

Chicago Public Schools Policy Manual

Title: VOLUNTEER POLICY
Section: 801.2
Board Report: 06-0927-PO2

Date Adopted:
September 27, 2006

Policy:

THE CHIEF EXECUTIVE OFFICER RECOMMENDS:

That the Board rescind Board Report 02-1218-PO02, the Chicago Public Schools Volunteer Policy, and adopt a new Chicago Public Schools Volunteer Policy.

PURPOSE: The purpose of this policy is to promote and encourage school volunteers in order to expand and enhance parental, community and civic involvement with schools while maintaining an adequate level of safety and security in the Chicago Public Schools.

POLICY TEXT:

I. Applicability

The requirements of this policy shall apply to individuals who wish to volunteer in the Chicago Public Schools including persons who serve as volunteer chaperones on overnight student travel trips. This policy shall not apply to local school council members, incidental school visitors and parents in limited circumstances as identified in Section V of this policy. A volunteer is an individual who receives no payment for services. An individual who is to receive, or is receiving, a parent stipend or other remuneration is not a volunteer.

II. School Volunteers – Enrollment Procedures

Prospective school volunteers must complete all CPS volunteer application forms including a volunteer enrollment form, a background investigation authorization and release form and a volunteer release form. Volunteers who will be in contact with students for more than 5 hours a week must also submit a certification of freedom from tuberculosis. Misrepresentation on any of these forms may result in immediate disqualification of a volunteer applicant.

Volunteer applications are available at each Chicago Public School as well as through the Department of External Affairs – Partnership Office.

Volunteers who provide continual volunteer service at a school shall submit updated volunteer application forms in accordance with the schedule and dates specified by the Department of External Affairs or its designee. School volunteers are expected to abide by all applicable laws, District polices and administrative procedures when performing their responsibilities.

III. Criminal Background Investigation

In order to protect the safety and security of children and school staff, volunteer applicants must submit to a criminal background investigation by providing their name, date of birth, gender, race and, if available, Social Security number. If a background check conducted from these criteria fails to return all necessary information, a background check using fingerprints will be conducted.

The principal requesting the volunteer background check shall certify that the volunteer has shown proof of identity. If the prospective school volunteer will provide security-related duties, he or she must submit to a fingerprint background check.

An individual who has been convicted of any of the criminal offenses enumerated in 105 ILCS 5/34-18.5(c) of the Illinois School Code ("Enumerated Offense"), as amended, shall be ineligible to be a volunteer in the Chicago Public Schools. An individual who refuses to submit to the background investigation or any part of the background investigation shall be ineligible to be a volunteer in the Chicago Public Schools.

After the initial criminal background check, volunteers must immediately report any subsequent criminal convictions to the principal or the Department of External Affairs – Partnership Office.

IV. Principal Responsibilities

A prospective volunteer must complete all volunteer forms, undergo a criminal background check and complete an interview with the principal, or their designee, in order to be considered for approval.

The principal is responsible for reviewing applications from eligible volunteer candidates in accordance with the guidelines issued by the Department of External Affairs or its designee.

The approval decision with regard to eligible applicants with non-Enumerated Offense records shall be made jointly by the principal and the Chief Education Officer's designee. The approval decision with regard to all other eligible applicants shall be made by the principal. Decisions about approving volunteers shall be made in the best interest of the school.

A volunteer applicant who is not approved to serve may appeal to the Chief Education Officer or designee whose decision shall be final.

V. Policy Not Applicable to Incidental Adult Visitors, Local School Council Members and to Parents in Limited Circumstances

This policy shall not apply to: (1) adults who visit a school but have no ongoing individualized interaction with a student or students, including, but not limited to, adults who have been invited to speak at a class or assembly, to judge academic competitions, to give a musical performance, or participate in the "Principal for a Day" program; (2) a parent or legal guardian who is accompanying his or her child's class on a one-day field trip or on another type of occasional extra-curricular activity that does not involve an overnight stay; and (3) Local School Council (LSC) members as the eligibility requirements and criteria to serve on an LSC are addressed in Board Rules 6-28, 6-29 and 6-30.

VI. Guidelines

The Department of External Affairs or its designee shall issue guidelines to implement the requirements of this policy including forms, timelines and protocols for reviewing volunteer applicants.

Amends/Rescinds: Rescinds 02-1218-PO02
Cross References: 01-0822-PO4; 99-0728-PO4; 99-0421-PO5; 96-0327-PO6; 92-1125-RS4;
67-730-13
Legal References: