

# CPS VOLUNTEER PROGRAMS HANDBOOK SUMMARY

## CPS BOARD POLICY

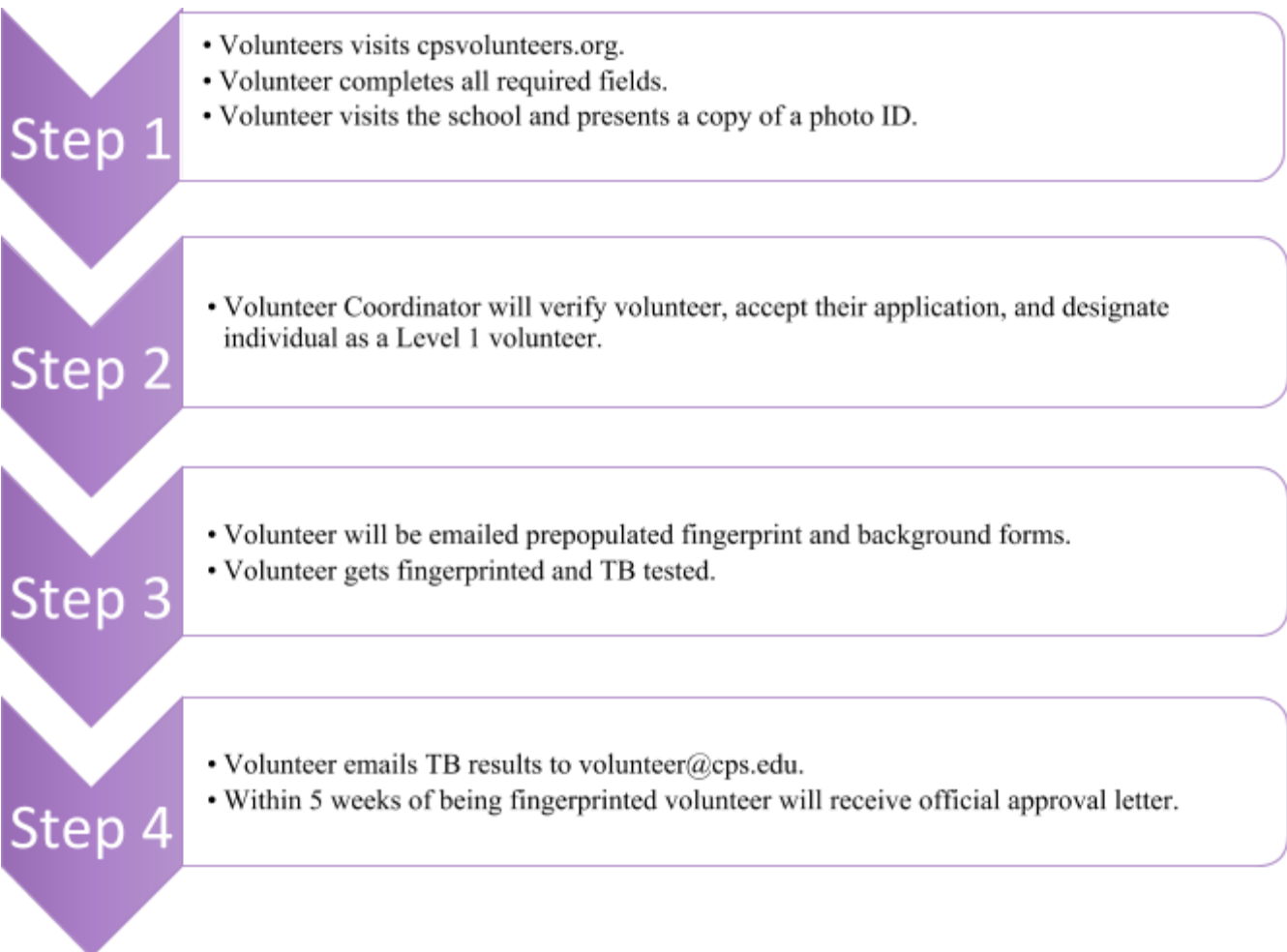
**PURPOSE:** This policy shall: (1) ensure that prospective volunteers are properly vetted and approved annually; (2) ensure that volunteers do not pose undue risk to the health and safety of CPS students and (3) make clear that CPS Principals are responsible for ensuring that volunteers are properly vetted and approved in advance and that approved volunteers are properly supervised while serving as volunteer. (Effective August 22, 2018)

NOTE: For more information about the Board Policy refer to the [Volunteer Programs Handbook](#).

## CPS VOLUNTEER CATEGORIES & PROCESS

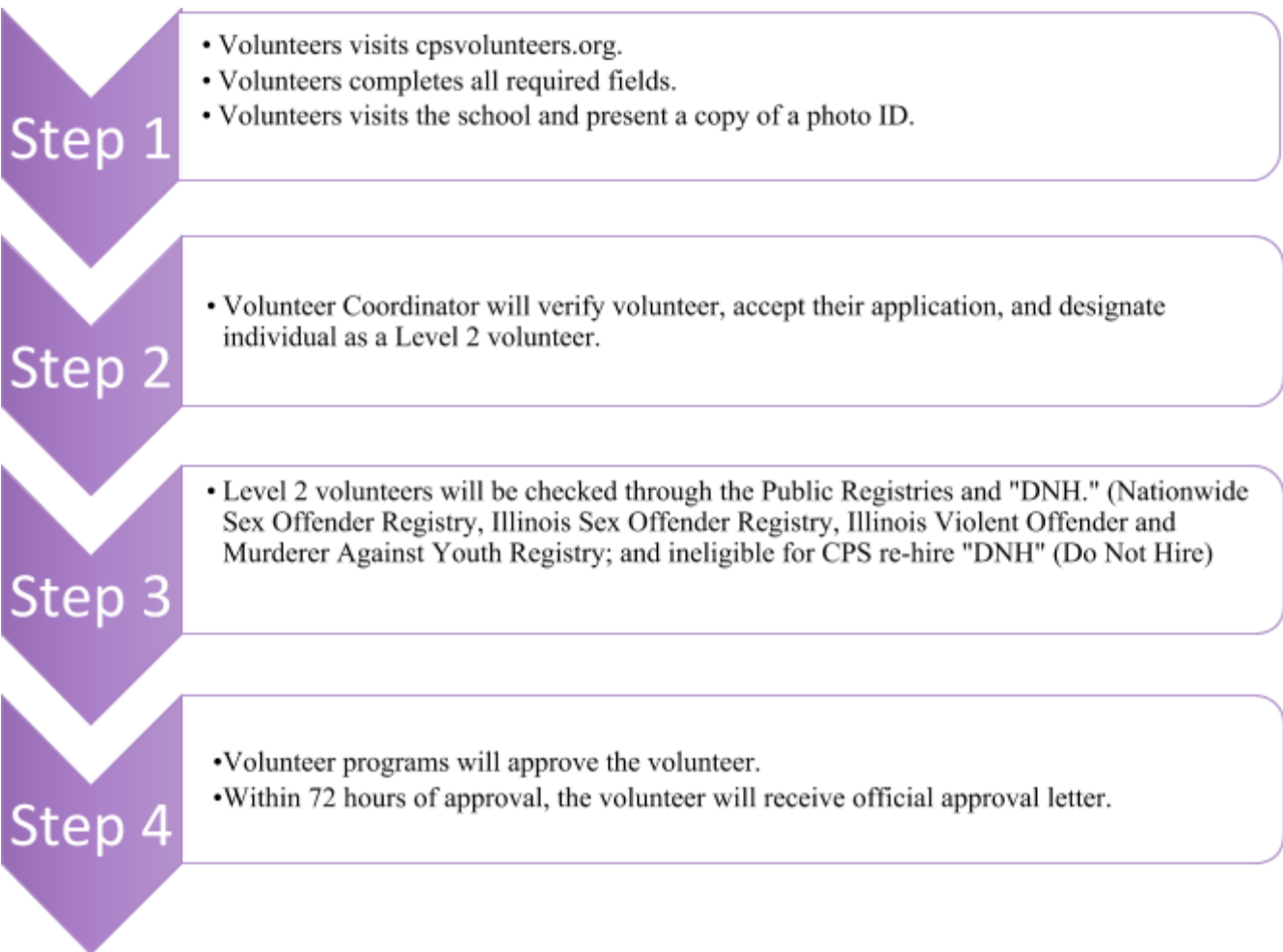
### A. Level I Volunteer

- A parent or guardian volunteering over ten hours a week
- Any individual or non-parent volunteering over 5 hours that does not have a child enrolled at the school
- Any parent or individual attending an overnight trip
- Anyone that will have one-on-one contact with a student
- All Volunteer coaches
- All Tutors (Virtual Tutors included)
- All Mentors



## **B. Level II Volunteer**

- A parent or guardian chaperoning a day field trip (within “line of sight” of a CPS employee at all times)
- Guest speaker at events or assemblies
- Serving as an Academic Judge for competitions
- Corporate volunteers
- A parent volunteer under ten hours a week in the school
- An individual volunteering under 5 hours a week that does not have a child enrolled at the school
- An individual taking classes in a Parent University or in schools with courses provided by the City Colleges of Chicago
- PAC Chairs
- Prom Chaperones



## **PRINCIPAL RESPONSIBILITIES**

\*\*\*Principals have the authority to distinguish volunteer activities and/or volunteer opportunities in their buildings.

For Level I and II Volunteers: The principal shall be responsible for all volunteers associated with their school, including those providing services outside of regular school hours.

For Level II Volunteers: The principal must ensure that all Level II Volunteers are supervised by a responsible full-time school employee(s) who has the volunteer in his/her line of sight at all times and do not exceed the maximum number of hours or perform services above and beyond that of a Level II volunteer.

Limits on Delegation: The principal may delegate the principal responsibilities identified in this policy only to a responsible Assistant Principal or licensed teacher and only if the principal establishes accountability measures to ensure the requirements of this policy are satisfied with fidelity.

NOTE: To see the full list of responsibilities, please refer to the [Volunteer Programs Handbook](#).

### **EXAMPLES OF INDIVIDUALS THAT ARE NOT SUBJECTED TO THE VOLUNTEER PROCESS:**

- Parent or guardian visiting the school specific to their child
- Parents attending Report Card Pick Up
- Parents attending a school assembly
- Parents attending a PAC, PTA, and or LSC meetings
- DCFS Personnel visiting a school specific to a child (i.e. investigation, Check in, observation).
- Family night activities
- Graduation ceremonies
- Spectator for evening sport events.
- Spectator for evening musical presentations.

### **EXAMPLES OR REASONS AN INDIVIDUAL SHALL BE DEEMED INELIGIBLE IF S/HE:**

- If the volunteer refuses to go through the volunteer process.
- If a parent or guardian has an order of protection against the volunteer.
- Convicted of any criminal offense enumerated in 105 ILCS 5/34-18.5(c) of the Illinois School Code (“Enumerated Offense”);
- Convicted of an offense that requires him/her to appear on a sex offender registry in any jurisdiction; or
- Designated as ineligible for rehire by CPS.
- An individual with an indicated finding from the Department of Children and Family Services (DCFS) or with a criminal offense that does not *per se* exclude them from volunteer service may be deemed ineligible to volunteer as determined by the Chief Executive Officer or designee.

### **ANNUAL RENEWAL PROCESS OF VOLUNTEERS**

Starting in 2018, volunteer coordinators or principals will be required to approve their school’s volunteers each year. This will ensure that we have the most up-to-date roster of volunteers, including volunteer coaches, working in every school.

On July 1 of each year, all applications in Civicore will be reset to “Awaiting School Approval” and the principal or volunteer coordinator must log in to Civicore at <http://cpsvolunteers.org/> to approve your school’s volunteers.

**Note:** The Department of Volunteer Programs will be conducting audits periodically. Schools will be notified prior to the audit.