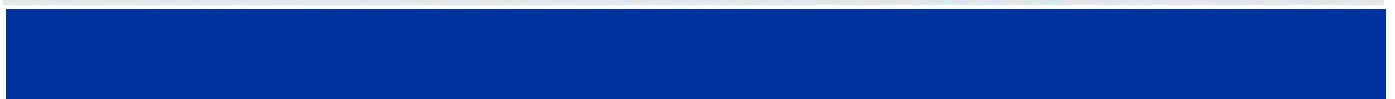




STUDENT TRAVEL GUIDELINES

SY2023-2024

Department of Policy, Ethics, and Records



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STUDENT TRAVEL GUIDELINES

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INTRODUCTION

Chicago Public Schools has several policies and procedures that govern student travel. These guidelines consolidate student travel information for the convenience of our schools.

CPS permits trips that are educational in nature during school hours. Educational trips include trips designed to provide students with knowledge and experiences to supplement their curriculum.

Educational trips include but are not limited to visiting museums, zoos, theater productions, business/industry tours, cultural exhibits, nature centers, sports practices and games. Educational trips also include enrichment experiences such as trips taken outside U.S. borders or trips that are part of an extracurricular activity.

Non-Educational trips are not permitted during school hours. Non-educational trips include trips that have little or no educational value. These include but are not limited to trips to amusement parks and/or recreational facilities.

GENERAL INFORMATION

Submission of Student Travel Request

All student travel requests should be submitted through the [ORACLE Student Travel Portal](#), part of the Oracle E-Business Suite. Student travel requests must be approved by a school's principal and the Department of Education Policy and Procedures in ORACLE before they are permitted to proceed. The submission deadline varies based on the category of travel requests. Student travel request must be submitted within the following time frame:

- Category 1 (International Travel) - 60 days before date of travel
- Category 2 (Overnight Travel) - 30 days before date of travel
- Category 3 (Day Trips) - 5 days before date of travel
- Category 4 (Interscholastic Competitions/Events) - 5 days before date of travel

Liability Risks

Some activities are not permitted due to liability risks. These activities include but are not limited to high ropes courses, paintballing, go carts, trampolines, obstacle courses (high), skiing, rock climbing/wall (over 10 feet). If you have questions about whether a specific activity might be prohibited for liability reasons please email Risk Management at: riskmanagement@cps.edu

Scheduling Restrictions

Category 1 (International Travel) and 2 (Overnight Travel) trips are prohibited during the first three and last two weeks of school UNLESS specifically approved by a school's Network Chief. If your school plans to attend a category 1 or 2 trip within this timeframe please attach a signed letter from your Network Chief to your Oracle Travel Requests.

Bus Travel

Student travel on yellow school buses & motor coach buses is only allowed with CPS approved vendors. You can find an up-to-date list of yellow bus vendors [here](#). If you want to transport your students on a different bus, then please work with Risk Management (riskmanagement@cps.edu) to ensure that the bus company has adequate insurance.

Risk can only review bus vendor insurance, therefore please work with additional departments for their portion:

- Safety & Security (background check drivers)
- Procurement (certificate of good standing, etc. including debarred vendor list)
- Student Transportation

Prohibition on Water Activities

No aquatic activities may be conducted at any out-of-town pool or other water facility unless the pool or other water facilities is properly licensed, a currently certified lifeguard(s) whose only responsibility is to lifeguard swimmers is on duty, and a CPS affiliated adult supervisor is present at the pool or other water facility.

Incentive Trips

Chicago Public Schools permits incentive field trips. Incentive trips are only permitted during non-school hours (after-school, weekends, holidays, etc). Incentive trips include but are not limited to trips to amusement parks and recreational facilities. Certain activities will continue to be prohibited because of Risk Management concerns as discussed above. If you have questions regarding incentive trips, please contact the Department of Policy and Procedures at (773) 553-2044.

Exception: Incentive trips are permitted during school hours the last week of school for all grades.

Amusement Parks: STEM Days

Generally, trips to amusement parks are only permitted during non-school hours (after school or on days of non-attendance). The only exceptions to this policy are for Math and Science Day and Physics Day at Six Flags Great America. These trips may be taken during school hours on the official Physics Day or Math and Science Day respectively.

Volunteer Application Process

Volunteer Programs are intended to provide a stream-lined pathway for parents and community stakeholders to contribute their valuable time and talents to the learning and enrichment experience of our students. Through strategic engagement with school leadership, the department is deepening the pool of volunteer talent, while establishing mutually rewarding experiences for students, parents, partners and schools.

Parents who wish to volunteer on overnight trips (Category 2) must be cleared through Volunteer Programs to be a Level 1 volunteer. Please refer to **page 10** for further details.

General Questions?

ServiceNow

Please submit a ticket in [ServiceNow](#) (system managing support requests).

ServiceNow is the CPS self-ticketing system. This tool features a more intuitive interface designed to simplify the process of requesting support or service for CPS staff.

Service Category:

[Student Travel Management](#)

How to Submit a Ticket:

[ServiceNow Submitting and Checking Status of Tickets](#)

This document is a step-by-step guide on how to submit a service ticket as well as check the status of your ticket in the new system, ServiceNow.

Please contact Policy and Procedures at:

Cherise Curtis, *Policy Assistant*, (773) 553-2044, ccurtis7@cps.edu

STUDENT TRAVEL CHECKLISTS

INSTRUCTIONS: Please use this document as a guide when submitting Student Travel Requests in Oracle. All forms and documentation referenced must be attached to Student Travel Request in Oracle.

CATEGORY 1: INTERNATIONAL (60 DAYS BEFORE DATE OF TRAVEL)

Trip Duration

- No more than 7 instructional days for elementary students
- No more than 10 instructional days for high school students

Chaperones*

- 1/6 Chaperone: Student Ratio - (2) two certified teacher employees / minimum of two chaperones on every trip
- Lead Chaperone Identified

Non-Staff Chaperones

- Volunteer Clearance Letter(s) for all Non-CPS chaperone(s)

Travel/Contact Information

- International Emergency Cell Phone # for lead chaperone
- Detailed Itinerary
- Flight Information (Add Leg)
- Travel Insurance showing the names of all student and chaperones traveling
- Documentation showing that the trip has been registered with the US Department of State Registration. Trips can be registered at [Smart Traveler Enrollment Program](#)
- [Travel Warning](#) - No travel is permitted to any place where the U.S. Department of State has issued a travel warning
- Name, Address and Phone number of destination/living accommodations
- All Contracts (approved by Law, if applicable)

Water Policy

- Water Policy Letter, signed by the principal and on the schools letterhead/living accommodations

* ROTC may request an exception to the chaperone requirement for Category 1 trips and be allowed to have a chaperone to student ratio of 1:10 with a minimum of two chaperones on every trip, two of whom must be a certified teacher.

*Student Travel does not require student passports to be submitted in Oracle for approval.

CATEGORY 2: OVERNIGHT (30 DAYS BEFORE DATE OF TRAVEL)

Trip Duration

- No more than 7 instructional days for elementary students
- No more than 10 instructional days for high school students

Chaperones*

- 1/6 Chaperone: Student Ratio - (1) one certified teacher employee / minimum of two chaperones on every trip
- Lead Chaperone Identified

Non-Staff Chaperones

- Volunteer Clearance Letter(s) for all Non-CPS chaperone(s)

Transportation

- [Approved CPS Vendor](#)

Private Vehicle

- No more than 10 passengers
- Driver's License
- Insurance Coverage (The insurance coverage must be \$300,000 for 1-6 passengers and \$500,000 for 7-10 passengers)
- Written (signed) permission from Principal/Guardian

Travel/Contact Information

- Emergency Contact # (cell) for Lead Chaperone
- Detailed Itinerary
- Name, Address and Phone number of destination
- All Contracts (approved by Law, if applicable)

Water Policy

- Water Policy Letter, signed by the principal and on the schools letterhead

* ROTC may request an exception to the chaperone requirement for Category 2 trips and be allowed to have a chaperone to student ratio of 1:10 with a minimum of two chaperones on every trip, one of whom must be a certified teacher.

CATEGORY 3: DAY TRIPS (5 DAYS BEFORE DATE OF TRAVEL)

Chaperones

- 1/10 Chaperone: Student Ratio - (1) one certified teacher employee / minimum of two chaperones on every trip

Transportation

- [Approved CPS Vendor](#)

Private Vehicle

- No more than 10 passengers
- Driver's License
- Insurance Coverage (insurance coverage must be \$300,000 for 1-6 passengers and \$500,000 for 7-10 passengers)
- Written (signed) permission from Principal/Guardian

Travel/Contact Information

- Name, Address and Phone number of destination

CATEGORY 4: INTERSCHOLASTIC COMPETITIONS/EVENTS (5 DAYS BEFORE DATE OF TRAVEL)

Chaperones

- 1/10 Chaperone: Student Ratio - (1) one certified, School-assigned teacher or coach / minimum of two chaperones on every trip

Transportation

- [Approved CPS Vendor](#)

Private Vehicle

- No more than 10 passengers
- Driver's License
- Insurance Coverage (insurance coverage must be \$300,000 for 1-6 passengers and \$500,000 for 7-10 passengers)
- Written (signed) permission from Principal/Guardian

Travel/Contact Information

- Name, Address and Phone number of destination

VOLUNTEER APPLICATION GUIDE

Volunteer Website: cpsvolunteers.org

Types of Volunteers:

Examples of Level I Volunteers:

- Overnight-Field Trip Chaperones
- Mentors
- Tutors
- Coaches
- Non-supervised classroom assistants

Examples of Level II Volunteers:

- Day-Field Trip chaperones
- Assistants in schools with administrative duties
- Other volunteer activities in contact with students while supervised

Reference Materials: Schools

Learn how to log in to CiviCore with your administrator login and other functions/duties with this step-by-step visual guide. This acts as a guide to help you navigate through the database.

- [Volunteer Coordinator Steps - Covicore](#)

Please view the step-by step guide below to find out how to locate a volunteer's approval letter within CiviCore.

- [How to Locate the Approval Letter with CiviCore](#)

Reference Materials: Volunteers

As a volunteer, your role and responsibilities in the school are unique. Volunteers must read through the Code of Conduct to understand the acceptable behaviors and proper classroom protocol while at the schools.

- [CPS Volunteer Code of Conduct](#)

Learn the application process to become a Chicago Public Schools Volunteer with this step-by-step visual guide using Covicore. This acts as a guide to help you through the online application, which you can find on the Home or Apply Now tabs.

- [How to Become a CPS Volunteer](#)

Volunteering with CPS



Visit cpsvolunteers.org to submit an online application to Volunteer Programs.

School accepts the volunteer application and designates per Volunteer Policy, if they are a Level I or Level II volunteer. In order to be approved, the candidate must visit the school in person and show his/her photo ID to the Volunteer Coordinator.



Level I Volunteers will be emailed: 1) A pre-populated fingerprint form to take to any Accurate Biometrics location 2) A form to complete a TB test

Level II Volunteers are processed as soon as possible and will receive a letter from Volunteer Programs stating they are approved to start volunteering. Usually takes 1 week. (Level II volunteers do not need to undergo a background check and TB test.)



Volunteers will be instructed to upload their Accurate Biometrics receipt and TB test receipt to their CiviCore profile. This will allow Volunteer Programs to track their results.

Once all documentation has been submitted, if approved, Level I Volunteers will receive an approval letter stating they are cleared to start volunteering. Process takes 2-5 weeks.



For questions, visit cpsvolunteers.org or call 773-553-1544.

EDUCATIONAL TRIPS

ARTS

Museums

1. Smart Museum of Art (smartmuseum.uchicago.edu)
2. Contemporary Museum of Art (mcachicago.org)
3. The Art Institute of Chicago (artic.edu)
4. National Mexican Fine Arts Museum (nationalmuseumofmexicanart.org)
5. Museum of Broadcast Communication (museum.tv)
6. Loyola University Museum of Art (luc.edu/luma)
7. Mary and Leigh Block Museum of Art (blockmuseum.northwestern.edu)
8. Museum of Contemporary Art Chicago (mcachicago.org)
9. Frank Lloyd Wright Home and Studio (flwright.org)

Theater/Dance/Music

1. Blue Man Group Chicago (blueman.com)
2. Goodman Theater (goodmantheatre.org)
3. Genesee Theater (geneseetheatre.com)
4. Adventure Stage Chicago (adventurestage.org)
5. The Second City (secondcity.com)
6. Lookingglass Theatre (lookingglasstheatre.org)
7. North Shore Center for the Performing Arts in Skokie (northshorecenter.org)

Film

1. Gene Siskel Film Center (siskelfilmcenter.org)
2. YouMedia (chipublib.org/programs-and-partnerships/youmedia)

Music

1. Intonation Music Workshop (intonationmusic.org)
2. Old Town School of Folk Music (oldtownschool.org)

Creation

1. Spudnik Press (spudnikpress.org)
2. Urban Gateways: The Center for Arts in Education (urbangateways.org)

EARLY CHILDHOOD EDUCATION

1. Dupage Children's Museum (dupagechildrens.org)
2. WonderWorks (wonder-works.org)
3. Bronzeville Children's Museum (bronzevillechildrensmuseum.com)
4. Chicago Children's Museum at Navy Pier (chicagochildrensmuseum.org)
5. Kohl Children's Museum (kohlchildrensmuseum.org)
6. Children's Museum in Oak Lawn (cmoaklawn.org)

HEALTH AND WELLNESS

1. Robert Crown Center for Health Education (robertcrown.org)

SCIENCE

STEM

1. LVEJO Toxic Tour (lvejo.org)
2. Fermilab (fnal.gov)
3. Argonne National Laboratory (anl.gov)
4. SciTech Hands on Museum (scitechmuseum.org)
5. Legoland Discovery Center Chicago (legolanddiscoverycenter.com/chicago)
6. Museum of Science and Industry (msichicago.org)
7. Bus Tour of the Labor Trail Map (chicagolabortrail.org/lt-00-labortrailmap)
8. MLK (unitedskates.com/public/chicago)

9. iFly (iflyworld.com)

Museums

1. Museum of Science and Industry (msichicago.org)
2. Field Museum (fieldmuseum.org)
3. Shedd Aquarium (sheddaquarium.org)
4. Adler Planetarium (adlerplanetarium.org)

Zoos/Wildlife

1. Brookfield Zoo (brookfieldzoo.org)
2. Cosley Zoo (cosleyzoo.org)
3. Lincoln Park Zoo (www.lpzoo.org)
4. Willowbrook Wildlife Center (willowbrookwildlife.org)

Botanical Gardens/Arboretums/Environmental Studies/Nature Centers

1. Chicago Botanic Garden (chicagobotanic.org)
2. Eden Place Nature Center (edenplacenaturecenter.org)
3. Peggy Notebaert Nature Museum (naturemuseum.org)
4. Garfield Park Conservatory (garfieldconservatory.org)
5. The Morton Arboretum (mortonarb.org)
6. Lake County Forest Preserves & Discover Museum (lcfpd.org/museum)
7. Peck Farm Park (genevaparks.org/facilities/pfic)
8. River Trail Nature Center (fpdcc.com/nature-centers/river-trail-nature-center)
9. Sagawau Environmental Learning Center (fpdcc.com/nature-centers/sagawau-environmental-learning-center)
10. The Plum Creek Nature Center, Forest Preserve District of Will County (reconnectwithnature.org/visitor-centers/pcnc)
11. Trailside Museum of Natural History (fpdcc.com/nature-centers/trailside-museum-natural-history)
12. Burnham Nature Sanctuary/Promontory Point (chicagoparkdistrict.com/parks/Burnham-Park)
13. North Park Village Nature Center (chicagoparkdistrict.com/parks/North-Park-Village-Nature-Center)

SOCIAL SCIENCE

1. Oriental Institute (oi.uchicago.edu)
2. Field Museum (fieldmuseum.org)
3. Pullman Porter Museum (pullmanil.org)
4. IL Holocaust Museum (ilholocaustmuseum.org)
5. Chicago History Museum (chicagohistory.org)
6. Chicago Freedom School (chicagofreedomschool.org)
7. Hull House Museum (hullhousemuseum.org)
8. DuSable Museum (dusablemuseum.org)
9. Bronzeville Historical Society (bronzevillehistoricalsociety.wordpress.com)
10. Chicago Walking Tours (freetoursbyfoot.com/chicago-tours)
11. Chicago History Tours (chicagosfinesttours.com)
12. Burpee Museum of Natural History (burpee.org)
13. Cantigny (cantigny.org)
14. National Veterans Art Museum (nvam.org)
15. Silver Stallion Ranch (thesilverstallionranch.com)
16. Ernest Hemingway Birthplace and Museum (hemingwaybirthplace.com)
17. Air Classics Museum of Aviation (airclassicsmuseum.org)
18. Chicago History Museum (chicagohistory.org)
19. Evanston History Center (evanstonhistorycenter.org)
20. Jane Addams Hull-House Museum (hullhousemuseum.org)
21. Volo Auto Museum (volocars.com)
22. Illinois Railway Museum (irm.org)

Business/Economics

1. Federal Reserve Bank of Chicago's Money Museum (chicagofed.org/education/money-museum/index)
2. Chicago Mercantile Exchange (cmegroup.com)

Government

1. United States District Court for the Northern District of Illinois (ilnd.uscourts.gov)
2. Office of the City Treasurer, City of Chicago (chicagocitytreasurer.com)

Living History

1. Blackberry Farm (foxvalleyparkdistrict.org/facilities/blackberry-farm)
2. Dupage County Kline Creek Farm (dupageforest.org/kline-creek-farm)
3. Naper Settlement Museum (napersettlement.org)
4. Wagner Farm (glenviewparks.org/facilities/historic-wagner-farm)

Multicultural/Heritage

1. DuSable Museum of African American History (dusablemuseum.org)
2. Jane Addams Hull-House Museum (hullhousemuseum.org)
3. Mitchell Museum of the American Indian (mitchellmuseum.org)
4. National Hellenic Museum (nationalhellenicmuseum.org)
5. National Museum of Mexican Fine Arts (nationalmuseumofmexicanart.org)
6. Swedish American Museum (swedishamericanmuseum.org)
7. Brunk Children's Museum of Immigration (at Swiss Museum) (swedishamericanmuseum.org/childrensmuseum)
8. Irish American Heritage Center (irish-american.org)
9. Illinois Holocaust Museum and Education Center (ilholocaustmuseum.org)

SOCIO-EMOTIONAL ADVENTURE/CHALLENGE COURSE/PHYSICAL CHALLENGES

1. Irons Oaks (ironsoaks.com)
2. Windy City Fieldhouse (windycityfieldhouse.com)
3. Openlands Eco-Explorations (openlands.org/eco-explorations)
4. Loyola University Chicago Challenge Course (luc.edu/retreatcampus/challengecourse)
5. D.O.A. Room Escape (doaroomescape.com)
6. Room Escape Adventures (roomescape.com/usa/eng/chicago)
7. Starved Rock (2.illinois.gov/dnr/Parks/Pages/StarvedRock)
8. Indiana Dunes (indianadunes.com)

9. Camp Duncan (ymcachicago.org/duncan)
10. White Pines Ranch (whitepinesranch.com)

CIVICS AND SOCIAL ENGAGEMENT

1. Alliance for the Great Lakes Adopt-A-Beach (greatlakes.org/get-involved/adopt-a-beach)
2. Ecological Stewardship Days (fpdcc.com/volunteer/ecological-stewardship-workdays)
3. Openlands Eco-Explorations (openlands.org/2016/11/15/eco-explorations-takes-students-beyond-the-classroom)
4. Friends of the Chicago River Explorations (chicagoriver.org/programs/education-and-outreach/chicago-river.../field-trips)
5. Peggy Notebaert Nature Museum (naturemuseum.org)
6. Eden Place Nature Center (edenplacenaturecenter.org)
7. NeighborSpace (neighbor-space.org)
8. Richardson Adventure Farm (richardsonadventurefarm.com)
9. Shedd Great Lake Action Days (sheddaquarium.org/care-and-conservation/take-action-for-animals/shedd-aquarium-action-days)
10. Feed My Starving Children (fmcs.org)

GRADUATION TRIPS

1. Mercury Skyline Cruise (mercurycruises.com)
2. Six Flags - Great America (sixflags.com/greatamerica)
3. Hollywood Park (crestwood.inthegame)
4. Safariland (safarilandfun.com)
5. Main Event (mainevent.com)

SKATING (ROLLER & ICE SKATING)

1. MLK (unitedskates.com/public/chicago)
2. The Rink (therinkchicago.com)
3. Fleetwood Roller Rink (fleetwoodrollerrink.com)
4. Markham Roller Rink (markhamskatingrink.com)

5. Orbit Skate Center (orbit skate.net)
6. Glenwood Roller Rink (glenwoodrollerrinkinc.net)
7. Addison Ice (addisonice.com)
8. Millennium Park Ice Rink (millenniumparkfoundation.org/programs/winter-ice-skating)
9. Rocket Ice (www.rocketice.com)

PARTNER ORGANIZATIONS

1. EMBARC
2. Mikva Challenge
3. Global Glimpse
4. Becoming A Man

INCENTIVE TRIPS

Chicago Public Schools permits incentive field trips. Incentive trips are only permitted during non-school hours (after-school, weekends, holidays, etc). Incentive trips include but are not limited to trips to amusement parks and recreational facilities.

Some activities are not permitted due to liability risks. These activities include but are not limited to high ropes courses, paintballing, go carts, trampolines, obstacle courses (high), skiing, rock climbing/wall (over 10 feet). If you have questions about whether a specific activity might be prohibited for liability reasons please email Risk Management at: riskmanagement@cps.edu

If you have questions regarding incentive trips please contact the Department of Policy and Procedures at (773) 553-2044.

Exception: Incentive trips are permitted during school hours the last week of school for all grades.

AMUSEMENT PARK & RECREATION CENTERS

1. Funway Entertainment Center (funway.com)
2. Lazer X of Addison (lazerxtag.com)
3. Luigi's Pizza and Fun Center (luigispizzaandfuncenter.com)
4. Main Event (mainevent.com/locations/warrenville-il)
5. Dave and Busters (daveandbusters.com)
6. Santa's Village Azoosment Park (santasvillagedundee.com)
7. Six Flags Great America (sixflags.com/greatamerica)
8. Hollywood Fun Park (hollywoodfunpark.com)

[Please place on your school letterhead]

Water Policy Letter

All students participating in the _____ have received copies of the Chicago Public Schools Policy Manual.

Title: **AQUATIC ACTIVITY SAFETY**

Section: **604.6**

Board Report: **18-0627-P02**

This policy applies to all aquatic activities at CPS-owned pools, whether by CPS or a third party and also at pools and aquatic facilities or areas used by CPS for school-sponsored activities. The term “aquatic activities” in this policy includes swimming, wading, diving, water polo, and any other aquatic sport or athletic activity taking place on or in any pool, beach, lake, or other aquatic area or facility owned, leased, licensed, or used by any school, including those used by CPS students during approved student travel.

STUDENT TRAVEL AND AQUATIC ACTIVITIES

Requests for use of a third party pool, boats, or open water activities are subject to prior approval in accordance with the Board’s Student Travel Policy. The principal or designee shall ensure that all required aquatic activity documentation is submitted as part of the trip approval process in accordance with the Student Travel Policy guidelines.

Principal Signature

Parent Signature

[Please place on your school letterhead]

Carta sobre la política de agua

Todos los estudiantes que participen en _____ han recibido copias del *Manual de políticas de las Escuelas Públicas de Chicago* (CPS, según sus siglas en inglés).

Título: **SEGURIDAD EN ACTIVIDADES ACUÁTICAS**

Sección: **604.6**

Informe de la Junta: **18-0627-P02**

Esta política aplica a todas las actividades acuáticas que tomen lugar en piscinas de las CPS, incluyendo aquellas organizadas por las CPS o por una tercera persona, y también aplica a las piscinas y a las facilidades acuáticas utilizadas por las CPS para actividades auspiciadas por escuelas. El término “actividades acuáticas”, según utilizado en esta política, incluye la natación, el vadeo, el clavado, el polo acuático o cualquier otro deporte acuático o actividad acuática que tome lugar en cualquier piscina, playa, lago u otra área o facilidad acuática poseída, arrendada, licenciada o utilizada por cualquier escuela, incluyendo aquellas utilizadas por los estudiantes de las CPS durante viajes estudiantiles autorizados.

VIAJES ESTUDIANTILES Y ACTIVIDADES ACUÁTICAS

Las solicitudes de uso para piscinas o embarcaciones pertenecientes a una tercera persona, o para actividades de agua abierta, están sujetas a autorización previa según la Política de Viajes Estudiantiles de la Junta. El director o el designado asegurará que toda documentación requerida para actividades acuáticas haya sido presentada como parte del proceso de autorización del viaje, según las pautas de la Política de Viajes Estudiantiles.

Firma del director

Firma del padre

[Please place on your school letterhead]

Private Vehicle Transportation Form

I give permission for **[staff member]** to transport my student **[student name]** in his or her private vehicle.

This permission extends to the following scenarios/situations: **[insert days of the week/times or specific situations, etc.]**

In giving this permission, I acknowledge that **[staff member]** may be alone in his or her private vehicle with my student.

Parent Signature

Principal Signature

Date

Date

Chicago Public Schools Policy Manual

Title: STUDENT TRAVEL POLICY

Section: 604.3

Board Report: 21-0922-PO2

Date Adopted: September 22, 2021

Policy:

THE INTERIM CHIEF EXECUTIVE OFFICER RECOMMENDS:

That the Chicago Board of Education ("Board") amend Board Report 10-0526-PO1 Student Travel Policy. The policy was amended to update department names, correct departmental involvement, and reference updated safety guidance. The policy was posted for public comment from June 15, 2021 to July 16, 2021.

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, Section 801.2, which includes a criminal background 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 Trip - Trips outside the borders of the U.S or its territories

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

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

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

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.

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 Department of Education Policy and Procedures makes the final determination 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 or 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 release forms. Each form must have original signatures, stamps and initials are not acceptable.

D. Funds Disbursement –Funds, including deposits, must not be collected from students or disbursed by a school before the Student Travel e-Application is approved.

E. Contract Review - Principals must follow the applicable Board Rules when entering into contracts.

F. Scheduling -

1. Scheduling Restrictions.

a. No student is permitted to participate in any Trip when that student is scheduled to take a standardized test.

b. Schools may not schedule Category 1 or Category 2 trips during the first three weeks or the last two weeks of the school year, unless the Department of Education Policy and Procedures authorizes an exception before the trip is scheduled.

2. Scheduling Summer Trips - 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. 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 ensuring compliance with all applicable requirements in this policy and guidelines.

I. Right to Rescind – The Department of Education Policy and Procedures retains the right to rescind approval of trips when, in their judgment, 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 Network Office, who shall make the final determination.

Accommodations shall also provided to transgender and gender non-binary students, as well as students questioning their gender identity, regardless of whether the student is consistently asserting at school. These accommodations should be assessed on a case-by-case basis and in a manner consistent with the student's support plan, and the District's guidelines regarding the support of transgender and gender nonconforming students.

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 before the date of travel and the disbursement of funds.

M. Guidelines – The CEO or designee must 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, Section 500A.1.

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 must complete and submit the Student Travel e-Application no less than sixty (60) calendar days before the date of travel.
- b. The Department of Education Policy and Procedures is responsible for granting the final approval of the Student Travel e-Application.

2. Travel times and duration

- a. Travel for elementary school students must not exceed seven (7) school days.
- b. Travel for high school students must not exceed ten (10) school days.
- c. Students are not permitted to participate in a trip three (3) weeks leading up to and including system-wide testing.

3. Location

- a. Parent permission is required for any trip to a location where the U.S. Department of State has issued a Travel Advisory at a Level 3. Travel is not permitted to any place where the U.S. Department of State has issued a Travel Advisory at a Level 4, or where the Department of Education Policy and Procedures has determined at its discretion is unsuitable for student travel.
- b. Travel is not permitted to any place where the Board's liability insurance is restricted.

4. 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. Requesting approval from the Network Chief 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 compliance with the travel guidelines issued by the Department of Education Policy and Procedures;
 5. Verifying that all student and chaperone trip participants have valid passports;
 6. Regularly reviewing information about the destination country on the U.S. Department of State website (www.state.gov) At a minimum, the review should occur: (1) at time of planning, (2) thirty (30) days before the trip and (3) the day before travel;
 7. Notifying the School Tour Supervisor if there is a Level 4 Travel Advisory and canceling or rerouting the trip;
 8. Ensuring that the trip is registered with the U.S. Department of State STEP Program, and that confirmation paperwork is uploaded to the Student Travel e-Application.
 9. Verifying that the School Tour Supervisor has the U.S. Consulate contact information for the destination countries; and
 10. Identifying and specifying emergency procedures for the 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 including 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;

Have available the address and telephone number of the nearest U.S. consulate 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 Network officer, and the Department of Education Policy and Procedures as soon as possible.

6. Supervision

a. School Tour Supervisor Responsibilities

1. Securing international cell phone access;
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 including (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, the Network officer, and the Department of Education Policy and Procedures.

7. Insurance

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

8. Reporting

The Department of Education Policy and Procedures is responsible for reporting all approved Category 1 Trips to the Board in a monthly student travel report.

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 must complete and submit the Student Travel e-Application no less than thirty (30) calendar days before the trip.
- b. The Department of Education Policy and Procedures is responsible for granting the final approval of the Student Travel e-Application.

2. 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, Department of Education Policy and Procedures may approve a Network Office's request for an exception to the chaperone ratio requirement noted in subsection (a) 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. **Neighborhood Walking Tours.** Network Office approval is not required for walking tours of areas in and around the school neighborhood (for example, visits to nearby parks). The principal may authorize the walking tour if:
 - i. parents/guardians have provided consent on file for walking tours for the school year; and
 - ii. the principal records the approval by completing a Student Travel e-Application for the walking tour.
- b. **All Other 1-Day Field Trips**
 - i. The principal must submit the Student Travel e-Application to the Network Office for review at least five (5) workdays before the trip.
 - ii. The Network Office is responsible for reviewing the Student Travel e-Application for compliance with this policy and giving final approval. The Network Office's determination is final.

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 the type of event or activity in the Department of Education Policy and Procedures travel guidelines.
- c. The principal is responsible for verifying and complying 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.

3. Reporting

The Department of Education Policy and Procedures is responsible for reporting all approved Category 1 Trips to the Board in a monthly student travel report.

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. Scheduled Events

The Principal is required to submitting season athletic schedules and ROTC semester or annual schedules using the Student Travel e-Application no less than five (5) workdays before the first trip in the schedule.

- A. Interscholastic athletic events must have approval from the Network Office, Director of Sports Administration, and the Department of Education Policy and Procedures.
- B. JROTC events must have approval from the Network Office, Director of ROTC, and the Department of Education Policy and Procedures.
- C. All other interscholastic events require approval from the Network Office and Department of Education Policy and Procedures.

b. Unscheduled Events

The Principal is required to submit the application for travel for non-scheduled interscholastic competitions, interscholastic athletic or ROTC events and other similar events, require the principal to complete and submit using the Student Travel e-Application to the Network Office for approval five (5) workdays before the date of the trip. The approval requirements in subsections (A)-(C) above apply to unscheduled events.

d. Overnight Events

Interscholastic competitions, interscholastic athletic or ROTC events and other similar events

that involves an overnight stay or has a total value of \$10,000 or more is a Category 2 Trip and approval must follow all requirements in Section III.B. above.

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 - School Tour Supervisor is responsible for providing a written description of all costs of the trip to students and parents before accepting students for the trip.
- B. Fee waiver - Schools adhere to the Policy Regarding Waiver of School Fees, Section 408.1, 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 may be used for student trips when permitted under the specific guidelines of the grant, and as approved by the funding agency.

V. STUDENTS WITH DISABILITIES

Students with disabilities must not be denied participation in a student trip solely based on their disability. These students may require additional staff and accommodations which must 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.

VI. 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 of the students before being transported. This written approval must be given each time an individual seeks to transport a student in a private vehicle. No employee may transport any student without written consent from the principal and parent/legal guardian of the student. Principals must file an incident report if proper consent was not obtained before travel.
 4. The principal must 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 - Fifteen (15) passenger vans must not be used to transport students or staff.

VII. WATER ACTIVITIES

A. The trip must comply with the Board's policy on Aquatic Activity Safety, Section 604.6.

B. Non-applicability - The requirements of the policy on Aquatic Activity Safety, Section 604.6 do 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 10-0526-PO1
Cross References:	07-0725-PO1; 03-0527-PO01; 02-0828-PO04; 01-0926-PO1; 97-1217-PO1 96-0925-PO2; 79-72-2
Legal References:	
Public Comment:	Pursuant to Board Rule 2-6 this Policy was subject to Public Comment from 6/15/21 to 7/16/21.

Chicago Public Schools Policy Manual

Title: AQUATIC ACTIVITY SAFETY

Section: 604.6

Board Report: 18-0627-PO2

Date Adopted: June 27, 2018

Policy:

THE CHIEF EXECUTIVE OFFICER RECOMMENDS:

That the Board rescind 04-0324-PO2 and adopt a new Aquatic Activity Safety Policy.

PURPOSE: This policy is revised to strengthen aquatic safety standards by specifying that aquatic teachers and coaches must become lifeguard certified and also by strengthening the required lifeguard to swimmer ratio. The safety standards established in this policy shall protect the wellbeing of students, staff, visitors, licensees and community members using Chicago Public Schools (CPS) owned or rented aquatic facilities. The Board believes that swimming is an important life skill and seeks to promote student participation in swim instruction and other aquatic activities to acquire skills for their basic safety and survival and also for their lifelong health, wellness and enjoyment. This policy shall implement best practices for aquatic instructional and athletic activities.

POLICY TEXT:

I. APPLICABILITY: This policy applies to all aquatic activities at CPS-owned pools, whether by CPS or a third party and also at pools and aquatic facilities or areas used by CPS for school-sponsored activities. The term "aquatic activities" in this policy includes swimming, wading, diving, water polo, and any other aquatic sport or athletic activity taking place on or in any pool, beach, lake, or other aquatic area or facility owned, leased, licensed, or used by any school, including those used by CPS students during approved student travel.

II. CPS POOL SCHOOLS: This Section applies to schools with pools located in their school building.

A. Pool Use for Swim Instruction – During School Day: During the school day, the pool shall be used for student instructional purposes. Non-instructional free swim or open swim activities are prohibited during the school day. CPS swim instruction shall utilize the most current *American Red Cross Learn to Swim Program*. The principal shall ensure that the following lifeguard and supervision requirements are met:

	Aquatic Certification Requirement	Other Requirements
1. Lifeguard On Duty	<ul style="list-style-type: none"> American Red Cross Lifeguard Certificate. Certificates from other organizations will be accepted only if they are of equivalent or better quality and approved by the CPS Health and Physical Education Department 	<ul style="list-style-type: none"> At a 50 swimmers to 1 lifeguard ratio. Lifeguards are prohibited from also performing teaching, training, coaching, student supervision or other duties and responsibilities that may distract their attention from their lifeguard surveillance duties.
2. Physical Education Teacher, Coach Supervisor	<ul style="list-style-type: none"> Water Safety Instructor Certificate, and By September 1, 2020, must also possess an American Red Cross Lifeguard Certificate. If applicable, current certification according to specific water sport activity instruction such as snorkeling or boating activity such as kayak, canoe, row boat, paddleboard, sailboat, etc. 	<ul style="list-style-type: none"> Teachers, coaches, supervisors engaging in their regular work during aquatic activity <u>do not count</u> as a one of the minimum lifeguards on duty notwithstanding their Lifeguard Certification unless they engage <u>solely</u> in lifeguard surveillance duties. The teacher, coach, supervisor shall assist the lifeguard(s) on duty in responding to an aquatic emergency.
3. Special Education Classroom Assistant (When required by an IEP/504 Plan)	<ul style="list-style-type: none"> Basic Water Rescue Certificate 	<ul style="list-style-type: none"> Must stay within reaching assist distance (as defined by the American Red Cross) to their assigned student(s).

Physical Education teachers and SECAs shall review each participating students' IEP/504 plan to determine: (i) applicable accommodations needed for the student to participate in aquatic activities (e.g. safety vest, in-pool assistance, etc.), and (ii) any health conditions that may impact their participation in aquatic activities.

In the event that any person is seriously harmed or injured during their use of a CPS aquatic facility, staff shall immediately call: (1) 911, and
(2) CPS Student Safety Center at 773-553-3335 so CPS officials will be notified.

B. Pool Use for School-Sponsored Aquatic Activities Out-Of-School Time – Before School, After School, Weekends, School Not in Session: Student clubs involving swimming, employee swim, water fitness, family swim or other open swim activities are permitted out-of-school time (before or after the school day, on weekends or when school is not in session), at the principal's discretion. No one may swim alone or serve as their own lifeguard. The principal shall ensure that the following lifeguard and supervision requirements are met for school-sponsored aquatic activities scheduled out-of-school time:

	Aquatic Certification Requirement	Other Requirements
1. Lifeguard On Duty (Applicable to all aquatic activities)	<ul style="list-style-type: none"> American Red Cross Lifeguard Certificate. Certificates from other organizations will be accepted only if they are of equivalent or better quality and approved by the CPS Health and Physical Education Department. 	<ul style="list-style-type: none"> At a 50 swimmers to 1 lifeguard ratio. Lifeguards are prohibited from also performing teaching, training, coaching, student supervision or other duties and responsibilities that may distract their attention from their lifeguard duties.
2. Teacher/Coach/Supervisor (Applicable to student/youth activities involving aquatics)	<ul style="list-style-type: none"> Water Safety Instructor Certificate, and By September 1, 2020, must also possess an American Red Cross Lifeguard Certificate. If applicable, current certification according to specific water sport activity instruction such as snorkeling or boating activity such as kayak, canoe, row boat, paddleboard, sailboat, etc. 	<ul style="list-style-type: none"> Teachers, coaches, supervisors engaging in their regular work during aquatic activity <u>do not count</u> as a one of the minimum lifeguards on duty notwithstanding their Lifeguard Certification unless they engage <u>solely</u> in lifeguard surveillance duties. The teacher, coach, supervisor shall assist the lifeguard(s) on duty in responding to an aquatic emergency.
3. Designated Adult Support for Student with Disabilities (When required by an IEP/504 Plan)	<ul style="list-style-type: none"> Basic Water Rescue Certificate or Water Safety Instructor Certificate 	<ul style="list-style-type: none"> Must stay within reaching assist distance (as defined by the American Red Cross) to their assigned student(s). If the designated adult does not possess a Water Safety Instructor Certificate or a Basic Water Rescue Certificate, then an additional lifeguard is required for a 50 swimmers to 2 lifeguard ratio.

For school-sponsored student clubs and other aquatic activity designed for student/youth participation, the principal or designee shall review each participating students' IEP/504 plan to determine: (i) applicable accommodations that will be needed for the student to participate in aquatic activities, and (ii) any health conditions that may impact their participation in aquatic activities. If a student requires paraprofessional assistance to participate in a school-sponsored out-of-school time aquatic activity, the principal or designee shall ensure a designated adult is provided for a student to participate in a school-sponsored student activity involving aquatics per the IEP/504 plan.

In the event that any person is seriously harmed or injured during their use of a CPS aquatic facility, staff shall immediately call: (1) 911, and
(2) CPS Student Safety Center at 773-553-3335 so CPS officials will be notified.

C. Pool Use for CPS Interscholastic and Intramural Sports: School swim teams, diving teams, water polo teams and other sports teams authorized by the principal using CPS pools for training, conditioning, competition or practice are subject to the following lifeguard and supervision requirements:

	Aquatic Certification Requirement	Other Requirements
1. Lifeguard On Duty	<ul style="list-style-type: none"> American Red Cross Lifeguard Certificate. Certificates from other organizations will be accepted only if they are of equivalent or better quality and approved by the CPS Health and Physical Education Department. 	<ul style="list-style-type: none"> At a 50 swimmers to 1 lifeguard ratio. Lifeguards are prohibited from also having teaching, training, coaching, student supervision or other duties and responsibilities that may distract their attention from their lifeguard duties.
2. Teacher/Coach/Supervisor	<ul style="list-style-type: none"> Water Safety Instructor Certificate, and By September 1, 2020, must also possess an American Red Cross Lifeguard Certificate. If applicable, current certification according to specific water sport activity instruction such as snorkeling or boating activity such as kayak, canoe, row boat, paddleboard, sailboat, etc. Applicable Illinois Concussion Management Certification. 	<ul style="list-style-type: none"> Teachers, coaches, supervisors engaging in their regular work during aquatic activity <u>do not count</u> as a one of the minimum lifeguards on duty notwithstanding their Lifeguard Certification unless they engage <u>solely</u> in lifeguard surveillance duties. The teacher, coach, supervisor shall assist the lifeguard(s) on duty in responding to an aquatic emergency.
3. Designated Adult Support for Student with Disabilities (When required by an IEP/504)	<ul style="list-style-type: none"> Basic Water Rescue Certificate or Water Safety Instructor Certificate 	<ul style="list-style-type: none"> Must stay within reaching assist distance (as defined by the American Red Cross) to their assigned student(s). If the designated adult does not possess a Water Safety Instructor Certificate or a Basic Water Rescue Certificate, then an additional lifeguard is required for a 50 swimmers to 2 lifeguard ratio.

The teacher/coach/supervisor shall review each participating students' IEP/504 plan to determine: (i) applicable accommodations that will be needed for the student to participate in aquatic activities, and (ii) any health conditions that may impact their participation in aquatic activities. If a student requires paraprofessional assistance to participate in an aquatic activity, the principal or designee shall ensure an adult is provided for a student to participate in an intramural water sport and also, when authorized by IHSA, an interscholastic water sport per the IEP/504 plan.

In the event that any person is seriously harmed or injured during their use of a CPS aquatic facility, staff shall immediately call: (1) 911, and
(2) CPS Student Safety Center at 773-553-3335 so CPS officials will be notified.

D. Third Party Use of a CPS Pool - Before School, After School, Weekends, When School is not in Session: Third Party use of a CPS pool is permitted before school, after school, on weekends and when school is not in session at the principal's discretion and also Local School Council approval where applicable under Board Rule 6-25. The principal shall ensure that **prior to** a third party's use of CPS pool the third party shall: (1) sign a short-term usage permit ("Permit") or license agreement ("License") with the Board in accordance with Board Rule 6-25.VII for use of the pool, (2) file their Certificate of Insurance with the Board in accordance with the insurance requirements set out in the Permit, License or Intergovernmental Agreement, and (3) provide copies of certification documents to the principal that reflect compliance with the following lifeguard and supervision requirements:

	Aquatic Certification Requirement	Other Requirements
1. Lifeguard On Duty (For all aquatic activities)	<ul style="list-style-type: none"> American Red Cross Lifeguard Certificate. Certificates from other organizations will be accepted only if they are of equivalent or better quality and approved by the CPS Health and Physical Education Department. 	<ul style="list-style-type: none"> At a 50 swimmers to 1 lifeguard ratio. Lifeguards are prohibited from also having teaching, training, coaching, student supervision or other duties and responsibilities that may distract their attention from their lifeguard duties.
2. Teacher/Coach/Supervisor (For youth aquatic activities)	<ul style="list-style-type: none"> Water Safety Instructor Certificate, and American Red Cross Lifeguard Certificate. If applicable, current certification according to specific water sport activity instruction such as snorkeling or boating activity such as kayak, canoe, row boat, paddleboard, sailboat, etc. 	<ul style="list-style-type: none"> Teachers, coaches, supervisors engaging in their regular work during aquatic activity <u>do not count</u> as a one of the minimum lifeguards on duty notwithstanding their Lifeguard Certification unless they engage <u>solely</u> in lifeguard surveillance duties. The teacher, coach, supervisor shall assist the lifeguard(s) on duty in an aquatic emergency situation. If the teacher, coach, supervisor does not possess a Water Safety Instructor Certificate or a Basic Water Rescue Certificate, then an additional lifeguard is required for a 50 swimmers to 2 lifeguard ratio.

In the event that any person is seriously harmed or injured during their use of a CPS aquatic facility, the third-party user shall immediately call: (1) 911, and (2) CPS Student Safety Center at 773-553-3335 so CPS officials will be notified.

E. Charter School and Public Entity Use of CPS Pools: Notwithstanding Section II.D. of this policy, charter schools, the Chicago Park District and other third-party organizations may be authorized by the Board to use a CPS pool during the school day or during out-of-school time hours when such use is provided for in an agreement authorized by the Board. The terms of such agreements shall require compliance with the safety standards in this policy unless otherwise authorized by the Board.

III. CPS USE OF A THIRD-PARTY POOL OR AQUATIC FACILITY:

A. Regular Physical Education Swim Instruction: A school may use a local third-party pool for swim instruction (e.g. Chicago Park District, University) at the principal discretion. The principal shall ensure that *prior to* the school's use of a properly licensed third-party pool: (1) a lease or license agreement is in place with the third party in accordance with Board Rule 7-15b., or an intergovernmental agreement authorized by the Board is in place for use of the third-party pool, and (2) ensure compliance with the supervision, lifeguard and accommodation requirements set out Section II.A of this policy for swim instruction. A school who uses a local third-party pool for regular physical education swim instruction may, at the principal's discretion, use the same pool for out-of-school time extra-curricular aquatic activities and also for aquatic sports, provided the school complies with the supervision and lifeguard requirements set out Section II.B. (for extra-curricular activities) and Section II.C. (for sports) of this policy.

B. One-Time Swim Instruction: Instructional use of an outdoor education camp pool or other third-party pool in connection with a one-time student travel trip is permitted. The principal shall ensure that *prior to* the school's use of a properly licensed third-party pool: (1) a lease or license agreement is in place with the third party in accordance with Board Rule 7-15b., or an intergovernmental agreement authorized by the Board is in place for use of the third-party pool, and (2) ensure compliance with the supervision, lifeguard and accommodation requirements set out Section II.A of this policy for swim instruction. Recreational use of an outdoor education camp pool or other third-party pool in connection with a one-time student travel trip is prohibited.

C. Hotel Pools and Water Parks: Use of hotel pools and water parks is prohibited.

D. Student Aquatic Sport Competitions: When a school uses a third-party pool for an aquatic sports competition event, the lifeguard to swimmer ratio shall be subject to the requirements of the host pool/organization (e.g. IHSA, Special Olympics).

E. Accommodations: When the use of a third-party pool or aquatic facility is authorized, the principal or designee shall review each participating students' IEP/504 plan to determine (i) applicable accommodations that will be needed for the student to participate in aquatic activities, and (ii) any health conditions that may impact their participation in aquatic activities. If a student requires paraprofessional assistance to participate in an aquatic activity, the principal or designee shall ensure a designated adult is provided for a student to participate in a school-sponsored student activity involving swimming per the IEP/504 plan.

F. Student Travel Approval: Requests for use of a third-party pool are subject to prior approval in accordance with the Board's Student Travel Policy. The principal or designee shall ensure that all required aquatic activity documentation is submitted as part of the trip approval process in accordance with the Student Travel Policy guidelines.

IV. BOATING AND USE OF OPEN WATER LOCATIONS (LAKE, RIVER, OCEAN, BEACH):

A. Small Boats: Competitive boating sports (e.g. bass fishing, sailing, row), instructional boating activities (e.g. kayak instruction, paddleboard instruction) and instructional activities involving small boats (e.g. kayak water ecology activity) are permitted when authorized by the Chief Education Officer or designee. When authorized, the supervision, lifeguard, student accommodation and activity safety requirements shall be established by the Chief Education Officer or designee.

Recreational activities in small boats (e.g. canoe, kayak, rowboats, paddleboards, sailboats etc.) is prohibited.

B. Commercial Boats: School activities involving U.S. Coast Guard approved commercial boat charters (e.g. ferry boats, water taxi, tour boats) are permitted. For foreign student travel, a commercial boat charter must possess an equivalent to a U.S. Coast Guard approval in the country visited to be considered for approval.

C. Shoreline Swimming and Snorkeling: Instructional shoreline swimming and snorkeling activities at a Chicago Park District beach or other open water location (ocean, river, lake) including those related to water sport activities (e.g. triathlon) are permitted when authorized by the Chief Education Officer or designee. When authorized, the supervision, lifeguard, student accommodation and activity safety requirements shall be established by the Chief Education Officer or designee.

Recreational shoreline swimming and snorkeling in oceans, lakes, rivers or other open water locations is prohibited.

D. Student Travel Approval: Requests for boating or open water activities are subject to prior approval in accordance with the Board's Student Travel Policy. The principal or designee shall ensure that all required aquatic activity documentation is submitted as part of the trip approval process in accordance with the Student Travel Policy guidelines.

V. AQUATIC CERTIFICATION – CREDENTIAL COMPLIANCE: The principal shall obtain a copy of the current aquatic certificates for lifeguards, SECAs and also for staff teaching swim instruction or coaching a sport involving aquatic activity or supervising an aquatic activity and provide the certificates to the Chief Executive Officer or designee who will maintain the certificates on file. The principal shall instruct the aquatic certificate holder to renew required certification during their employment, so long as they engage in supervising water activities. Certificates must be issued by the American Red Cross. Certificates from other organizations will be accepted only if they are of equivalent or better quality and approved by the CPS Health and Physical Education Department at the time of employment.

The principal or designee shall ensure that all required aquatic certification documentation is submitted as part of the trip approval process in accordance with the Student Travel Policy and Guidelines. The principal shall maintain copies of certification documents provided by third parties who use the school pool that reflect compliance with the following lifeguard and supervision requirements together with the rental documentation.

Nothing herein shall limit the authority of the Chief Executive Officer's authority to identify additional credentials requirements for lifeguards, teaching staff, coaches, SECAs or aquatic activity supervisors for consistency with state or local laws.

VI. FACILITY COMPLIANCE: Schools with pools on site shall operate and maintain their aquatic facility in compliance with the applicable state and local laws and licensing requirements. The Facilities Department shall maintain standards and operating procedures to ensure the proper maintenance of pools, safety equipment, and inspection of aquatic facilities. The Facilities Department shall make determinations whether a pool must be de-activated in order for maintenance or corrective actions are taken.

VII. GUIDELINES: The Chief Education Officer or designee is authorized to establish and publish aquatic activity guidelines to ensure the effective implementation of this policy. At a minimum, the guidelines shall include standards, procedures and requirements for pool signage, pool maintenance and inspection, safety equipment and procedures, aquatic instructor hiring and responsibilities, SECA hiring and responsibilities, lifeguard hiring and responsibilities, the use of student lifeguards, aquatic emergency action plan and drills, special education compliance, aquatic credential compliance and principal scheduling, religious accommodations, third-party rentals of CPS pools, parent notices and request for information, student safety vest requirements, aquatic activities during student travel including aquatic sports and same-day field trips and such other requirements as necessary. The aquatic activity guidelines will incorporate the pool-related standards and procedures established by other CPS departments including but not limited to Facilities, Real Estate, Sports Administration, Diverse Learners Supports and Services, as necessary. The principal and all school staff shall ensure compliance with this policy and related aquatic activity guidelines.

VIII. OVERSIGHT AND SUPPORT: The Chief Education Officer or designee shall oversee school implementation and compliance with this policy and in doing so shall:

1. Provide technical assistance and support to assist schools with implementation of the policy and swim programming;
2. Ensure schools are offered support services through various CPS departments including Facilities, Real Estate, Sports Administration, Diverse Learners Supports and Services to ensure the full implementation of this policy; and
3. Conduct periodic evaluations and report on district-wide and individual schools' compliance with the Policy.

IX. NON-DISCRIMINATION: Students with disabilities shall participate in aquatics programming in the same manner as their non-disabled peers. It is the Board's policy to ensure compliance with Title IX of the Education Act of 1972 in the provision of school-sponsored aquatic activities and equal opportunity to participate in such activities.

X. EFFECTIVE DATE: This policy shall rescind and replace the current Aquatic Activity Safety Policy adopted under Board Report 04-0324-PO2, effective September 1, 2018.

XI. VIOLATIONS: Employees who violate this policy or guidelines will be subject to disciplinary action, including discharge.

Amends/Rescinds:	Amends 04-0324-PO2
Cross References:	
Legal References:	210 ILCS 125/1 <i>et seq.</i> ; 77 Ill. Adm. Code 820 <i>et seq.</i>

Chicago Public Schools Policy Manual

Title: VOLUNTEER POLICY

Section: 801.2

Board Report: 18-0822-PO4

Date Adopted: August 22, 2018

Policy:

THE CHIEF EXECUTIVE OFFICER RECOMMENDS:

That the Board rescind Board Report 14-0326-PO1 and adopt a new Volunteer Policy.

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

POLICY TEXT:

I. Volunteer Categories:

A. Level I Volunteer. A Level I Volunteer is:

1. A parent providing volunteer service in their child's school or classroom for 10 or more hours/week;
2. An individual providing volunteer service for 5 or more hours/week at a school where s/he does not have a child enrolled;
3. Any individual chaperoning an overnight school-sponsored trip, regardless of the hours/week that the volunteer serves (See also the Student Travel Policy);
4. Any individual serving in a coaching capacity, regardless of the hours/week that the volunteer serves;
5. Any individual serving as a student teacher, pre-service teacher, pre-service clinician, or other pre-service practicum assignment regardless of the hours/week that the volunteer serves;
6. Any individual serving as a One-on-One tutor or mentor, regardless of the hours/week that the volunteer serves and regardless of the setting, whether online or in-person;
7. Any individual providing volunteer service with students when such service may occur in an unsupervised setting, regardless of the hours/week that the volunteer serves;
8. Any individual providing volunteer service for a program where the program's funding agency requires criminal record clearance, regardless of the hours/week that the volunteer serves; or
9. Any individual providing services to a school through an organization that is not charging the school for such services, and who is not otherwise subject to a criminal background check requirement found in a Board contract with said organization, except as specified in section I.B.3 below.

B. Level II Volunteer. A Level II Volunteer is:

1. A parent providing supervised volunteer service in their child's school or classroom for less than 10 hours/week;
2. Any individual providing volunteer service for less than 5 hours/week at a school where s/he does not have a child enrolled;
3. An individual providing one-day volunteer service with no ongoing individualized interaction with a student(s) including those who speak at a class/assembly, judge academic competitions, give musical performance, participate in the "Principal for a Day" program, job-shadowing event, corporate philanthropic event, organized community service event or other one-time event provided there is direct supervision of the activity/event by regular school employees;
4. A parent accompanying his/her child's class on a one-day field trip or another type of extra-curricular activity that does not involve an overnight stay; or

5. An individual providing volunteer service on projects/activities involving no or nominal contact with children (home-based volunteer activities, volunteers serving at Central or Network office).

II. Principal Responsibilities:

- A. For Level I and II Volunteers: The principal shall be responsible for all volunteers associated with their school, including those providing services outside of regular school hours.
 1. The principal is responsible for reviewing volunteer application forms from eligible prospective volunteers, completing an interview, as necessary, with the prospective volunteer or his/her sponsoring corporation or other organization and determining whether to recommend the individual for volunteer service to FACE². Decisions about recommending volunteers shall be made based on the needs and best interests of the school as determined by the principal. Each year, before any volunteer is permitted to provide services, the principal must require the volunteer candidate, including volunteers providing services under the sponsorship of a corporation or other organization, to complete an application through FACE² and must not permit the prospective volunteer to perform any services until FACE² has approved the prospective volunteer for service.
 2. Before allowing volunteers to perform services, Principals shall develop a schedule for every volunteer and, when services are performed, require all volunteers to record their start and end time each day of service.
 3. Principals must ensure that all volunteers are properly supervised and, with respect to Level II volunteers, are in line of sight of their supervisor.
 4. Principals have an ongoing responsibility to monitor the volunteers' activities once they've been approved and to ensure they are performing duties consistent with their Level I or Level II status.
 5. If a principal would like an approved Level II volunteer to perform Level I volunteer services, the principal must first re-submit the volunteer to FACE² to complete the Level I registration process. The principal shall ensure the volunteer does not provide Level I services until such time as the individual receives approved Level I status from FACE².
 6. Until such time as the Office of Safety and Security establishes a volunteer photo ID program, the principal shall establish a process to visibly identify individuals who are approved school volunteers (e.g. sticker badge). The principal shall ensure the volunteer wears the identification during the course of their volunteer service.
 7. The Principal shall ensure that their approved volunteers complete the mandated volunteer training requirements established by the Chief Executive Officer or designee.
- B. For Level II Volunteers: The principal must ensure that all Level II Volunteers are supervised by a responsible full-time school employee(s) who has the volunteer in his/her line of sight at all times and do not exceed the maximum number of hours or perform services above and beyond that of a Level II volunteer.
- C. Limits on Delegation: The principal may delegate the principal responsibilities identified in this policy only to a responsible Assistant Principal or licensed teacher and only if the principal establishes accountability measures to ensure the requirements of this policy are satisfied with fidelity.

III. Office of Family and Community Engagement in Education (FACE²) Responsibilities:

- A. For every volunteer application that is received, FACE² must:
 1. Confirm with the principal the type and nature of services the prospective volunteer will perform and the number of hours the volunteer will be providing said services to the school, including those hours and services performed outside of regular school hours;
 2. Request that the Office of Safety and Security perform a search to determine whether the volunteer applicant appears in any of the following Registries:
 - (a) Nationwide Sex Offender Registry
 - (b) Illinois Sex Offender Registry
 - (c) Illinois Violent Offender and Murderer Against Youth Registry; and
 3. Request that the Office of Safety and Security perform a search to determine whether the volunteer applicant has been designated as ineligible for CPS re-hire ("DNH").

- B. For Level I Volunteer applicants, FACE² must:
 1. Inform the prospective volunteer that they must submit to a fingerprint-based background check through the Office of Safety and Security, which includes a criminal history check, a CPS employment history check, and check on finding of child abuse and neglect from the Department of Children and Family Services;
 2. Inform the principal and prospective volunteer in writing whether the prospective volunteer has cleared the requisite checks and is approved to volunteer; and
 3. Specify the services the volunteer is approved to perform and the number of hours the volunteer is approved to perform said services.
- C. For Level II Volunteer applicants, FACE² must:
 1. Inform the principal and volunteer candidate in writing whether the prospective volunteer has cleared the requisite checks and is approved to volunteer; and
 2. Specify the services the volunteer is approved to perform and the number of hours the volunteer is approved to perform said services.

IV. Volunteer Application: Prospective volunteers must register with FACE² by completing the required CPS volunteer application forms and satisfying the requirements of the applicant review process each year. Registration is valid for one year only. All volunteers must disclose whether they have been convicted of any criminal offense enumerated in 105 ILCS 5/34-18.5(c). Misrepresentation on any of the application forms or during the review process may result in immediate disqualification of a prospective volunteer.

An individual shall be deemed ineligible to volunteer if s/he has been:

- A. convicted of any criminal offense enumerated in 105 ILCS 5/34-18.5(c) of the Illinois School Code ("Enumerated Offense");
- B. convicted of an offense that requires him/her to appear on a sex offender registry in any jurisdiction; or
- C. designated as ineligible for rehire by CPS.

An individual with an indicated finding from the Department of Children and Family Services or with a criminal offense that does not per se exclude them from volunteer service may be deemed ineligible to volunteer as determined by the Chief Executive Officer or designee.

V. Criminal Background Check: As part of the review process, the prospective volunteer shall comply with the following criminal background check requirements:

- A. A fingerprint criminal background check is required for all Level I Volunteers.
- B. A fingerprint criminal background check is not required for Level II Volunteers, however a principal or the Office of Safety and Security may require a Level II Volunteer to submit to a fingerprint-based criminal background check.

To the extent any other Board rule, policy, contract or grant obligation requires an individual to submit to a criminal background check, this policy shall not be construed to limit or nullify such other requirement. Nothing herein prohibits the Chief Executive Officer or designee from requiring a criminal background check as needed to verify an individual's qualifications to serve as a volunteer or to require a volunteer to complete an additional criminal background check. Nothing herein prohibits the Chief Executive Officer or designee from establishing a modified volunteer application and review process for any district-wide initiative that requires volunteer support.

VI. Guidelines: The Chief Executive Officer or designee shall issue guidelines for the effective implementation of this policy including forms, timelines and protocols for volunteer applications, applicant review and completion of background checks. The guidelines may also include: (i) requirements for continuous volunteers to submit updated application forms or submit to a new background check, (ii) requirements for mandatory volunteer training, (iii) standards or restrictions regarding volunteer age or

experience, (iv) standards and procedures for the revocation of a volunteer's approved status, (v) any volunteer health exam(s) requirements, and (vi) any other requirements necessary to ensure the proper oversight of CPS volunteers.

Amends/Rescinds: Rescinds 14-0326-PO1
Cross References: 06-0927-PO2; 02-1218-PO02; 01-0822-PO4; 99-0728-PO4; 99-0421-PO5;
96-0327-PO6; 92-1125-RS4; 67-730-13
Legal References: