

BACK TO SCHOOL GUIDE '22-23



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Welcome!

Do you plan to deliver arts programs to CPS schools in the 2022 - 2023 school year? If so, this Back to School Guide is for you! The Guide has been designed to provide arts partner organizations with quick access to key partnership tools, updates, and resources to assist you in navigating CPS policies and protocols and strengthening relationships with school partners.

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Ingenuity Resources

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Ingenuity Partner Resources

Who is Ingenuity? Created in 2011 by more than 400 Chicago arts, education and philanthropic leaders, Ingenuity's mission is focused on ensuring that every student, in every grade, in every Chicago Public School has access to high quality and equity-centered arts as part of a well rounded education. Ingenuity has three primary program areas to approach this mission;

Data & Research

Data remains at Ingenuity's core, informing, prioritizing and fueling our organizational strategies to fill gaps in arts access across Chicago. We combine data from CPS, the Illinois State Board of Education, funders and arts partner organizations to provide the most accurate picture of arts education currently available for CPS.



- [artlook](#) - Ingenuity's online data hub connecting schools, arts partners, and determining areas of greatest need within CPS.
- [SOTA Reports](#) - Annual updates providing data from CPS and arts partners to address improvements and give an overview of current arts education.
- [Data Snapshots](#) - analysis by Ingenuity's Data & Research team that takes a closer look at information collected from the Creative Schools Survey and other sources.

The Creative Schools Fund

The role of the Creative Schools Fund is to support increased access to a high quality arts education for every student in every grade through teacher-designed arts programs in Chicago Public Schools.



The Fund has invested over \$16M in public and private funds directly into schools since 2013. An overview of updated processes and timeline for applying for the Creative Schools Fund for SY22-23 is coming soon.

- We plan to maintain these strategies:
 - Focus on filling gaps in arts instruction, building community, deepening arts quality, and justice through the arts
 - Same or increased total funding available
 - Continued support through the Lollapalooza Arts Education Fund
- Anticipated shifts in the next application cycle:
 - Multi-year grants to extend potential timeline for program implementation
 - Option for greater grant sizes to support year-long residencies

Partnerships & Learning

Ingenuity's Partnerships & Learning programs help ensure that community arts partners have access to relevant learning needed to propel high quality and equity-centered work in schools. Designed to meet the needs of a variety of audiences—from smaller capacity organizations and individual teaching artists to larger capacity organizations.



- [Programs at a Glance](#) - The latest on all that is P&L
- [Arts Partner Standards of Practice](#) - Standards for quality of arts programs and building impactful programs.
- [ArtsEd Partner Summits](#) - Annual partnership events focused on connecting CPS teachers and arts organizations to aid in filling the most pressing arts needs in schools.
- [CPDU Applications](#) - Applications and requirements for Continuing Professional Development Units offered by Ingenuity.
- [Ingenuity Virtual Learning \(IVL\)](#) - Access asynchronous learning modules that contain ebooks, videos, self-assessments, and other resources on a number of topics
- [Building Sustainable Partnerships](#) - How to cultivate meaningful planning sessions with school partners



Key CPS Resources

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CPS Partner Procedures & Procurement Resources

[Attestation Process FAQ](#) - Frequently asked questions regarding the process for vendors to update business information.

[CPS Background Check Process](#) - Requirements and facets of CPS background checks.

[CPS Supplier Portal FAQ](#) - Frequently asked questions about account information and troubleshooting for the CPS supplier portal.

[CPS Vendor Insurance Policy](#) - Detailed explanations of CPS insurance requirements for vendors and how to register this informati

[CPS Vendor vs Volunteer](#) - Information clarifying the difference between CPS vendors and volunteers, along with their criteria and steps to become approved.

[How to Become a Vendor](#) - Information directly from CPS explaining the two ways of becoming a vendor: contract and sponsorship.

[Procurement Policies](#) - CPS statements of procurement policies, including the code of ethics, debarment, indebtedness, and minority and women-owned business policies.

[Purchase Order Inquiries](#) - A direct link to fill out a CPS customer service request for assistance with purchase orders or payments.

[Vendor FAQ](#) - Frequently asked questions on a range of topics related to becoming a vendor, payment and reactivation, and insurance and safety.

[Vendor Provider Tiers](#) - An extensive FAQ detailing vendor tiers, online communication with students and families, background checks, summer programming, and more.

[Volunteers](#) - Information about the role of external volunteers and an explanation of the differences between a level one and level two volunteer.

CPS Health and Safety

[COVID-19 and Readiness Data](#) - Up to date logging of COVID-19 cases and testing within the district. Data is available by school, as well as being broken down by students, staff, and adults.

[COVID-19 Vaccination](#) - Information on accessing the COVID-19 vaccine, details about its use and age availability, and data on vaccinated individuals in the CPS community.

[Health Screener Instruction](#) - Guidelines for daily health screening required for any students, staff, parents, or other visitors to enter a CPS school.

[Student Health and Wellness Review Committee Guide](#) - Learn how health and wellness partners can provide programs to CPS and the steps included in the materials review process.

[Student Health and Wellness Review Materials Application](#) - The form where health and wellness partners can submit their materials for review to CPS.

[CPS Mandated Reporting Policy](#) - Responsibilities of mandated reporters

[DCFS Manual for Mandated Reporting](#)

[Mandated Reporter Training](#) - Online training to understand the responsibility of being a mandated reporter and signs to watch for when working with kids.



Additional CPS Partner Resources

[CPS Policy Handbook](#)

[CPS Executive Leadership - Who's who at CPS](#)

[CPS Equity Framework](#) - Detailed information regarding the CPS Office of Equity and how to apply this guidance in schools.

[CPS Healing Centered Framework](#) - CPS' approach to addressing student needs through the lens of trauma and healing.

[CPS Diverse Learners Policy & Procedures Manual](#)

Updated CPS procedures and guidelines for students referred for or currently receiving specialized services, issued by the Office of Diverse Learner Supports and Services (ODLSS) Available in multiple languages.

[CPS Student Travel Policy](#)

Establishes requirements for student travel and trips to ensure the safety and well-being of students and chaperones and establishes a uniform set of procedures that govern the travel approval process.

Key Standards

[CPS Framework for Teaching](#) - Adapted from the Danielson Framework for Teaching

[Downloadable Illinois Arts Learning Standards](#): Access full PDF sets of standards for music, visual arts, theatre, dance, and media arts at this site, hosted by [Arts Alliance Illinois](#).

[Skyline - Arts Scopes & Sequences](#)

As part of the district's Curriculum Equity Initiative titled Skyline, the Department of Arts Education brought in national arts education experts from SEADAE to train a CPS arts teacher cohort in the development of comprehensive PreK-HS scopes & sequences for Dance, Music, Theatre, and Visual Arts.

[Illinois Arts Learning Standards](#)

[Social and Emotional Learning Standards](#) - ISBE social and emotional learning standards divided into levels to measure emotional development throughout schooling.

[Learning for Justice Social Justice Standards](#) (The Teaching Tolerance Anti-Bias Framework) - Grade specific guidelines for teaching and implementing anti-bias practices in the classroom.

Prospective Arts Partners

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How to Become a CPS Arts Partner

Are you (or your organization) interested in working in Chicago Public Schools? Here are some key questions that need to be answered in order to pursue successful partnerships within CPS.

Step 1: Obtain a CPS Vendor Number

All partners who work with CPS schools must have an active vendor number from the CPS Department of Procurement.

To obtain a vendor number:

- You must first identify a school or schools to work with. Prospective partners can browse Ingenuity's [artlook® Chicago Map](#) to find detailed information on schools' arts-related data, their existing arts partners, and the types of partnerships they are seeking. Each school has a designated [Arts Liaison](#) who can be contacted regarding partnerships.
- Next, a school principal or network chief will need to sponsor you as a vendor and submit a sponsorship request form.
- Once your sponsorship is approved, you will receive a Supplier Application from the CPS Department of Procurement. Complete the application and provide the necessary documents for Procurement's review. Be sure to plan ahead, as the sponsorship and review process can take some time.
- If you are looking for additional information about vendorship, visit the [CPS Department of Procurement page](#).

Step 2: Get a Background Check if Needed

Determine whether your employees must complete a background check by using the [Vendor Background Check Rubric](#). Please note that information on an update in this process is forthcoming.

Step 3: Ensure your curriculum, instruction, and assessment align to the Illinois Arts Learning Standards, the CPS Instructional Core Vision, and the CPS Instructional Priorities.

All partners are strongly encouraged to demonstrably align their in-school and out-of-school programming and their professional learning offerings for CPS educators with the Illinois Arts Learning Standards, the Instructional Core Vision, and the Instructional Priorities.

In SY20-21, the CPS Office of Teaching and Learning released an Instructional Core Vision along with a set of six Instructional Priorities and currently engages all subject area teachers and school leaders in professional learning cycles aligned to these Priorities.



How to Become a CPS Arts Partner Cont.

Step 4: Do you have a clear vision of quality to guide your organization, your staff (teaching artists and administrators), your programs, and your partnerships?

Ingenuity's Arts Partner Standards of Practice are diagnostic tools for arts organizations and teaching artists to articulate their vision for quality teaching and learning in the arts. The APSP contain focus areas, elements and characteristics of practice which teaching artists and organizations can use as a guide for self-evaluation. Many arts education stakeholders use the APSP to help determine partner readiness, capacity, and program quality.

Step 5: Open a Purchase Order or Complete a No Cost Service Agreement

Before starting any work with CPS you must have an open Purchase Order with a school

1. Once a PO is open you may begin work
2. Once the work is complete you may invoice for services delivered
 - a. All invoices should include your Vendor #, PO #, and Invoice #
 - b. Email the invoice to cpsinvoice@cps.edu with your Vendor #, PO #, and Invoice # in the subject line
 - c. Make sure the school receipts services once rendered
 - d. Email artsvendors@cps.edu with questions about this process

No-Cost Service Agreements

After ensuring an active Vendor Number, Arts Partners that provide in-school, no-cost services must complete the Arts No Cost Service Provider Agreement 2022-2023 through DocuSign before services begin. CPS Arts will be sharing information about how you can access this agreement prior to the start of the school year on August 22.

This agreement should be completed for each individual service provided at each school an Arts Partner works with for all no-cost services. Please be sure to have the name and email of the school principal ready before starting to complete the agreement in DocuSign. The No-Cost Service Agreement must be completed through DocuSign to be sure all parties have signed the agreement.

For questions or assistance with this form agreement please email artsvendors@cps.edu.

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How can I determine my organization's vendor status?

Active vendor numbers deactivate after 15 months of no activity. For example, a Purchase Order (PO) was generated on 01-June-2016, if a PO has not been generated within the 15-month period (by 01-June-2017), the vendor number will deactivate.

If your vendor number has expired you will need to be sponsored for reactivation by a principal at a school you plan to partner with.

If you are looking for your vendor number please complete the [Procurement Customer Service Request Form](#) with the name your vendor number would be under or the Tax ID number, these are the best ways we can search for your number. We will help you find your vendor number and let you know if it is still active.

Please review the Arts Partner Quickstart Guide for more information on sponsorship.

Do I need to complete the vendor contract each year?

Beginning in August 2020, the CPS Department of Procurement started requiring Suppliers to complete an annual attestation to ensure the District has the most current business information and documentation for each Supplier. This ensures that, each year, CPS' records accurately reflect our Suppliers' business offerings and appropriate point(s) of contact. The Supplier Attestation also requires vendors to update their insurance certificates and may require them to complete background checks for their employees.

CPS Procurement has created a list of frequently asked questions (FAQ) to assist you.

What if schools don't pay for my services? Do I still need to be a vendor? How does that work?

If you are a **No Cost Services Provider**, you still need to be a vendor with the district.

- You will need to complete the Arts No Cost Service Agreement before you begin any services in schools. Failure to do so could result in debarment and/or other penalties consistent with the Agreement, the Board rules and policies, and applicable laws.
- Arts will have the new 2022-23 SY agreement ready for vendors in DocuSign before the start of school on Aug 22, 2022. Once it is ready you will be able to locate the link to the contract on our website. Please do not use last year's agreement.

Is it possible for teachers to register vendors?

All partners must have an active CPS vendor number. To obtain a CPS vendor number, you must be sponsored by a school principal. The school will ask you a few questions before submitting a sponsorship form to the Department of Procurement. Once your sponsorship is reviewed by Procurement, you will receive a Supplier Application. Complete that application and provide the necessary documents.

Be sure to plan ahead, as the review process can take some time (and it is only step 1 in the process)!

If you 1) do not know what your vendor number is or 2) think that you may have an inactive vendor number, please complete the Procurement Customer Service Request Form with the name that your vendor number would be under or your Tax ID number.



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Is there district wide protocol for having non-education staff members visit schools?

They would need to become volunteers or a volunteer organization.

Purchase Orders Policy

Before you start any work with CPS, you must submit a quote to the school you are working with and they will open a purchase order (PO). Under no circumstance should work ever begin before a PO is opened.

When your work is complete, you may invoice for the services delivered. All invoices must be emailed to cpsinvoice@cps.edu with your purchase order number in the subject line of the email, and your vendor number, PO number, and invoice number on the invoice itself. Make sure the school receipts for services once they are rendered.

If you have questions about the invoicing process you can email artsvendors@cps.edu. Again always include your vendor #, PO #, and Invoice # on all your documents. If you have questions about payment email accountspayable@cps.edu.

Has anything changed with COVID policies?

CPS COVID protocols haven't changed much since last year and are largely dependent on individual school communities. CPS still has the same guidelines around masking and vaccination. We have a few key reminders:

- **Masking:** In March of 2022, all CPS schools moved to a **mask-optional model**. While CPS will continue to encourage the use of masks, families and employees now have a choice about whether or not to wear a mask at school, outside on school property, on a school bus, or in the office. This model has been deemed safe by federal, state, and local public health authorities for areas where community transmission of COVID-19 is low, like Chicago.
 - There are certain situations when students and staff will still be required to wear a mask:
 - When visiting with the school nurse or other medical professionals in school
 - When an individual is exhibiting COVID-19 symptoms, including students visiting the school's Care Room
 - When an individual is exposed to someone with COVID-19, they must wear a mask for 10 days indoors after the date of exposure
 - When an individual is returning from five days of learning or working from home, they must wear a mask indoors for the next five days upon returning to school
 - At the direction of CDPH (Chicago Department of Public Health), an entire class may be required to wear masks
 - CPS may require masks again in the future if community transmission reaches a moderate or high level.
 - Wearing a mask can be a very personal decision. CPS has called on all students and staff to respect each other's choices when it comes to wearing a mask in school. Families' choices for their children will be supported by CPS staff
- **Vaccination Status:** Additionally, all vendor personnel with any direct contact with students must submit proof of full vaccination to their employer, unless they have received a religious or medical accommodation from their employer consistent with legal standards. CPS Procurement handles systems-level vendor communications around vaccination. They have communicated that vendors are to attest that all their employees have been vaccinated in the iSupplier portal.
 - There is currently no request/mandate for vendor staff to produce their vaccination card upon arrival at a given school.
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- **Daily Health Screener:** Some CPS schools have opted to use an online form called the Daily Health Screener to verify that students, staff and visitors are healthy before entering the building. If your school has opted to use the Daily Health Screener, you can complete the check-in process online (through the daily health screener) for each person visiting the school building each day.
 - COVID-19 Data Dashboard:
 - The COVID-19 Data Dashboard is designed to provide parents, staff, students, and other community members with timely, accurate, and useful information about how COVID-19 is impacting our school communities.
 - Contact Tracing Procedures:
 - When an individual tests positive for COVID-19, CPS' contact tracing team works to investigate the case and identify close contacts that they have been exposed to COVID-19. For more details on the contact tracing process
 - Classroom Cleaning and Disinfectant Guidelines
 - In order to provide a safe learning environment for all, CPS follows guidelines for classroom cleaning and disinfection.

Out of school Time (OST) agreements

For any organization who has an active vendor number, they may complete an [OST Agreement](#) for each school they are working with to provide OST programs. Using an OST agreement, schools cannot pay for more than \$10k worth of services with a partner in a given year.

All agreements are completed in DocuSign- it's a fairly easy process. Here's what they'll need:

- The name and email of the principal at your school
- Your organization's vendor number
- Your school partner's address
- Your pricing structure (if you are charging the school for your services)
- A schedule of your programs (this can be as simple as a one-page document that includes the dates and times when your programs will occur)

If you have any questions, email partnerservices@cps.edu

Background Checks

Ingenuity has been working with the CPS Safety and Security department and the Department of Arts to update and streamline this process and to also collectively save arts organizations thousands of dollars incurred through multiple background checks for each annually.

We will be releasing more formalized information over the next 2 weeks, but moving forward through the updated process;

- TAs of organizations participating will only need to secure one background check. The timeframe that this background check is still being finalized, but will likely be 3 years.
- It will be up to the organizations with shared TAs to determine who will be responsible for payment to Accurate Biometrics for the TA background check.
- This new process will require some coordination between organizations that Ingenuity will help facilitate.- we'll also do some initial intake and collect TA rosters to help better understand which TAs are working for which organizations –and to help determine which TAs will need background checks this year.
- Be on the lookout for news updates from both CPS and Ingenuity regarding this updated process in the next couple of weeks.

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