assigned to coach, a coaching stipend will be provided as outlined below:

- Sport: _____
- Level: _____
- Position: _____
- Amount: _____

By signing below, you acknowledge and agree that your stipend may be reduced by Acero in a prorated amount in the event that you are removed as coach prior to the scheduled termination of the athletic season or if you resign prior to the scheduled termination of the athletic season. In the event that the athletic season is cancelled before the beginning of the season, no stipend will be paid. If the athletic season is cancelled after the season begins but before it is scheduled to be terminated, only a prorated amount of the stipend will be paid. Prorated amounts will be based on the percentage of the season completed.

Coach Name: _____ Date: _____

Coach Signature: _____