

ATTENDANCE CODING GUIDANCE FOR CPS ELEMENTARY AND HIGH SCHOOLS

All attendance documentation is a legal record; any and all actions associated with attendance taking must be accurate.

TERMS AND DEFINITIONS:

- **PRESENT:** A student has received a minimum of 300 instructional minutes.
- **FULL DAY ABSENT:** A student has received less than 150 instructional minutes.
- **HALF-DAY ABSENT:** A student has received between 150 and 299 instructional minutes.
- **EXCUSED ABSENCE:** A student is marked **EXCUSED ABSENCE** with a note that provides a reason that adheres to the CPS Policy for Valid Reasons for Absence. A student does not receive an **EXCUSED ABSENCE** until he/she returns with a **signed note or a call has been made and/or reported, and logged into the CPS Call Collection Log** that aligns with the Valid Reasons for Absence. If a child is marked absent, and the child was with another CPS designee for a school-based purpose, the Attendance Coordinator is to amend the attendance record so it is accurate. A school assigned suspension (SUS) is deemed an **EXCUSED ABSENCE**.
- **UNEXCUSED ABSENCE:** A student is marked as an **UNEXCUSED ABSENCE** when they are not in school and not attached to a school-based function. Any explanation that falls outside of the CPS Policy for Valid Reasons for Absence is **UNEXCUSED**.
- **SCHOOL FUNCTION:** The code of **SF (SCHOOL FUNCTION)** can only be used when it meets **TWO CRITERION:** 1) the event the student is participating in outside the classroom has a school purpose **AND** 2) that event is managed by a certified CPS employee or with a CPS employee who is supervised by a certified CPS employee. **SCHOOL FUNCTION** should never be massed assigned for a school. The chart below provides examples of the application of this criterion.

ATTENDANCE CODING GUIDANCE FOR ALL EVENTS THAT MAY CAUSE A CHILD TO MISS INSTRUCTION STARTS ON PAGE 2 OF THIS DOCUMENT.

ELEMENTARY SCHOOL		HIGH SCHOOL	
With Criteria Met, Examples of Events that CAN be Marked "SF" (School Function)	Examples of Events that CANNOT be Marked "SF" (School Function)	With Criteria Met, Examples of Events that CAN be Marked "SF" (School Function)	Examples of Events that CANNOT be Marked "SF" (School Function)
CPS School Sponsored/Approved Field Trip	School-Based Health Center/Clinic Non CPS-Staff	Dental/Hearing/Vision Test	Independent College Visit
	School Site Service for Medical Compliance (i.e., Medivan)- Non-CPS Staff	Counselor Visit	Independent High School Investigation
	Athlete Physicals-Non-CPS Staff	School Nurse Visit-CPS Staff	School-Based Health Center/Clinic Non CPS Staff
	Kindergarten Graduation	Peer Jury Participation	Early Return from a CPS School Sponsored Field Trip

The following identified events may result in a student missing instructional time. Each event has guidance as to how a child should be marked in his/her attendance record. Instructions may vary

between elementary school and high school. The CPS Policy regarding valid cause for absence and student travel (field trips) is provided at the end of the document.

PLEASE NOTE: EVERY EFFORT SHOULD BE MADE FOR A STUDENT NOT TO MISS INSTRUCTION.

EVENT THAT REMOVES STUDENT FROM INSTRUCTION	ATTENDANCE CODE INSTRUCTIONS FOR ELEMENTARY SCHOOL STUDENTS	ATTENDANCE CODE INSTRUCTIONS FOR HIGH SCHOOL STUDENTS	ADDITIONAL INFORMATION
HEALTH RELATED EVENTS			
Dental/Hearing/ Vision Testing	No change in attendance record	1) Period teacher marks student Absent (AUX) . 2) With proper documentation of student's participation , the Attendance Coordinator amends the period attendance to a School Function (SF) .	<ul style="list-style-type: none"> · A school designee coordinates in-school dental, hearing, and vision screenings. Screenings are performed by CPS employees. Exams are performed by CPS vendors. · Vision exams, Hearing exams, and Dental screenings need signed parental consent to participate, which serves as documentation for attendance. · SIM has a documented date inputted for all screenings and exams.
School Nurse Visit CPS Staff	No change in attendance record	1) Period teacher marks student Absent (AUX) . 2) With proper documentation of student's participation , the Attendance Coordinator amends the period attendance to a School Function (SF) .	

<p>STI Testing in Specific Schools</p>	<p>1) The ES student attends the appointment with the parent/guardian. 2) The amount of instructional minutes missed for the appointment is subtracted from the total instructional minutes for the child. 3) If the school-based health center appointment causes the child to fall below the 300 instructional minutes requirement for full-day attendance, the Attendance Coordinator will capture this in the student's attendance record as a Half-Day of Absence. 4) If the school-based health center appointment causes the child to fall below the 150 instructional minutes requirement for a half-day of attendance, the Attendance Coordinator will capture this in the student's attendance record as a Full-Day of Absence. 5) Documentation from the parent/guardian is required whether the child does or does not miss enough instructional time to impact their daily attendance. This documentation will also serve to change the AUX (Absent Unexcused) to AE (Absent Excused).</p>	<p>1) Period teacher marks student Absent (AUX). 2) With proper documentation of a student's participation, the Attendance Coordinator amends the period attendance to a School Function (SF).</p>	<ul style="list-style-type: none"> · This program is typically part of health education. Students who take the option to provide a urine sample for STI testing will not be in class. · Students age 12 and over can provide their own consent to participate.
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<p>School-Based Health Center Non-CPS Staff</p>	<p>1) The ES student attends the appointment with the parent/guardian. 2) The amount of instructional minutes missed for the appointment is subtracted from the total instructional minutes for the child. 3) If the school-based health center appointment causes the child to fall below the 300 instructional minutes requirement for full-day attendance, the Attendance Coordinator will capture this in the student's attendance record as a Half-Day of Absence. 4) If the school-based health center appointment causes the child to fall below the 150 instructional minutes requirement for a half-day of attendance, the Attendance Coordinator will capture this in the student's attendance record as a Full-Day of Absence. 5) Documentation from the parent/guardian is required whether the child does or does not miss enough instructional time to impact their daily attendance. This documentation will also serve to change the AUX (Absent Unexcused) to AE (Absent Excused).</p>	<p>1) The student who goes to the appointment during a class period is coded AUX (Absent Unexcused) by the period teacher. 2) Upon receipt of proper documentation, the Attendance Coordinator changes the period attendance from AUX to an AE (Absent Excused). 3) The student CANNOT be marked School Function (SF).</p>	<ul style="list-style-type: none"> · As an onsite clinic is not staffed by CPS employees, it is deemed an external entity, and, therefore, treated as such. · Schools should work with the clinic to encourage students to make appointments during their lunch periods.
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<p>Athletes Receiving a Physical and/or Students Receiving Medical Service to be Medically Compliant Non-CPS Staff</p>	<p>1) The ES student takes the school option to take the required physical or immunizations with parent/guardian permission on file. 2) The amount of instructional minutes missed for the appointment is subtracted from the total instructional minutes for the child. 3) If the appointment causes the child to fall below the 300 instructional minutes requirement for full-day attendance, the Attendance Coordinator will capture this in the student's attendance record as a Half-Day of Absence. 4) If the appointment causes the child to fall below the 150 instructional minutes requirement for a half-day of attendance, the Attendance Coordinator will capture this in the student's attendance record as a Full-Day of Absence. 5) Documentation from the parent/guardian is required whether the child does or does not miss enough instructional time to impact their daily attendance. This documentation will also serve to change the AUX (Absent Unexcused) to AE (Absent Excused).</p>	<p>1) The student who goes to the appointment during a class period is coded AUX (Absent Unexcused) by the period teacher. 2) Upon receipt of proper documentation, the Attendance Coordinator changes the period attendance from AUX to an AE (Absent Excused). 3) The student CANNOT be marked School Function (SF).</p>	<p>Physicals and Medical Compliance Exams are required mandates for enrollment and/or participation; the fulfillment of the mandate falls to the student's family. The school's accommodation to meet this mandate does not mean it is a school-related function.</p>
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<p>Medicaid Enrollment</p>	<p>Student is to be coded AUX (Absent Unexcused).</p>	<p>1) Student is to be coded AUX (Absent Unexcused). 2) A student that is in the Students in Temporary Living Situation (STLS) program who is age 14-18 years old and certified as "Unaccompanied" by the Homeless/STLS Liaison or School Social Worker is allowed to apply for Medicaid on their own. Their absence is marked as AUX (Absent Unexcused) by the period teacher, and then, upon receipt of proper documentation, the Attendance Coordinator changes the period attendance from AUX to an AE (Absent Excused).</p>	
<p>Princeton Vision Clinic (Offsite eyeglass fitting for participating schools)</p>	<p>1) Standard field trip protocol must be followed. 2) If a parent/guardian chooses to take their child to the clinic on their own, the child is coded AUX (Absent Unexcused). 3) When proper documentation is provided, the Attendance Coordinator changes the AUX (Absent Unexcused) to AE (Absent Excused).</p>	<p>1) Standard field trip protocol must be followed. 2) If a parent/guardian chooses to take their child to the clinic on their own, the child is coded AUX (Absent Unexcused). 3) When proper documentation is provided, the Attendance Coordinator changes the AUX (Absent Unexcused) to AE (Absent Excused).</p>	<p>Field trip/student travel policy is included at the end of this document.</p>

<p>High Contagion Level for Lice or Pink Eye</p>	<p>1) There is no change in the student's attendance record while s/he is removed from class. 2) The parent/guardian is contacted. 3) Attendance is marked as to when the parent/guardian picks up the child. 4) If the student is picked up below the 300 instructional minute mark, the student is coded as Half-Day Absent Unexcused. 5) If the student is picked up below the 150 instructional minutes mark, the student is coded as Full Day Absent-- AUX (Absence Unexcused). 6) The absence is coded AUX (Absent Unexcused) until the child returns with the appropriate documentation. The Attendance Coordinator then amends the record to AE (Absent Excused).</p>	<p>1) The period teacher marks student Absent (AUX). 2) The parent/guardian is contacted. 3) The Attendance Coordinator amends the period attendance to a School Function (SF) until the parent/guardian picks up the student. 4) Once the child has been picked up, the student is coded AUX (Absent Unexcused) for the subsequent periods 5) When proper documentation is provided, the Attendance Coordinator changes the AUX (Absent Unexcused) to AE (Absent Excused).</p>	
<p>Home Hospital/Homebound</p>	<p>1) Students who become eligible and approved for Home Hospital/Homebound instruction are indicated with HH. 2) Documentation by the homebound/hospital teacher or hospital team is recorded and filed with the school. 3) A student receives a ½ day of attendance only when s/he receives instruction from the homebound or hospital teacher only. This is determined by paperwork provided by the servicing person/agency. 4) All other days that the student is designated HH are recorded as excused absences.</p>	<p>1) Students who become eligible and approved for Home Hospital/Homebound instruction are indicated with HH. 2) Documentation by the homebound/hospital teacher or hospital team is recorded and filed with the school. 3) A student receives a ½ day of attendance only when s/he receives instruction from the homebound or hospital teacher only. This is determined by paperwork provided by the servicing person/agency. 4) All other days that the student is designated HH are recorded as excused absences.</p>	

COUNSELING, POST-SECONDARY AND ACADEMIC ENHANCEMENT EVENTS

<p align="center">COUNSELING, POST-SECONDARY AND ACADEMIC ENHANCEMENT EVENTS</p>			
<p>Counselor visit (Scheduled)</p>	<p>No change in attendance record</p>	<p>1) Period teacher marks student Absent (AUX). 2) With proper documentation of student's participation, the Attendance Coordinator amends the period attendance to a School Function (SF).</p>	
<p>Counselor visit (Unscheduled)</p>	<p>No change in attendance record</p>	<p>1) Period teacher marks student Absent (AUX). 2) With proper documentation of student's participation, the Attendance Coordinator amends the period attendance to a School Function (SF).</p>	

<p>Peer Jury</p>	<p>No change in attendance record</p>	<p>1) Period teacher marks student Absent (AUX). 2) With proper documentation of student's participation, the Attendance Coordinator amends the period attendance to a School Function (SF).</p>	<ul style="list-style-type: none"> • Whenever possible, interventions should be held during non-instructional times. • When not possible, students should first report to their class to receive a pass, and then attend an intervention that does not take up the entirety of the class period.
<p>Restorative Conversation/Peace Circles</p>	<p>No change in attendance record</p>	<p>1) Period teacher marks student Absent (AUX). 2) With proper documentation of student's participation, the Attendance Coordinator amends the period attendance to a School Function (SF).</p>	<ul style="list-style-type: none"> • Whenever possible, interventions should be held during non-instructional times. • When not possible, students should first report to their class to receive a pass, and then attend an intervention that does not take up the entirety of the class period.
<p>Social Emotional & Behavioral Interventions (i.e. Anger Coping/Think First, SPARCS, etc.)</p>	<p>No change in attendance record</p>	<p>1) Period teacher marks student Absent (AUX). 2) With proper documentation of student's participation, the Attendance Coordinator amends the period attendance to a School Function (SF).</p>	<ul style="list-style-type: none"> • Whenever possible, interventions should be held during non-instructional times. • When not possible, students should first report to their class to receive a pass, and then attend an intervention that does not take up the entirety of the class period.

<p>High school Investigation Day</p>	<p>1) A student participating in a HS Investigation Day on their own is marked AUX (Absent Unexcused).</p> <p>2) The High School investigation Day is turned from an AUX to an AE (Excused Absence) if the student is visiting a CPS school AND provides proof (i.e., signed artifact) of participation.</p> <p>3) If the program is a half-day program, the student is to return back to his/her school with physical documentation from the visited school (i.e., Passport); attendance is taken according to the 300 instructional minutes rule; if his/her return falls below the 300 instructional minute mark, s/he is marked Half-Day Absent; if his/her return falls below the 150 instructional minute mark, s/he is marked Full-Day Absent.</p> <p>4) Visited private or non-CPS high schools are marked as an AUX (Unexcused Absent). The Attendance Coordinator can amend the AUX (Unexcused Absent) to an AE (Absent Excused) with principal discretion;documentation rules apply.</p> <p>5) If the school is walking to a neighborhood HS or being bussed to the HS site, field trip and chaperone ratio rules apply.</p>	<p>NA</p>	<p>Field trip/student travel policy is included at the end of this document.</p>
<p>High School Shadow Day</p>	<p>1) A student participating in a Shadow Day is marked AUX (Absent Unexcused) until proof (i.e., signed artifact) is provided by the hosting CPS school.</p> <p>2) With proper documentation, the student who attended a CPS Shadow Day, then has his/her AUX (Absent Unexcused), changed to a SF (School Function). This only applies to CPS schools.</p> <p>3) If the child participating in a Shadow Day for a non-CPS school, the student is marked AUX (Absent Unexcused), and it is left to the principal's discretion whether s/he wants documentation to a non-CPS school Shadow Day to be deemed excused.</p>	<p>NA</p>	<p></p>
<p>College Field Trips and Visits</p>	<p>Standard field trip protocol must be followed.</p>	<p>1) Standard field trip procedures are followed for students participating in a school-sponsored college visit.</p> <p>2) Students who return back from a field trip early--even if they have been signed out of classes--are required to go to class; the school must amend the students' attendance record accordingly. The student cannot be marked School Function (SF) once they have returned from the field trip.</p> <p>3) A student participating in a college visit on their own is marked AUX (Absent Unexcused) for the day--without exception. Upon receipt of proper documentation, the Attendance Coordinator changes the AUX (Absent Unexcused) to an AE (Absent Excused).</p>	<p>Field trip/student travel policy is included at the end of this document.</p>

Scholarship Interviews	NA	<p>1) The student who goes to the appointment during a class period is marked AUX (Absent Unexcused) by the period teacher.</p> <p>2) Upon receipt of proper documentation, the Attendance Coordinator amends the period attendance from AUX (Absent Unexcused) to AE (Absent Excused).</p> <p>3) The student CANNOT be marked School Function (SF).</p>	
SOAR program	NA	<p>1) School marks the student AUX (Absent Unexcused) while at the program.</p> <p>2) Upon completion, SOAR provides the attendance record of the student to the school.</p> <p>3) The Attendance Coordinator amends attended days to AE (Absent Excused), unattended days remain as AUX (Absent Unexcused).</p> <p>4) The student CANNOT be marked School Function (SF).</p>	<ul style="list-style-type: none"> · Student remains on the roster of the school while attending the SOAR program. · A school cannot drop a student who exits the SOAR program.
Gallery 37	NA	<p>1) Students who participate in Gallery 37 are provided a special schedule so they may leave their home school with enough time to reach the Gallery 37 site.</p> <p>2) Student attendance is taken at the site.</p> <p>3) If a student is absent at their school, the high school is to send an email to the Site Coordinator at Gallery 37.</p> <p>4) The Site Coordinator should reference that communication. A student who is not reported as absent from the high school, but is absent from Gallery 37 must be reported to the school and parent/guardian immediately.</p> <p>5) The full attendance roster from Gallery 37 is scanned and sent to the home school where attendance is entered upon completion of the day's class.</p>	
Dual Enrollment	NA	<p>1) Students who participate in an off-school site Dual Credit Course are provided a special schedule.</p> <p>2) On days when the student is traveling to the college, the student should be scheduled in the college class course code.</p> <p>3) On days when the student does not have the college class, the student stays at the high school, and his/her attendance is recorded in the attendance course that is scheduled. The student is not allowed to go home or be without supervision.</p> <p>4) When the student has the off-school site college course, attendance is taken by the teacher of record for the college credit attendance course code.</p> <p>5) Students are to sign in with the Dual Credit CPS Coordinator prior to leaving for their college class; this provides a record of the student's exit.</p>	

Work-Study/Internships	NA	<p>1) Attendance is taken for participants either by the classroom teacher or by the organization managing the program.</p> <p>2) If a student is attending Work-Study or an Internship that impacts school time, a special schedule is provided.</p> <p>3) Students cannot attend the Internship or Work Study program if they are absent from school.</p> <p>4) Students are to sign in with the CPS Program Coordinator prior to leaving for their Internship; this provides record of the student's exit.</p> <p>5) Student attendance at the Work-Study or Internship is provided by the site; the school must update the student record accordingly.</p>	
In school Suspension (ISS)	<p>1) If the student is attending ISS (In-School Suspension), the attendance record for the child would be noted as ISS for the full day.</p> <p>2) The Student Code of Conduct should be referenced and the ISS environment must provide full instruction.</p>	<p>1) If the student is attending ISS (In-School Suspension), the attendance record for the child would be noted as ISS for the full day.</p> <p>2) IA DQI error will be generated if an ISS is applied for a singular period.</p> <p>3) The Student Code of Conduct should be referenced and the ISS environment must provide full instruction.</p>	
ROUTINE SCHOOL EVENTS			
Make-up Standardized Test	No change in attendance record	<p>1) Period teacher marks student Absent (AUX).</p> <p>2) With proper documentation of student's participation, the Attendance Coordinator amends the period attendance to a School Function (SF).</p>	For HS, if the make-up test occurs with the scheduled period teacher, attendance is taken normally.
AP/IB Testing	No change in attendance record	<p>1) Period teacher marks student Absent (AUX).</p> <p>2) With proper documentation of student's participation, the Attendance Coordinator amends the period attendance to a School Function (SF).</p>	For HS, if the AP/IB testing occurs with the scheduled period teacher, attendance is taken normally.
Class Picture/Yearbook Picture	No change in attendance record	<p>1) Period teacher marks student Absent (AUX).</p> <p>2) With proper documentation of student's participation, the Attendance Coordinator amends the period attendance to a School Function (SF).</p>	For HS, if the Class Picture/Yearbook Picture occurs with the scheduled period teacher, attendance is taken normally.
IEP Services and/or Meetings	No change in attendance record	<p>1) Period teacher marks student Absent (AUX).</p> <p>2) With proper documentation of student's participation, the Attendance Coordinator amends the period attendance to a School Function (SF).</p>	<ul style="list-style-type: none"> · All clinical evaluations are documented in SSM. · For HS, if the services/meeting occur with the scheduled period teacher, attendance is taken normally.

<p>Field Trip</p>	<p>1) Students who are on a field trip for 300 instructional minutes should be coded SF (School Function) for the day. A notation should be made indicating the start and end time of the field trip.</p> <p>2) Students who are not on a field trip for 300 instructional minutes should be marked "Present" and a notation should be made indicated the start time and end of the field trip in which the student is participating.</p>	<p>Standard field trip protocol must be followed.</p>	<p>Field trip/student travel policy is included at the end of this document.</p>
<p>Service Learning Project/Day of Service</p>	<p>Attendance is taken as usual; if applicable, standard field trip protocol must be followed.</p>	<p>Attendance is taken as usual; if applicable, standard field trip protocol must be followed.</p>	<p>Field trip/student travel policy is included at the end of this document.</p>
<p>School Competitions (i.e., Science Fair)</p>	<p>1) School competitions only occur before or after school; attendance is captured in City Span. No modification to a student attendance record should be needed.</p> <p>2) If a larger competition (i.e., regional Science Fair) is being attended, standard field trip protocols must be followed.</p>	<p>1) School competitions only occur before or after school; attendance is captured in City Span. No modification to a student attendance record should be needed</p> <p>2) If a larger competition (i.e., regional Science Fair) is being attended, standard field trip protocols must be followed.</p>	<ul style="list-style-type: none"> · For HS, a class may be scheduled during the student's school day. In such a case, standard attendance coding rules apply. · Field trip/student travel policy is included at the end of this document.
<p>Schedule Changes (i.e., school assembly, pep rally)</p> <p>and/or</p> <p>Special Schedules (i.e., Midterm Exams)</p>	<p>No change in attendance record</p>	<p>1) If the students attend with their period teacher, attendance is taken normally by their period teacher.</p> <p>2) If the assembly impedes upon regular period schedules, a Special Days Schedule request must be submitted in order for attendance to be captured accurately. A completed Calendar Day Exception (Bell Schedule) Change Request form must be submitted via the Aspen Configuration mailbox to be processed.</p> <p>3) If the student is attending as part of a period assembly, not with a specific teacher, paper attendance must be taken, and the Attendance Coordinator must input the attendance for all those who attend. Absent students are marked AUX (Absent Unexcused). With proper documentation, the Attendance Coordinator modifies the AUX (Absent Unexcused) to AE (Absent Excused).</p> <p>4) Mass attendance entries are prohibited.</p>	
<p>Tardy</p>	<p>1) Schools are required to have a school tardy policy.</p> <p>2) The policy must be posted and communicated publicly.</p> <p>3) Students who enter late must sign a Tardy Log that captures the student's name and time of entry.</p> <p>4) Implemented procedures should ensure that minimal instruction time is lost due to tardy processing.</p> <p>5) If the child brings a note explaining the reason for the tardiness, that note should be filed in the child's permanent folder.</p>	<p>1) Schools are required to have a school tardy policy.</p> <p>2) The policy must be posted and communicated publicly.</p> <p>3) Late entry must be captured via electronic entry log and/or tardy log.</p> <p>4) Implemented procedures should ensure that minimal instruction time is lost due to tardy processing.</p> <p>5) If the child brings a note explaining the reason for the tardiness, that note should be filed in the child's permanent folder.</p>	

<p>Early Dismissal</p>	<p>1) Early dismissal requests can only be made by a parent/guardian identified on the submitted school emergency form; students can only be released to a person on their emergency form.</p> <p>2) A phone call requesting an early dismissal release to a person that is not indicated on the emergency form is not permitted.</p> <p>3) Early dismissals must be captured in a log where the name of the student, the person who is picking the child up, as well as the date and time of pick up are all recorded.</p> <p>4) The Attendance Coordinator is to determine if the pickup time causes the student to fall below the 300 instructional minute mark.</p> <p>5) If the student is picked up below the 300 instructional minute mark, the student is coded Half-Day Absent Unexcused.</p> <p>6) If the student is picked up below the 150 instructional minutes mark, the student is coded Full Day Absent-AUX (Absence Unexcused).</p> <p>7) The absence is unexcused until the child returns with appropriate documentation. The Attendance Coordinator then amends the record to AE (Absent Excused).</p>	<p>1) Early dismissal requests can only be made by a parent/guardian identified on the submitted school emergency form; students can only be released to a person on their emergency form.</p> <p>2) A phone call requesting an early dismissal release to a person that is not indicated on the emergency form is not permitted.</p> <p>3) Early dismissals must be captured in a log where the name of the student, the person who is picking the child up, as well as the date and time of pick up are all recorded.</p> <p>4) Period teacher marks the student AUX (Absent).</p> <p>5) When proper documentation is provided, the Attendance Coordinator changes the AUX (Absent Unexcused) to AE (Absent Excused).</p> <p>6) A student who has reached the age of 18 can sign themselves out for an early dismissal.</p>	
<p>Early Dismissal for a Sport</p>	<p>Field trip procedures must be followed</p>	<p>Field trip procedures must be followed</p>	<p>Field trip/student travel policy is included at the end of this document.</p>
<p>Kindergarten Graduation</p>	<p>Kindergarten graduation is not recognized; students are to attend a full day of school with a minimum of 300 instructional minutes.</p>	<p>NA</p>	
<p>0 period/9th Period</p>	<p>NA</p>	<p>Per the Legal Department, a student who misses a class can only make up the exact same class on the same day. A tutoring session does not qualify; non-certified staff supervision does not qualify. The same content must be delivered by the certified subject matter teacher on the day when the missed course occurred.</p> <p>3) Prior to any school level action, coordination with Central Office Programming must be engaged for review. 4) All other attempts to put minutes on a child's schedule are not permissible.</p>	
<p>Graduation Practice</p>	<p>There is no special schedule nor is there any early dismissal on days where students practice for their graduation ceremony. Students are expected to receive the required 300 instructional minutes.</p>	<p>There is no special schedule nor is there any early dismissal on days where students practice for their graduation ceremony. Students are expected to receive the required 300 instructional minutes.</p>	

ES/HS Graduation Attendance	1) Graduation days are regular school days. 2) Per the Illinois State Board of Education. the requirement for 300 instructional minutes is still expected on a day where a graduation ceremony is held. 3) If a special schedule has been filed and approved, AND the ceremony lasts 180 minutes, the participating graduates can be marked as "Present" for the day. 4) Students are coded AE (Absent Excused) every day after graduation, if they are not in attendance. If they are in attendance, regular attendance procedures are followed.	1) Graduation days are regular school days. 2) Per the Illinois State Board of Education. The requirement for 300 instructional minutes is still expected on a day where a graduation ceremony is held. 3) If a special schedule has been filed and approved, AND the ceremony lasts 180 minutes, the participating graduates can be marked as "Present" for the day. 4) Students are coded AE (Absent Excused) every day after graduation, if they are not in attendance. If they are in attendance, regular attendance procedures are followed.	
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ABSENTEEISM AND TRUANCY Section: 703.1 Board Report: 06-0222-PO2 Date Adopted: February 22, 2006

THE CHIEF EXECUTIVE OFFICER RECOMMENDS THE FOLLOWING:

Amend the Comprehensive Policy on Absenteeism and Truancy, Board Report 05-0126-PO2 as follows:

POLICY TEXT:

I. DEFINITIONS

As used in this policy, the following terms shall have the following meanings:

A. "Valid Cause For Absence" shall mean:

- (i) illness;
- (ii) observance of a religious holiday;
- (iii) death in the immediate family;
- (iv) family emergency;
- (v) circumstances which cause reasonable concern to the parent or legal guardian for the safety or health of the student (the reasonableness of the parent's or legal guardian's concern is subject to evaluation by the principal, principal's designee, or other Board officials, on a case-by-case basis);
- (vi) other situations beyond the control of the student as determined by the principal, or principal's designee, on a case-by-case basis, including, but not limited to, homelessness and its attendant difficulties. (Students who may be homeless should be referred to the Homeless Education Department of the Office of Specialized Services for additional assistance.)

B. "Excused Absence" shall mean: an absence for which there is a valid cause either:

- (i) known to the principal or principal's designee, including suspensions issued pursuant to the Uniform Discipline Code; or
- (ii) attested by a letter (or note) signed by the parent or legal guardian setting forth such cause and approved by the principal or the principal's designee either before or after the date of the absence.

C. "Unexcused Absence" shall mean: an absence for which there is no valid cause either:

- (i) known to the principal or principal's designee; or
- (ii) attested by a letter (or note) signed by the parent or legal guardian setting forth such cause and approved by the principal or the principal's designee either before or after the date of the absence.

THE CHIEF EXECUTIVE OFFICER RECOMMENDS:

That the Board amend the Student Travel Policy.

PURPOSE: The objectives of this policy are to: (1) establish requirements for student travel and trips to ensure the safety and well-being of students and chaperones; and (2) establish a uniform set of procedures that govern the travel approval process.

POLICY TEXT:

I. DEFINITIONS

Chaperone: Chaperones are assigned to a trip by the principal to assist with the supervision of student behavior and group activities. Chaperones may include certified teachers, educational support personnel, or parents or other volunteers. Chaperones must be at least 18 years old. In order to be eligible to serve on an overnight student travel trip, all chaperones must meet the requirements in the Board's Volunteer Policy (Board Report 06-0927-PO2), as may be amended, which includes a criminal background investigation and a tuberculosis check.

Educational trips: Educational trips are designed (1) to provide students with knowledge and experiences to supplement their curriculum or (2) to provide enrichment experiences. Educational trips that supplement the curriculum include, but are not limited to, visiting museums and zoos and going to theater productions, business/industry tours, cultural exhibits, and nature centers. Educational trips that provide enrichment experiences include, but are not limited to, trips outside the borders of the U.S. or trips that are part of an extracurricular activity. Educational trips fall into one of the following four categories which determine the applicable trip requirements:

Category 1 - Trips outside the borders of the U.S or its territories

Category 2 - Trips within the U.S. that may include an overnight stay or have a total value of \$10,000 or more

Category 3 - One-day field trips with a total value of less than \$10,000

Category 4 - Interscholastic competitions and other similar events with a total value of less than \$10,000

Manager: The Manager means the Chief Area Officer or designee or the department head or designee who oversees the school's activities as determined by the Officer.

Non-educational trips: Non-educational trips are trips that have little or no educational value. They include, but are not limited to, trips to amusement parks and/or recreational facilities.

Officer: The Officer means the P-12 Management Officer or designee.

School Tour Supervisor: A School Tour Supervisor is a certified teacher designated by the principal to be the lead chaperone on a Category 1 or 2 trip and the point of contact for the principal while on the trip.

II. GENERAL REQUIREMENTS

- A. Educational Travel - Only educational travel is permitted. The Officer acts as final arbiter of whether a trip is educational or non-educational.
- B. Applications for Student Travel - The principal must file a Student Travel e-Application for each travel event.
- C. Permission slips and release forms – The principal must verify that there is a signed parent/guardian permission slip for each participating student and when applicable, a signed release form for each participating student and for each participating adult chaperone. The school must retain originals of each of the permission slips and/or release forms. Each form must have original signatures (i.e., no stamps and no initials).
- D. Funds disbursement - No funds, including deposits, shall be disbursed by a school before the Manager approves the Student Travel e-Application.
- E. Contract Review – Principals are required to follow the applicable Board Rules when entering into contracts.
- F. Scheduling Restrictions - Schools may not schedule Category 1 or 2 trips during the first three weeks or the last two weeks of the school year, unless an Officer authorizes an exception prior to scheduling the trip. Further, no student is permitted to participate in a trip when that student is scheduled to take a standardized test. Trips may be scheduled during the summer.
- G. Supervision – All trips must conform to the chaperone requirements for their Category.
- H. Planning – In general, student trips are planned by a certified teacher or administrator for one school. However, if a trip involves students from multiple schools, it must be approved by all of the respective principals, Manager(s) and Officer(s) involved. If a trip is planned by a central office department (which may or may not be in conjunction with an outside entity) the central office department is responsible for insuring compliance with all applicable requirements in this policy and guidelines.
- I. Right to Rescind - The Manager or Officer retains the right to rescind approval of trips when, in the judgment of the Manager or Officer, circumstances may jeopardize the safety of students and chaperones.
- J. Student participants – Only enrolled students are eligible to participate in a student trip. Students are subject to the Student Code of Conduct while participating in a student trip. The principal may refuse to allow a student from participating in any trip, consistent with the travel guidelines, so long as the student is not denied participation solely due to a disability. A student/parent may appeal the decision to deny a student’s participation to the Manager, who shall make the final determination.
- K. Additional Adult Trip participants – An adult who wishes to travel on a student trip, but who is not serving as a chaperone, must be approved by the principal and meet the requirements of the Board’s Volunteer policy.
- L. Approval – Approval requirements and timelines are determined by the trip category and all trips must be approved prior to the date of travel and/or the disbursement of funds.
- M. Guidelines - The CEO or his/her designee shall develop guidelines to establish procedures and forms necessary to implement the requirements of this policy.
- N. Violations - Violations of this policy may lead to action under the Employee Discipline and Due Process Policy (Board Report 04-0728-PO1), as may be amended.

III. SPECIFIC REQUIREMENTS

A. Requirements for Category 1 Trips - Trips outside the borders of the U.S. or its territories

1. Approval Procedures

- a. The principal should complete and submit the Student Travel e-Application to the Manager for initial approval no less than sixty (60) calendar days prior to the date of travel.
- b. The Manager will review and, upon finding it compliant with this policy, route the Student Travel e-Application to the Officer for final approval. c. The Officer is responsible for granting the final approval of the Student Travel e-Application and reporting it to the Board in a monthly student travel report.

2. Appeal

If the Manager does not approve the trip, the Manager shall cite the reasons in writing, and the principal may appeal the decision to the Officer.

3. Travel times and duration

- a. The duration of travel for elementary school students is limited to no more than seven (7) school days.
- b. The duration of travel for high school students is limited to no more than ten (10) school days.
- c. No student is permitted to participate in a trip three (3) weeks leading up to and including system-wide testing.

4. Location

- a. No travel is permitted to any place where the U.S. Department of State has issued a Travel Warning or where the region is deemed unsuitable for student travel by the Officer.
- b. No travel is permitted to any place where the Board's liability insurance is restricted.

5. Principal Responsibilities

- a. During the planning period of the trip, the principal is responsible for:
 1. Designating a School Tour Supervisor;
 2. Completing and reviewing the Student Travel e-Application to verify that all requirements are met;
 3. Verifying that the tour has educational value and reviewing the School Tour Supervisor's plan for students to complete classroom assignments;
 4. Informing the Officer if the trip will include students in grades 6 or lower for approval;
 5. Requesting approval from the Officer for any home-stay arrangements to house students with host families in private homes. Home-stays may only be requested for students in grades 7 through 12 in accordance with the travel guidelines;
 6. Verifying that all student and chaperone trip participants have valid passports;
 7. Regularly reviewing information about the destination country on the U.S. Department of State website (www.state.gov) to ensure that the students will not travel to any place where there is a Travel Warning. At a minimum, the review should occur: (1) at time of planning, (2) thirty (30) days prior to the trip and (3) the day prior to travel;
 8. Notifying the Manager if there is a Travel Warning and canceling or rerouting the trip;
 9. Upon Officer approval of the trip, registering the trip with U.S. Department of State (http://travel.state.gov/travel/tips/registration/registration_1186.html) and recording the confirmation number in the Student Travel e Application;
 10. Verifying that the School Tour Supervisor has the U.S. Consulate contact information for the destination countries; and
 11. Identifying and specifying emergency procedures for School Tour Supervisor.

b. While the trip is in progress, the principal or designee must:

1. Maintain contact with the School Tour Supervisor on a daily basis and as needed during the trip;
2. Have readily available emergency information and copies of travel documents for all students and chaperones (e.g. copies of passports, copies of visas, medical information including allergies and medications, and contact persons and numbers);
3. Have available the name and telephone number of the tour operator or travel agency;
4. Have available the address and telephone number of the nearest U.S. consulate and/or embassy in the destination countries;
5. For home-stay arrangements, have available the name, address, telephone numbers and language capabilities of all host families; and
6. In case of an emergency, notify parents/guardians of the students involved, the Manager and Officer as soon as possible.

6. Supervision

a. School Tour Supervisor Responsibilities

1. Securing international cell phone;
2. Maintaining contact with the principal on a daily basis and as needed during the trip;
3. Holding all emergency information for all trip participants (passports, visas, medical information including allergies and medications, and contact persons and numbers in case of an emergency);
4. Having available the address and telephone number of the nearest U.S. consulate and/or embassy;
5. Having available the name and telephone number of the tour operator or travel agency;
6. When applicable for home-stay arrangements, having available the name, address and telephone numbers of host families; and
7. Developing and implementing a plan to ensure that student-participants' classroom assignments are met.

b. Chaperone Responsibilities

1. Chaperones must accompany students during the trip and while in transit to and from the travel destination;
2. One (1) chaperone is required for every six (6) students. A minimum of two (2) certified teacher employees is required regardless of the number of students traveling; and
3. In case of an emergency, the chaperones must contact one of the following as soon as possible in the order given and subject to availability: principal, Manager and Officer.

7. Insurance

1. The principal must require that each student and chaperone participant secure travel insurance to cover trip cancellation and medical coverage consistent with the travel guidelines. The Board is not responsible for any expense incurred due to the cancellation or rerouting of any trip for any reason.

B. Requirements for Category 2 Trips - Trips within the U.S. that may include an overnight stay or trips having a total value of \$10,000 or more

1. Approval Procedures

a. The principal should complete and submit the Student Travel e-Application to the Manager thirty (30) calendar days prior to the trip. b. The Manager will review and, upon finding it compliant with this policy, route the Student Travel e-Application to the Officer for approval. c. The Officer is responsible for granting the final approval of the Student Travel e-Application and reporting it to the Board in a monthly student travel report.

2. Appeal

If the Manager does not approve the trip, the Manager must cite the reasons in writing, and the principal may appeal the decision to the Officer.

3. Supervision

- a. The principal must appoint a School Tour Supervisor and identify trip chaperones in a ratio of one (1) adult to every six (6) students with a minimum of two (2) chaperones on every trip, one of whom must be a certified teacher employee.
- b. For ROTC trips, an Officer may approve a Manager's request for an exception to the chaperone ratio requirement noted above and allow a ratio of one (1) adult to every ten (10) students with a minimum of two (2) chaperones on every trip, one of whom must be a certified teacher employee.

C. Requirements for Category 3 Trips - One-day field trips (with a total value of less than \$10,000)

1. Approval procedures

- a. The principal must submit the Student Travel e-Application to the Manager for review at least five (5) workdays prior to the trip. b. The Manager is responsible for reviewing the Student Travel e-Application for compliance with this policy and giving final approval. The Manager's determination is final.
- c. Notwithstanding the foregoing, a principal may grant approval of walking tours of areas in and around the school neighborhood (i.e. visits to nearby parks) if (1) parents/guardians have provided consent on file for walking tours for the school year, and (2) the principal records his/her approval and completes a Student Travel e-Application for the walking tours.

2. Supervision

- a. The principal must identify trip chaperones to accompany students in a ratio of one (1) adult to every ten (10) students, with a minimum of two (2) chaperones on every trip, one of whom must be a certified teacher employee.
- b. If a trip involves one or two students, then one certified teacher or coach may chaperone with express permission from the principal and parent/guardian. If a trip involves a citywide event or activity, the principal must comply with the chaperone requirements specified for such event or activity in the travel guidelines.
- c. The principal is responsible to verify and comply with the chaperone requirements of the facility or event being visited. If the facility or event requires a smaller chaperone ratio than this policy requires, the principal must appoint additional chaperones.

D. Requirements for Category 4 Trips - Interscholastic competitions and other similar events with a total value of less than \$10,000

1. Approval Procedures

- a. Season athletic schedules and ROTC semester or annual schedules must be recorded and approved via the Student Travel e-Application. b. Non-scheduled interscholastic competitions, interscholastic athletic or ROTC events and other similar events, require the principal to complete and submit the Student Travel eApplication to the Manager for approval prior to the date of the trip.
- c. Any request for participation in a sporting event outside of the Chicago city limits must also be approved by the Director of Sports Administration or his/her designee.
- d. Any request for participation in an event that involves an overnight stay and/or has a total value of \$10,000 or more is a Category 2 trip and shall require the principal to follow all requirements for Category 2 trips.

2. Supervision

- a. Chaperones must accompany students in a ratio of one (1) adult to every ten (10) students with a minimum of two (2) chaperones on every trip, one of whom must be a certified, school assigned teacher or coach.
- b. If a trip involves one or two students, then one certified teacher or coach may chaperone with express permission from the principal and parent/guardian.

IV. COSTS AND FEES

- A. Parental Notice - A written description of all costs of the trip must be provided in advance to students and parents.
- B. Fee waiver - Schools shall adhere to the Policy Regarding Waiver of School Fees (Board Report 94-1026-PO2), as may be amended, and provide a waiver of trip fees for Category 3 trips, if applicable.
- C. Compliance with School Internal Accounts Manual - Schools must comply with the "School Internal Accounts Manual" for collecting, maintaining, and disbursing funds related to student trips.
- D. Discretionary funds – Discretionary funds such as State Chapter 1 funds may be used for student trips when permitted under the State Chapter 1 Expenditure Guidelines (Board Report 96-0124-PO3), as may be amended.

IV. STUDENTS WITH DISABILITIES

Students with disabilities shall not be denied participation in a student trip solely based on their disability. These students may require additional staff and/or accommodations which shall be provided in accordance with the student's Individualized Education Program or Section 504 Plan at no additional cost to the student or parent/guardian. The principal must make special note of additional chaperones necessary for students with disabilities on the Student Travel e-Application.

V. TRANSPORTATION

The following transportation requirements apply to student trips authorized under this policy:

- A. Licensed Carrier - When the total number of students is ten (10) or more, schools must use a school bus or licensed carrier appearing on the Department of Risk Management's Approved Field Trip Vendor list, or CTA or RTA vehicles, or other public common carrier (Greyhound, Amtrak, etc.), or U.S. Military.
- B. Private Vehicles Use - Use of private vehicles for student trips is strongly discouraged. However, when use of a private vehicle is the only feasible method of travel, such vehicles may be used only if the total number of passengers per vehicle (including the driver) is ten (10) or fewer and the following requirements are met:
 - 1. The private vehicle must be a motor vehicle designed to carry no more than ten (10) passengers (including the driver), with functioning seatbelts for each person;
 - 2. No more passengers (including the driver) may be transported in the private vehicle than the vehicle was designed to carry; and
 - 3. Any person requesting to transport students in a private vehicle must receive prior written approval from the principal and the parents or legal guardians or the students being transported. No employee may transport any student without written consent from the principal and parent/legal guardian of the student.
 - 4. The principal shall ensure that the driver holds a valid driver's license and liability insurance of \$300,000 for a vehicle manufactured to transport up to six (6) passengers or \$500,000 for a vehicle manufactured to transport more than six (6) passengers.
 - 5. The principal must retain a photocopy of the driver's license and insurance documentation.
- C. Passenger Vans - No fifteen (15) passenger vans shall be used to transport students or staff.

VI. WATER ACTIVITIES

- A. The trip must comply with the Board's policy on Aquatic Activity Safety (Board Report 04-0324-PO2), as may be amended.
- B. Non-applicability - This restriction does not apply to interscholastic swimming and diving competitions, nor to trips specifically arranged for swimming instruction taught by Red Cross-certified or comparably-certified personnel as part of the physical education curriculum.
- C. Under no circumstances are students allowed to use sailboats, rowboats, canoes or other recreational boats; this prohibition does not apply to student transport on U.S. Coast Guard approved commercial boat charters.

Amends/Rescinds: Amends

Amends/Rescinds: Amends 07-0725-PO1 Cross References: 03-0527-PO01; 02-0828-PO04; 01-0926-PO1; 97-1217-PO1

Legal References: 105 ILCS 5/29-3.1; 105 ILCS 5/34-18; 105 ILCS 5/10-20.13