

# Chicago Public Schools Policy Manual

**Title:** VOLUNTEER POLICY (EFFECTIVE 2014-2015 SCHOOL YEAR)

**Section:** 801.2

**Board Report:** 14-0326-PO1

**Date Adopted:** March 26, 2014

## Policy:

### THE CHIEF EXECUTIVE OFFICER RECOMMENDS:

That the Board rescind Board Report 06-0927-PO2 and adopt a new Volunteer Policy effective at the start of the 2014-2015 school year.

**PURPOSE:** The purpose of this policy is to promote and encourage volunteerism in the Chicago Public Schools and to expand and enhance parental, community, civic and business involvement with schools while also ensuring appropriate levels of safety and security.

### POLICY TEXT:

**I. Volunteer Application:** Prospective volunteers must complete the required CPS volunteer application forms and satisfy the requirements of the applicant review process. Misrepresentation on any of the application forms or during the review process may result in immediate disqualification of a volunteer applicant.

An individual who has been convicted of any criminal offense enumerated in 105 ILCS 5/34-18.5(c) of the Illinois School Code ("Enumerated Offense") shall be ineligible to be a volunteer. An individual who has been convicted of an offense that requires him/her to appear on a sex offender registry in any jurisdiction shall be ineligible to serve as a volunteer.

**II. Criminal Background Check:** As part of the review process, the prospective volunteer shall comply with the following criminal background check requirements:

- A. A fingerprint criminal background check is required for all Level I Volunteers. A Level I Volunteer is:
1. A parent providing volunteer service in their child's school or classroom for 10 or more hours/week;
  2. An individual providing volunteer service for 5 or more hours/week at a school where s/he does not have a child enrolled;
  3. Any individual chaperoning an overnight school-sponsored trip, regardless of the hours/week that the volunteer serves (See also the Student Travel Policy);
  4. Any individual serving in a coaching capacity, regardless of the hours/week that the volunteer serves (See also the CPS High School Athletic Association Bylaws);
  5. Any individual serving as a student teacher or pre-service teacher, regardless of the hours/week that the volunteer serves (See also the Student Teacher and Pre-Service Teacher Enrollment Policy);
  6. Any individual serving as a One-on-One tutor or mentor, regardless of the hours/week that the volunteer serves;
  7. Any individual providing volunteer service with students when such service may occur in an unsupervised setting, regardless of the hours/week that the volunteer serves;
  8. Any individual providing volunteer service for a program where the program's funding agency requires criminal record clearance, regardless of the hours/week that the volunteer serves.

- B. A fingerprint criminal background check is not required for Level II Volunteers. A Level II Volunteer is:
1. A parent providing supervised volunteer service in their child's school or classroom for less than 10 hours/week;
  2. Any individual providing volunteer service for less than 5 hours/week at a school where s/he does not have a child enrolled;
  3. An individual providing incidental volunteer service with no ongoing individualized interaction with a student(s) including those who speak at a class/assembly, judge academic competitions, give musical performance, participate in the "Principal for a Day" program, job-shadowing event or other one-time event provided where there is direct supervision of the activity/event by regular school employees;
  4. A parent accompanying his/her child's class on a one-day field trip or another type of extra-curricular activity that does not involve an overnight stay;
  5. An individual providing volunteer service on projects/activities involving no or nominal contact with children (home-based volunteer activities, volunteers serving at Central or Network office).

Local School Council (LSC) members and District employees are required to have a background check on file as part of their employment or LSC eligibility requirements. Therefore, LSC members and District employees who wish to volunteer are not required to complete an additional background check as part of the volunteer review process.

To the extent any other Board rule or policy requires an individual to submit to a criminal background check, this policy shall not be construed to limit or nullify such other requirement. Nothing herein prohibits the Chief Executive Officer or designee from requiring a criminal background check as needed to verify an individual's qualifications to serve as a volunteer or to require a volunteer to complete an additional criminal background check. Nothing herein prohibits the Chief Executive Officer or designee from establishing a modified volunteer application and review process for any district-wide initiative that requires volunteer support.

**III. Principal Responsibilities:** The principal is responsible for reviewing volunteer application forms from eligible volunteer candidates, completing an interview with the candidate, as necessary, and determining whether to approve the individual for volunteer service. Decisions about approving volunteers shall be made based on the needs and best interests of the school as determined by the principal.

The approval decision for volunteer applicants with non-Enumerated Offense records shall be made jointly by the principal and the Chief Executive Officer's designee. A volunteer applicant who is not approved to serve may appeal to the Network Officer or designee whose decision shall be final.

The principal is responsible for ensuring the appropriate supervision of all student activities involving Level II Volunteers.

**IV. Guidelines:** The Chief Executive Officer or designee shall issue guidelines to implement the requirements of this policy including forms, timelines and protocols for reviewing volunteer applicants and completing background checks and requirements for continuous volunteers to submit updated application forms or submit to a new background check. Chief Executive Officer or designee may further establish in the guidelines any health exam requirements applicable to volunteers.

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**Amends/Rescinds:** Rescinds 06-0927-PO2  
**Cross References:** 02-1218-PO02; 01-0822-PO4; 99-0728-PO4; 99-0421-PO5; 96-0327-PO6;  
92-1125-RS4; 67-730-13  
**Legal References:**