

**AMEND BOARD REPORT 99-0728-PO4, THE CHICAGO
PUBLIC SCHOOLS VOLUNTEER POLICY**

THE GENERAL COUNSEL RECOMMENDS:

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 the required 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. 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 form, a background investigation authorization and release, a volunteer release form and 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, ~~and Social Security number. However, if a volunteer applicant does not have a Social Security number, he or she shall submit to an investigation based on name, date of birth and fingerprints:~~ 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 any portion of the background investigation process, he/she shall be ineligible to be a volunteer in the Chicago Public Schools.

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 considered to be volunteer and must submit a Social Security number.

AFFIRMATIVE

ACTION

APPROVAL: Not applicable.

PERSONNEL

IMPLICATIONS: None.

FINANCIAL

REVIEW: Not applicable.

LEGAL

REVIEW: This Board Report was drafted by the Law Department.

Approved:



MARILYN F. JOHNSON
General Counsel