

AMEND BOARD REPORT 01-0822-PO4 AMEND BOARD REPORT 99-0728-PO4
THE CHICAGO PUBLIC SCHOOLS VOLUNTEER POLICY

THE GENERAL COUNSEL CHIEF EXECUTIVE OFFICER RECOMMENDS:

The Chief Executive Officer recommends amending the Chicago Public Schools Volunteer Policy (Board Report 01-0822-PO4 and 99-0728-PO4) with respect to tuberculosis certifications for volunteer applicants. The amendment requires that volunteer applicants provide a certification of freedom from tuberculosis only if they will be working with children for at least 5 hours per week. The amendments also exempt adult visitors from the policy.

~~The General Counsel recommends amendment of the Chicago Public Schools Volunteer Policy (Board Rule 99-0728-PO4) with respect to criminal background investigations of volunteer applicants. The amendment requires volunteer applicants to submit their name, date of birth, gender, race, and, if available, Social Security number. A volunteer applicant who refuses to submit to a criminal background check will be ineligible to serve as a school volunteer. The amendment also requires the principal to sign the volunteer applicant's background authorization release form to certify that the applicant has produced proof of identity.~~

~~The purpose of the amendment is to make the policy consistent with Illinois State Police criminal background investigation procedures~~

POLICY:

It is the policy of the Board to promote and encourage school volunteers in order to expand and enhance parental and community involvement with schools while maintaining an adequate level of safety and security in the Chicago Public Schools.

School Volunteers Shall be Approved by the Principal

An individual who wishes to volunteer at a school shall be interviewed and approved by the principal prior to serving at the school. The principal's decision on whether to approve the volunteer candidate shall be based upon the best interests of the school. A rejected volunteer applicant may appeal the principal's decision to the ~~Region Education Officer~~ Chief Education Officer or designee whose. ~~The Region Education Officer's~~ decision shall be final.

Prospective school volunteers, except a parent or legal guardian who is accompanying his or her child's class on a field trip or on another type of occasional extra-curricular activity, shall be interviewed by the principal and must complete all volunteer forms provided to schools ~~by the Office of Schools and Regions~~ including ~~an application a~~ volunteer enrollment form, a background investigation authorization and release, a volunteer release form and, for those individuals who will be in contact with students for more than 5 hours a week, a certification of freedom from tuberculosis.

Criminal Background Investigation

In order to protect the safety and security of children and school staff, volunteer applicants, except a parent or guardian who is accompanying his or her child's class on a field trip or on another type of occasional extra-curricular activity, must submit to a criminal background investigation using the person's name, date of birth, gender, race, and Social Security number if available. If a background check conducted from these criteria fails to return the requested information, a background check using fingerprints will be done. A signature from the principal requesting the volunteer is required ~~on the background investigation authorization release form,~~ certifying that the applying volunteer has shown proof of identity. The school requesting the volunteer shall be responsible for the cost of the fingerprint check. If the prospective school volunteer will be used for security duties, he or she must submit to a fingerprint background check. After the initial criminal background check, volunteers must report any subsequent criminal convictions to the principal. If an individual refuses to submit to the background investigation, that person shall be ineligible to be a volunteer in the Chicago Public Schools. This includes a refusal to submit to all or part of the background investigation.

Individuals Receiving a Stipend

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 and must submit a Social Security number.

Incidental Adult Visitors

This policy shall not apply to 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.

AFFIRMATIVE ACTION

APPROVAL: Not applicable.

PERSONNEL IMPLICATIONS:

None.

FINANCIAL REVIEW:

Not applicable.

LEGAL REVIEW:

This Board Report was drafted by the Law Department.

Approved:

Barbara Eason-Watkins
Chief Education Officer

Respectfully Submitted:

Arne Duncan
Chief Executive Officer

Noted:

Kenneth C. Gotsch
Chief Fiscal Officer

Approved as to Legal Form:

Marilyn F. Johnson
General Counsel