

2006-07 Study Group Team Member Attendance Policy

The success of Chicago Foundation for Education's Study Group Grant Program is dependent on the attendance and participation each Study Group Team Member at all 12 hours of Study Group Meetings. The \$300 grant is awarded on the basis of full participation. Study Group Coaches are prepared to work with CFE Study Group Team Members to determine a schedule to accommodate you. However, we also understand that unavoidable emergencies may arise.

Given the limited number of Study Group hours combined with the amount of work required of Coaches to prepare and coordinate meetings, CFE takes our Attendance Policy very seriously. *CFE will make all final decisions regarding the approval of Team Member absences and reserves the right to terminate grants based on unexcused absences.*

Absence Policy

Attendance at all 12 hours of Study Group meetings is required to receive your entire \$300 Study Group Grant.

In the event of an unavoidable emergency:

- 1) Contact your Study Group Coach *prior* to the meeting or *as soon as possible*.
- 2) Request a CFE Absentee Form from your Coach.
- 3) Work with your Coach to determine the required "Make-up Assignment" and submit the form to your Coach for approval.*
- 4) CFE will send you confirmation regarding approval of your absence.

Approved Absences

Team Members receiving APPROVED absences may be required to "make up" the time they missed. *Make-up assignments are left up to the Study Group Coach to decide but may include attendance at CFE's *Teachers as Leaders and Learners* Workshop on Saturday, October 6, 2007, observation of a classroom, facilitation of future discussions, etc.

Unapproved Absences

If your absence is UNAPPROVED, you will be required to RETURN the grant award of \$300 to CFE. ***If CFE does not receive the \$300 by December 31, 2007, you will be ineligible for ALL CFE grants for two years.***