

INDEX TO POLICIES: CHICAGO PUBLIC SCHOOLS

UPDATED THROUGH AND INCLUDING THE AUGUST 25, 2010 BOARD MEETING

SECTION 100: CHICAGO PUBLIC SCHOOLS, DISTRICT 299, ORGANIZATION

SECTION 101: SCHOOL DISTRICT LEGAL STATUS

101.1 83-11-1 Adopting the Name "Chicago Public Schools"

SECTION 102: SCHOOL DISTRICT PHILOSOPHY

102.1 Fiscal 2001 Chicago Board of Education Mission Statement
102.2 91-1023-PO1 Multicultural Education and Diversity
102.3 77-284 Faculty Integration
102.4 87-0527-MO1 Rights and Responsibilities of Parents and Students
102.5 **Rescinded** **Note: 86-1008-PE17 (Title IX of the Education Amendments of 1972 – Procedures for Employee Complaints) Rescinded by 08-0123-PO4 (See Section 102.8)**
102.6 03-0326-PO01 Privacy of Health Related Information (Employees and Students)
102.7 04-0825-PO3 Information Security Policy
Note: Adopted September 22, 2004
102.8 09-1216-PO1 Comprehensive Non-Discrimination, Title IX and Sexual Harassment

SECTION 200: CHICAGO BOARD OF EDUCATION

SECTION 201: BOARD GOVERNANCE

201.1 **Rescinded** **Note: 88-0622-PO1 (Board Goal Setting, School Board Evaluation, and Evaluation of Administrators Reporting Directly to the Board of Education) Rescinded by 08-1022-PO2**
201.2 90-0418-PO1 Employees of CPS Who Become Members of the Board of Education
201.3 **Rescinded** **Note: 87-0812-MO2 (Retention of Outside Counsel) Rescinded by 08-1022-PO2**
201.4 **Rescinded** **Note: 09-0325-PO1 (Expense Reimbursement of Board Members) Rescinded by 09-1216-PO4 – See Section 507.1**
201.5 **Rescinded** **Note: 00-0426-PO1 (Monitoring Commission for Desegregation Implementation) Rescinded by 05-0525-PO1**

SECTION 202: BOARD MEETINGS

202.1 04-0728-PO7 Guidelines for Public Presentation
Note: Adopted September 22, 2004
202.2 Rescinded **Note: 04-1027-PO2 (Presentation of Matters for Board Approval) Rescinded by 10-0825-PO2**

SECTION 203: BOARD RECORDS

203.1 10-0825-PO1 Compliance with Freedom of Information Act Requests
203.2 01-0725-PO3 Retention and Management of Business Records
203.3 07-0725-PO3 E-Mail Retention
203.4 10-0728-PO1 Research Study and Data Policy

SECTION 300: GENERAL SCHOOL DISTRICT ADMINISTRATION

SECTION 301: ADMINISTRATIVE ORGANIZATION

- 301.1 05-1221-PO1 Consolidation of Schools
Note: Rescinds 68-872 (Combination of Schools)
- 301.2 95-0814-PO1 Class Size

SECTION 302: ADMINISTRATIVE PROCEDURES

- 302.1 99-0825-PO3 Criteria Governing Determination of Educational Crisis
- 302.2 03-0326-PO04 Naming or Renaming Schools
- 302.3 **Rescinded** **Note: 99-0825-PO2 (Remediation and Probation Guidelines for Attendance Areas) Rescinded by 02-1218-PO01**
- 302.4 00-0726-PO1 School Re-Engineering
- 302.5 02-1023-PO03 School Intervention
- 302.6 10-0728-PO3 School Performance, Remediation and Probation Policy for the 2010-2011 School Year
- 302.6A 10-0728-PO4 School Performance, Remediation and Probation Policy for the 2011-2012 School Year
- 302.7 07-0627-PO4 Establish Renaissance Schools
- 302.8 08-0123-PO1 Compensation and Pay Plan
- 302.9 07-1219-PO2 Employees' Sick, Personal and Vacation Benefit Days

SECTION 400: OPERATIONAL SERVICES

SECTION 401: FISCAL AND BUSINESS MANAGEMENT

- 401.1 84-0328-RS2 Consolidated Cash Usage
- 401.2 **Rescinded** **Note: 97-0723-PO3 (Procurement Review Policy) Rescinded by 04-1027-PO3) See Board Rules**
- 401.3 71-1010-1 Building Contracts
- 401.4 **Rescinded** **Note: 89-0412-PO1 (Law Department Review and Approval as to Legal Form of All Contracts, Leases and Bonds) Rescinded by 04-1027-PO3) See Board Rules**
- 401.5 96-0124-PO3 State Chapter 1 Expenditure Guidelines
- 401.6 08-1217-PO1 Debarment Policy
- 401.7 97-0226-PO2 Local School Council Fundraising
- 401.8 **Rescinded** **Note: 80-12-2 (Return of Bid Deposits) Rescinded by 08-1022-PO2**
- 401.9 04-0526-PO1 Maintenance and Disposal of Assets
- 401.10 96-0124-PO2 Financial Supervision
- 401.11 02-0227-PO3 Use of Proceeds from Sale of Real Estate and Rental Income from Lease of Real Estate
- 401.12 81-91-15 Use of Proceeds from Sale of Real Estate
- 401.13 00-0823-PO1 Strategic Sourcing
- 401.14 02-0522-PO01 Auditor Independence and Provision of Consulting Services by External Auditors
- 401.15 05-0323-PO1 Fleet Management Policy
- 401.16 05-1116-PO1 E-Rate Management Policy
- 401.17 07-0523-PO1 Remedial Program for Minority and Women Owned Business Enterprise Participation in Construction Projects

SECTION 401: FISCAL AND BUSINESS MANAGEMENT (Continued)

- 401.18 07-0228-PO1 Remedial Program for Minority and Women Owned Business Enterprise Participation in Goods and Services Contracts
Note: Rescinds 91-0130-RS1
- 401.19 08-0924-PO1 Risk Management
Note: Rescinds 03-0723-PO01 (Section 409.2)
- 401.20 08-0924-PO2 Accounts Receivable
- 401.21 08-0924-PO3 School Internal Accounts Management
- 401.22 10-0324-PO2 Procurement Card

SECTION 402: TRANSFER OF FUNDS

- 402.1 80-58 Transfer of Funds Resolution Establishing Debt Service Funds for Notes, Bonds, and Leases, and Appointing Trustee for those Funds

SECTION 403: REVENUE AND INVESTMENTS

- 403.1 08-0827-PO1 CPS Investment Policy
- 403.2 98-0128-PO2 Development and Submission of Proposals, Grant Requests, and Applications for Supplemental Assistance
- 403.3 04-1027-PO1 Acceptance of All Grants, Gifts and Donations
Note: Rescinds 03-0625-PO01
- 403.4 96-0626-PO5 Rental of Facilities to Allow Leasing of Swimming Pools
- 403.5 96-0124-PO1 Establish Comprehensive Policy Regarding Sharing Lease Income from School Property
- 403.6 86-0122-RS3 Method of Recognizing Property Tax Revenues
- 403.7 03-1119-PO01 Imposition of Charges on Returned Payment Instruments
- 403.8 06-0426-PO3 Grant Administration
- 403.9 06-0628-PO1 Commercial Activity
- 403.10 08-0827-PO8 Fund Balance and Budget Management Policy

SECTION 404: DEBT

- 404.1 08-0827-PO5 Debt Management Policy
Note: Rescinds 05-0427-PO1
- 404.2 96-0626-PO3 Indebtedness Policy

SECTION 405: PAYMENT PROCEDURES

- 405.1 96-1023-PO2 Assistance Payments for Relocated Property Owners and Tenants
- 405.2 **Rescinded** **Note: 76-1323 (Payment of Claims for Past Construction Projects) Rescinded by 08-1022-PO2**

SECTION 406: ACCOUNTING/AUDITS

- 406.1 94-0727-RS6 Misappropriated or Misused School Funds

SECTION 407: FOOD SERVICE

- 407.1 **Rescinded** **See: Employee – Work Related Expenses, Section 507.1**
Note: 95-0726-EX6 (Purchase of Food and/or Refreshments for Central and Regional Office Meetings and Training Activities) Rescinded by 02-1023-PO04
- 407.2 95-0527-PO1 Availability of Alternative Food Items
- 407.3 04-0623-PO1 Operation of Snack Vending Machines

SECTION 408: STUDENT FEES

- 408.1 94-1026-PO2 Policy Regarding Waiver of School Fees
- 408.2 79-154-3 Guidelines for Establishing Elementary and High School Student Fees

SECTION 409: SAFETY

- 409.1 **Rescinded** See Board Rule 4-4 and Revisions to 105 ILCS 5/34-18.5
Note: 86-0312-PE54 (Fingerprinting and Background Checks for Newly Hired Personnel) Rescinded by 07-0627-PO1
- 409.2 **Rescinded** **Note: 03-0723-PO01 (Life Safety and Property Loss Prevention) Rescinded by 08-0924-PO1 (See Section 401.19)**
- 409.3 09-1216-PO2 Search and Seizure
Note: Rescinds 02-0227-PO1
- 409.4 **Rescinded** **Note: 88-1026-PO1 (Smoking Policy) Rescinded by 08-1022-PO2**

SECTION 410: FACILITIES

- 410.1 90-0919-PO1 Utilization of Physical Resources
- 410.2 92-0527-PO2 Removal of Mobile Classroom Units When New Permanent School Buildings Are Completed
- 410.3 99-0526-PO1 Facility Utilization and Establish Goal that Each Chicago Public and Charter School Enroll a Natural Proportion of Students With Disabilities
- 410.4 07-0523-PO2 Closing of Schools
Note: Rescinds 04-0225-PO2
- 410.5 98-0923-PO3 School-Based Health Centers
- 410.6 09-1028-PO3 Integrated Pest Management
Note: Rescinds 01-1128-PO2
- 410.7 05-0126-PO1 Shared Facility Policy
Note: Adopted February 23, 2005
- 410.8 08-0827-PO6 Green Cleaning Policy
Note: Rescinds 05-0928-PO1
- 410.9 08-0326-PO1 Charter School Capital and Facility Budget Policy

SECTION 500: PERSONNEL

SECTION 500A: EMPLOYEE DISCIPLINE

- 500A.1 04-0728-PO1 Employee Discipline and Due Process Policy
Note: Rescinds 80-231-19; 95-1025-PO1 (504.3); 95-1025-PO2 (505.4); 95-1025-PO3 (505.1); and 95-1025-PO6 (505.5)

SECTION 501: EQUAL EMPLOYMENT OPPORTUNITY

- 501.1 00-0823-PO5 Americans with Disabilities Act Policy and Procedures
- 501.2 **Rescinded** **Note: 97-1119-PO2 (General Non-Discrimination Policy) Rescinded by 08-0123-PO4 (See Section 102.8)**
- 501.3 01-0725-PO1 Section 504 of the Rehabilitation Act of 1973 Policy

SECTION 502: RESIDENCY

- 502.1 08-0227-PO1 Residency Policy for All Employees of the Board of Education

SECTION 503: ETHICS

503.1 04-0623-PO4 Code of Ethics for the Chicago Board of Education

SECTION 504: PROFESSIONAL PERSONNEL, EMPLOYMENT

504.1 08-1217-PO2 New Eligibility Requirements for Chicago Public Schools Principalship Policy (**Note: Rescinds 04-0225-PO1 - Requirements for the Selection of CPS Principals**)

504.2 07-1219-PO1 Reassignment and Layoff of Regularly Certified and Appointed Tenured Teachers

504.3 **Rescinded** See **Employee Discipline and Due Process Policy (500A.1) Note: 95-1025-PO1 (Personnel Policy, Teachers and Administrators: Discipline) Rescinded by 04-0728-PO1**

504.4 **Rescinded** See **Board Rule 4-3 and Policy on the Appointment and Assignment of Teachers and Principals – Section 504.9 Note: 76-1022 (Interim Principals) Rescinded by 07-0627-PO1**

504.5 **Rescinded** See **105 ILCS 5/34-8.1 Note: 86-1008-ED2 (Selection and Assignment of Counselors) Rescinded by 07-0627-PO1**

504.6 04-0825-PO1 New Teacher Induction
Note: Adopted September 22, 2004

504.7 00-0223-PO3 New Immigrant Teachers Policy

504.8 04-0922-PO2 Full-Time Teacher Certification

504.9 09-0722-PO2 Appointment and Assignment of Teachers and Principals

504.10 06-0426-PO1 Student Teacher and Pre-Service Teacher Enrollment

504.11 07-0124-PO3 Professional Support and Remediation of Contract Principals

504.12 07-1219-PO4 On-Loan Leave Policy for Tenured Teachers to Work in New Replicated Schools

SECTION 505: EDUCATIONAL SUPPORT PERSONNEL, EMPLOYMENT

505.1 **Rescinded** See **Employee Discipline and Due Process Policy (500A.1) Note: 95-1025-PO3 (Personnel Policy, Educational Support Personnel: Types of Appointments) Rescinded by 04-0728-PO1**

505.2 95-1025-PO4 Personnel Policy, Educational Support Personnel: Qualifications and Appointments

505.3 95-1025-PO5 Personnel Policy, Educational Support Personnel: Eligibility Lists

505.4 **Rescinded** See **Employee Discipline and Due Process Policy (500A.1) Note: 95-1025-PO2 (Personnel Policy, Educational Support Personnel: Discipline and Discharge) Rescinded by 04-0728-PO1**

SECTION 505: EDUCATIONAL SUPPORT PERSONNEL, EMPLOYMENT(Continued)

505.5 **Rescinded** See **Employee Discipline and Due Process Policy (500A.1) Note: 95-1025-PO6 (Personnel Policy, Educational Support Personnel: Probationary Period) Rescinded by 04-0728-PO1**

505.6 07-1219-PO3 Layoff, Interim Assignment and Reappointment of Educational Support Personnel Employees **Note: Rescinds 03-0423-PO02**

SECTION 506: CONSULTANTS

506.1 **Rescinded** **Note: 76-1382 (Full-Time Consultants) Rescinded by 08-1022-PO2**

SECTION 507: EMPLOYEE WORK RELATED EXPENSES

- 507.1 09-1216-PO4 Reimbursement for Work Related Expenses
Note: Rescinds 09-0325-PO1
- 507.2 06-0726-PO6 Tuition Support for Teachers and Educational Support Personnel Enrolled in Board-Sponsored Professional Development or Educational Programs

SECTION 508: MEDICAL

- 508.1 06-0726-PO2 Drug and Alcohol Free Workplace
- 508.2 97-1022-PO2 Disclosure of Employees' Medical and Psychological Information
- 508.3 03-0625-PO02 Use of Automatic External Defibrillators in the Chicago Public Schools

SECTION 509: SEXUAL HARASSMENT

- 509.1 **Rescinded** **Note: 03-0326-PO02 (Sexual Harassment and Procedures for Employee and Student Complaints) Rescinded by 08-0123-PO4 (See Section 102.8)**

SECTION 510: COMMUNICABLE AND CHRONIC INFECTIONS AND DISEASE

- 510.1 03-1022-PO01 Management of Communicable Diseases
Note: Rescinds 97-0430-PO1

SECTION 511: REPORTING OF ABUSED AND NEGLECTED CHILDREN

- 511.1 08-0723-PO2 Reporting of Child Abuse and Child Neglect

SECTION 512: RECOGNITION FOR SERVICE

- 512.1 88-0914-RS1 Teacher Appreciation Day

SECTION 513: LEAVES OF ABSENCE

- 513.1 02-0724-PO02 Family and Medical Leave Act
- 513.2 97-0528-PO1 Extended Sick Leave
- 513.3 05-0824-PO4 Supplemental Family and Medical Leave
- 513.4 05-0824-PO5 On-Loan Leaves of Absence with Pay for Employment in a Contract School
- 513.5 07-0725-PO2 On-Loan Leaves of Absence with Pay for Employment at an Educational Institution
- 513.6 05-0824-PO7 Sabbatical Leave
- 513.7 06-0726-PO7 On-Loan Leave Policy for Tenured Teachers to Work in Central and Area Offices

SECTION 600: INSTRUCTION

SECTION 601: PHILOSOPHY AND GOALS

- 601.1 03-0924-PO02 Illinois Learning Standards
Note: Rescinds 97-0528-PO2
- 601.2 96-0626-PO2 Homework Policy
- 601.3 **Rescinded** **Note: 81-51-1 (Title IX Regulations of the Education Amendments of 1972) Rescinded by 08-0123-PO4 (See Section 102.8)**
- 601.4 **Rescinded** **Note: 86-1008-PE18 (Title IX of the Education Amendments of 1972 – Procedures for Student Complaints) Rescinded by 08-0123-PO4 (See Section 102.8)**

SECTION 601: PHILOSOPHY AND GOALS (Continued)

- 601.5 **Rescinded** **Note: 71-1110 (Participation of Pupils in Competitive Non-Contact Sports) Rescinded by 08-1022-PO2**
- 601.6 05-1116-PO2 Home-Schooling
Note: Adopted: December 21, 2005
- 601.7 00-0927-PO1 Fine Arts Standards
- 601.8 09-0325-PO2 Chicago Public High Schools Athletic Association Constitution and By-Laws
Note: Rescinds 96-0327-RS9, 98-0722-EX1 and 01-0725-PO5
- 601.9 04-0623-PO2 NCLB Title I Comparability of Services

SECTION 602: ORGANIZATION OF INSTRUCTION

- 602.1 08-1022-PO1 Middle Grades Specialization
Note: Rescinds 87-0527-PO2
- 602.2 09-1216-PO3 Magnet and Selective Enrollment Schools and Programs for the 2010-2011 School Year
Note: Rescinds 08-0227-PO2
- 602.3 **Rescinded** **See Policy to Establish Renaissance Schools – Section 302.7**
Note: 02-0424-PO3 (Small Schools Policy) Rescinded by 07-0627-PO1
- 602.4 08-0625-PO1 Formal Governance Structure for the CPS' Head Start Program
- 602.5 07-0124-PO2 Governance of Alternative and Small Schools
Note: Rescinds 98-0429-EX2, 00-1025-EX2 and 03-0924-EX01

SECTION 603: BILINGUAL EDUCATION

- 603.1 02-1023-PO01 Bilingual Education Policy
- 603.2 98-0826-PO2 Adopt English as a Second Language Goals and Standards
- 603.3 99-0825-PO1 World Language Goals and Standards

SECTION 604: INSTRUCTIONAL RESOURCES

- 604.1 09-0722-PO3 (Member) Acceptable Use of the CPS Network and Computer Resources
- 604.2 03-0326-PO03 Student Acceptable Use of the CPS Network
Note: Rescinds 02-0626-PO04 and 97-0325-PO2
- 604.3 10-0526-PO1 Student Travel
- 604.4 98-0923-PO5 Purchase and Replacement of Textbooks and Instructional Materials
- 604.5 04-0324-PO1 Network Standards
- 604.6 04-0324-PO2 Aquatic Activity Safety
- 604.7 06-0322-PO1 New Collection Development Policy for School Libraries

SECTION 605: PROMOTION, CREDITS, GRADUATION

- 605.1 04-0128-PO1 High School Promotion
- 605.2 09-1028-PO2 Elementary School Promotion
- 605.3 06-0628-PO2 Minimum High School Graduation Requirements
- 605.4 96-0828-PO6 Granting Credit Towards Graduation for Courses Taken Outside of the CPS Day Program
- 605.5 08-0827-PO7 Awarding High School Credit and Placement for High School Level Courses Taken by Elementary Grade Students
Note: Rescinds 06-0628-PO3

SECTION 605: PROMOTION, CREDITS, GRADUATION (Continued)

605.6	99-0421-PO3	Suspension of Student Participation in High School Athletics and Extra-Curricular Activities
605.7	10-0324-PO1	Grade Change
605.8	96-0626-PO1	Awarding Credits and Diplomas to Students with Disabilities Enrolled in Non-Public School Programs
605.9	07-0627-PO2	Physical Education for Students Enrolled in Grades 11 and 12 Note: Rescinds 86-0806-ED3
605.10	09-1028-PO1	Veterans Diploma Policy
605.11	04-0428-PO1	Granting Credit Toward High School Graduation for Courses Taken Through Internet-Based Delivery
605.12	04-0526-PO5	Extracurricular Activities

SECTION 700: STUDENTS

SECTION 701: EQUITY

701.1		See: Multicultural Education, Section 102
701.2		See: Sexual Harassment, Section 102.8
701.3	01-1128-PO4	Accommodations for Student Religious Practices

SECTION 702: ENROLLMENT AND TRANSFER

702.1	10-0623-PO1	Enrollment and Transfer of Students in the CPS
702.2	Rescinded	See Enrollment and Transfer of Students in the CPS (702.1) Note: 96-0327-PO3 (Open Enrollment Policy) Rescinded by 04-0526-PO2
702.3	04-0526-PO3	Controlled Enrollment of Elementary and High Schools Note: Rescinds 96-0828-PO2
702.4	Rescinded	Note: 90-0321-PO1 (Student Attendance in Newly-Constructed Schools) Rescinded by 05-0525-PO1
702.5	96-1120-PO3	Education of Homeless Children and Youth
702.6	02-0327-PO1	Provision of School Bus Transportation to Students Participating in Designated Chicago Public Schools Programs
702.7	04-0128-PO2	Selective Enrollment High School Admissions Policy for Students with Disabilities

SECTION 703: ATTENDANCE

703.1	06-0222-PO2	Absenteeism and Truancy
703.2	05-0622-PO1	Review and Establishment of School Attendance Boundaries

SECTION 704: STUDENT HEALTH

704.1	08-0827-PO3	Student Health Examinations, Immunizations, Dental Examinations and Eye Examinations
704.2	06-0927-PO1	Administration of Medication During School Hours
704.3	88-0622-PO3	Student Alcohol and Substance Abuse Prevention and Intervention (K-12)
704.4	08-0625-PO2	Domestic Violence, Dating Violence and Court Orders of Protection, Restraint or No Contact Note: Rescinds 99-0728-PO2
704.5	04-0922-PO3	Student Social & Emotional Health
704.6	08-0827-PO4	Family Life & Comprehensive Sexual Health Education

SECTION 704: STUDENT HEALTH (Continued)

704.7 06-0823-PO4 Local School Wellness Policy Addressing Nutrition and Physical Activity in Schools

SECTION 705: STUDENT DISCIPLINE

705.1 97-1217-PO2 Reciprocal Records Agreement Between CPS and the Chicago Police Department

705.2 **Rescinded** **See Policy on Employee Discipline and Due Process – Section 500A.1 and Student Code of Conduct – Section 705.5**
Note: 91-0715-RS1 (Discipline of Students in the Schools) Rescinded by 07-0627-PO1

705.3 **Rescinded** **Note: 75-477-3 (Procedures for Suspension and Expulsion from School) Rescinded by 05-0525-PO1**

705.4 08-0723-PO3 Behavioral Interventions, Physical Restraints and Isolated Time Outs for Students with Disabilities
Note: Rescinds 95-1220-PO1

705.5 10-0728-PO2 Student Code of Conduct for Chicago Public Schools for the 2010-2011 School Year (Effective September 16, 2010)

705.6 08-0723-PO1 Procedures for Interviewing CPS Students

705.7 08-0723-PO4 Use of Momentary Physical Interventions with Students

SECTION 706: STUDENT RECORDS

706.1 01-0328-PO2 Guidelines for Maintenance of Student Records

706.2 91-0424-RS2 Report Card Distribution

706.3 08-0123-PO2 Parent & Student Rights of Access to and Confidentiality of Student Records

706.4 04-1117-PO1 Establish a Single, Comprehensive Student Information Management System

SECTION 707: DRESS CODE

707.1 96-0124-RS6 School Uniforms or Dress Code Policy

SECTION 708: POST SECONDARY EDUCATION & CAREER DEVELOPMENT

708.1 08-0123-PO3 Recruiter Access

SECTION 800: SCHOOL AND COMMUNITY RELATIONS

SECTION 801: PHILOSOPHY

801.1 **Rescinded** **Note: 72-261 (Personal Relationships in the Schools and Community) Rescinded by 08-1022-PO2**

801.2 06-0927-PO2 Volunteer Policy
Note: Rescinds 02-1218-PO02

801.3 04-0728-PO3 Title I Parental Involvement

SECTION 802: CONSERVATION OF CPS PROPERTY/PUBLIC GIFTS TO DISTRICT

802.1 00-0322-PO2 CPS Ownership of Intellectual Property

802.2 00-0223-PO1 Acquisition, Ownership, Conservation, and Maintenance of the Permanent Art Collection of the CPS