

USE OF UNSCHEDULED CLASS TIME FOR HIGH SCHOOL JUNIORS AND SENIORS

A. The high school principal may allow members of the junior and senior classes the privilege of early dismissal/late arrival from school or to leave campus during the school day provided that,

Seniors:

1. ~~The senior~~ meets the academic eligibility standards outlined in policy File: JJJ Co-Curricular and Athletic Programs and High School Eligibility Requirements beginning with grades recorded in the last quarter of the student's junior year, and

B. _____

2. ~~The senior~~ meets and follows the Senior Privilege Regulations which are detailed in the student handbook

and juniors:

1. meet the academic eligibility standards outlined in policy File: JJJ Co-Curricular and Athletic Programs and High School Eligibility Requirements beginning with grades recorded in the last quarter of the student's sophomore year,
2. meet and follow the Junior Privilege Regulations which are detailed in the student handbook, and
3. juniors meeting the above requirements shall be allowed to leave campus for the last period of the day provided they have no scheduled courses

It is the responsibility of the principal to review the Junior/Senior Privilege Regulations as circumstances dictate, or annually, as necessary and appropriate. The principal will report significant changes or situations to the School Board.

Reference: Junior/Senior Privilege Regulations within student handbook
JJJ – Co-curricular and Athletic Programs and High School Eligibility Requirements

ADOPTED: October 6, 1984

REVISED: November 8, 1994

Recoded: June 1998

REVISED: MAY 11, 2000 (Formerly *Early Dismissal/Late Arrival for High School Seniors*)

February 10, 2009

Reviewed: February 11, 2014

REVISED: _____

GRADUATION REQUIREMENTS

Before entering high school, students need to know the standards for attaining a high school diploma in order to plan an appropriate, sequential, educational program to meet that goal.

~~{School-unit name}~~ **Cape Elizabeth** has adopted a standards-based ~~[OR: proficiency-based]~~ system of learning consistent with Maine law, which means that after January 1, ~~2018~~ **2021**, the awarding of a diploma will be contingent on the demonstration of proficiency in the content areas and Guiding Principles and the Learning Results rather than the accumulation of credits.

To be awarded a high school diploma from the ~~{School-unit name}~~ **Cape Elizabeth** schools, students graduating in the Class of ~~2018~~ **2021** and beyond must demonstrate proficiency in the content areas identified in Maine's system of Learning Results, meet the cross-content performance standards set forth in the Guiding Principles of the Learning Results, and fulfill all additional graduation requirements set by the Board.

Students graduating in the Classes of ~~2014~~ **2015**-~~2017~~ **2020** must meet the credit and other graduation requirements specified in this policy.

A student who would have graduated with the Class of ~~2017~~ **2020** and have been awarded a diploma at commencement but for his/her failure to earn sufficient credits or meet other requirements set by Board policy will have until December 31, ~~2017~~ **2020** to fulfill the graduation requirements applicable to the Class of ~~2017~~ **2020**.

The Superintendent, through the high school principal or other designee, shall be responsible for making accurate information concerning diploma requirements available to incoming students and their parents prior to the start of their ninth grade school year. A copy of this policy will be disseminated to all incoming ninth grade students at the time of course selection. This policy will also be included in every edition of the high school student handbook.

The Board has approved the following schedule of minimum requirements for graduation, which includes minimum requirements specified by the State of Maine. The Board is aware that current law and regulations are subject to change.

The Board expects the Superintendent/designee to inform students and parents as soon as practicable of any additional State-imposed standards that must be met before students may be awarded a high school diploma.

I. DIPLOMA REQUIREMENTS FOR STUDENTS GRADUATING IN THE CLASSES OF ~~2014~~ **2015**, ~~2015~~ **2016**, ~~2016~~ **2017**, **2018**, **2019** OR ~~2017~~ **2020**

Students who anticipate graduating in the Classes of ~~2014~~, **2015**, **2016**, ~~or~~ **2017**, **2018**, **2019** or **2020** must meet the following minimum requirements in order to be awarded a high school diploma.

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- A. The student must successfully complete a total of 230 credits. Of these credits, ~~12 1/2~~ 125 (twelve and one half) must be those specified by the State of Maine. They are:
1. English/language arts – 40 credits;
 2. Mathematics – 20 credits;
 3. Social studies and history, including one year of American history and government – 20 credits;
 4. Science, including at least one year of laboratory study – ~~2 years~~ 20 credits;
 5. Fine arts, which may include art, music, forensics or drama – 10 credits;
 6. Health – ~~1/2~~ 5 credits; and
 7. Physical education – 10 credits.
- B. The student must demonstrate computer skills according to the school-unit's standards for computer literacy, proficiency, and performance.
- C. In addition to the State requirements, the student must meet the following additional credit requirements established by the Board:
1. Math – 10 additional credit(s) for a total of 30 credits;
 2. Science – 10 additional credit(s) for a total of 30 credits, including credits in Physics, Chemistry, and Biology unless alternative credit arrangements in Science are approved by the Principal;
 3. [~~Other Area of Study, e.g., World~~ Social Studies and History] – 10 additional credit(s) for a total of 30 credits, including 15 credits in World History unless alternative credit arrangements in Social Studies are approved by the Principal;
 4. [~~Other Area of Study~~ Technology] – 5 credit(s);
 5. Fine Arts/Technology – 5 credits; and
 6. Electives – 45 credits.

GRADUATION REQUIREMENTS

5. ~~[Senior portfolio, senior exhibition, “capstone” experience or other specific local requirement _____ credit(s)].~~
- D. The remaining credits may be selected by the student based on his/her interest, satisfaction of course prerequisites, and requirements of the field that he/she plans to enter upon graduation.
- E. ~~[OPTIONAL: The student must also satisfactorily complete a total of _____ community service hours.]~~

ALTERNATIVE METHODS OF EARNING CREDITS

A student who wishes to meet these requirements through alternative means ~~is deficient in these requirements or is deficient in these requirements~~ wishes to meet these requirements through alternative means may earn and apply credits in accordance with the provisions of this section.

A student who wishes to meet a credit requirement through an alternative method must have prior written approval as specified in this section.

A student who makes up deficiencies may participate in the next regular graduation ceremony following successful completion of all graduation requirements.

- ~~A. A student may earn up to two credits through the _____ Adult Education Program. The student must have prior written approval from the Director of Adult Education, Guidance Counselor, Department Chair and Principal.~~
- BA. A student may obtain credits through summer school in classes that he/she completed at _____ Cape Elizabeth High School but did not pass. The student must obtain prior written approval from the Guidance Counselor, Department Chair and Principal.
- CB. A student may earn up to _____ credits through distance learning/virtual courses provided 1) the course is approved in advance by the Guidance Counselor, Department Chair and Principal and 2) progress is monitored by a member of the High School’s professional staff.
- DC. Advanced courses or courses not available at _____ Cape Elizabeth High School may be taken at other secondary schools or at approved postsecondary institutions with the approval of the Guidance Counselor and Principal.
- ED. A student may earn up to _____ credits through independent study approved by the Guidance Counselor, Department Chair and Principal and monitored by the teacher(s) of the subject(s) to which the independent study is related.

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STUDENTS RECEIVING SPECIAL EDUCATION SERVICES

Students who achieve proficiency in meeting the content standards of the Learning Results as specified in the goals and objectives of their Individualized Education Plans (IEP), will be awarded diplomas.

II. DIPLOMA REQUIREMENTS FOR STUDENTS GRADUATING IN THE CLASS OF ~~2018~~ 2021 AND BEYOND

In accordance with Maine law and ~~{School-unit name}~~ Cape Elizabeth's ~~standards-based~~ ~~{OR: proficiency-based}~~ system of learning, after January 1, ~~2018~~ 2021, the awarding of a diploma from ~~{School-unit name}~~ Cape Elizabeth schools will be contingent on the demonstration of proficiency in the content areas of Maine's system of Learning Results and meeting the cross-content performance standards of the Guiding Principles of the Learning Results, rather than the accumulation of credits. The student must also fulfill any other requirements specified in this policy.

Students who anticipate graduating in the Classes of ~~2018~~ 2021 and beyond must meet the following requirements in order to be awarded a high school diploma.

- A.** Demonstrate proficiency in meeting standards in the following content areas of the Learning Results. Meeting the standards entails demonstrating proficiency for each standard within each content area.

English Language Arts

Mathematics

Science and Technology

Social Studies

Health Education and Physical Education

Visual and Performing Arts

World Languages

Career and Education Development (embedded in the other content areas)

- B.** Meet the cross-content performance standards set forth in the Guiding Principles of the Learning Results.

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A student graduating from ~~{School-unit name}~~ Cape Elizabeth schools is expected to be a:

Clear and effective communicator;

Self-directed and life-long learner;

Creative and analytical problem solver;

Responsible and involved citizen; and an

Integrative and informed thinker.

~~C. [OPTIONAL: Complete a capstone project [OR: integrative research or service learning project] through which he/she will demonstrate in-depth research, presentation, and technology application skills and evidence of proficiency in the Guiding Principles of the Learning Results.]~~

~~D. [OPTIONAL: Complete an application to a post-secondary educational institution, training program or other experience that provides an opportunity for further growth.]~~

~~E. [OPTIONAL: The student must also complete the following non-academic requirements: _____.]~~

MULTIPLE PATHWAYS TO THE AWARDING OF A PROFICIENCY-BASED DIPLOMA

~~{School-unit name}~~ Cape Elizabeth's high school educational program ~~[OR: curriculum]~~ is designed to enable students to satisfy graduation requirements in four years through a sequence of educational (learning) experiences/courses providing opportunities to gain and demonstrate proficiency in all of the content areas of the Learning Results and in the cross-content Guiding Principles of the Learning Results.

~~Students following a traditional pathway will:~~

~~A. Engage engage in educational experiences in the content areas of English Language Arts, Mathematics, and Science and Technology in each year of their high school program and participate in other educational experiences to demonstrate proficiency in:~~

~~[NOTE: The requirement in "A" above is for the purpose of alignment with Maine law and the adoption of Common Core and national science standards.]~~

~~B. Engage in at least two [OR: three or _____] educational experiences~~

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in the content area of social studies during their high school program.

- C. Engage in at least one educational experience in each of the content areas of visual and performing arts during their high school program.
- D. Engage in at least _____ educational experiences in world languages during their high school program
- E. Engage in at least _____ health and physical education experiences during their high school program.
- F. Engage in educational experiences that integrate career and education development into other content areas of the Learning Results.

~~Students following a traditional pathway must be enrolled in the equivalent of five [OR: _____] full year learning experiences/courses or integrated equivalents in each of their high school years.~~

Students may also opt to pursue a high school diploma proficiency through multiple additional pathways including:

- Early college/dual enrollment courses
- Career and technical education programming
- Online/virtual learning
- Apprenticeships, internships and/or field work
- Community service
- Exchange programs
- Independent study
- Alternative education/“At Risk” programming
- Adult education

Each pathway must provide a quality learning experience comparable in rigor to the school unit’s own educational experience (course) offerings.

In order to pursue one or more of the multiple/alternative pathways, a student must have a Personal Learning Plan-plan detailing how the pathway will provide exposure to the content standards of the Learning Results and how the student will demonstrate proficiency in

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meeting the standards. The ~~personal learning plan~~ must be approved by the Guidance Counselor, Department Chair and Principal [~~OR: _____~~].

STUDENTS RECEIVING SPECIAL EDUCATION SERVICES

Students who achieve proficiency in the content standards of the Learning Results and Guiding Principles, as specified in the goals and objectives of their Individualized Education Plans (IEP) will be awarded diplomas.

III. ADDITIONAL CONSIDERATIONS APPLICABLE TO THE AWARDING OF A DIPLOMA FROM _____ **CAPE ELIZABETH** HIGH SCHOOL

This section applies to all students, in all graduation classes.

A. Transfer Students

For students who transfer to _____ **Cape Elizabeth** High School from another state or from an educational program that is not required to be aligned with the content standards of the system of Learning Results, the **Cape Elizabeth** _____ High School Principal shall determine the value of the student's prior educational experience towards meeting graduation requirements.

B. Home-schooled Students

For home-schooled students wishing to receive a diploma from **Cape Elizabeth** _____ High School, the **Cape Elizabeth** _____ High School Principal shall determine the value of the student's prior educational experience toward meeting graduation credit requirements. [~~A home-schooled~~ **home-schooled** student must have attended **Cape Elizabeth** _____ High School for a minimum of _____ **2** semesters {~~OR:~~ ~~taken a minimum of _____ courses at _____ High School~~} in order to receive a **Cape Elizabeth** _____ High School diploma.]

C. Delayed Awarding of Diplomas

A student who leaves **Cape Elizabeth** _____ High School to attend an accredited, degree-granting institution of higher education may upon satisfactory completion of the freshman year be awarded a high school diploma, provided that the student has notified the principal at the time of the early admission.

D. Early Awarding of Diplomas

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A student who has met the State's and the Board's diploma requirements in fewer than four years of high school may be awarded a diploma.

E. Extended Study

Students are eligible for extended years of study to complete the requirements of a diploma if they have not reached the age of 20 at the start of the school year. Students eligible for extended years of study may be referred to adult education or other resources suitable to young learners. Extended study for students with disabilities shall be specified in the student's Individualized Education Plan.

~~F. Certificate of Completion~~

~~The Board may provide a certificate of completion to a student who leaves school having completed four years attendance as a full-time high school student and who has earned the required credits but has not met Learning Results proficiency standards that may be mandated by the State~~

~~G.F.~~ Participation in Graduation Ceremony

A student must complete all Board requirements for a high school diploma or certificate of completion in order to participate in graduation exercises.

~~H.G.~~ Honors and Awards at Graduation

In order to be eligible for ~~honors or awards based wholly or in part on academic achievement (e.g., valedictorian, salutatorian, class speaker, "Top 10")~~ status at graduation, a student must have been enrolled full time at _____ High School during the year [OR: for two years, OR: for _____ semesters] preceding in attendance at least three semesters prior to graduation. If a student in attendance less than three semesters prior to graduation qualifies for the "top ten percent," the number of students qualifying for that status will be expanded by one for each student meeting this description. Students in attendance less than three semesters are otherwise fully eligible, without condition, for all end-of-year ~~who do not meet this enrollment requirement will not be "ranked" for the purpose of determining eligibility for graduation honors, awards, or~~ and ~~scholarships.~~

[NOTE: "Honors" at graduation is a different issue than "honor roll" or "class rank," which may have different eligibility requirements and may be addressed in other board policies.]

Legal Reference: 20-A M.R.S.A. § 4722
Ch. 127 § 7 (Me. Dept. of Ed. Rule)

GRADUATION REQUIREMENTS

Cross Reference: IHCDA – Post-Secondary Enrollment Options
IKE – Student Achievement Promotion, Retention and Acceleration / Progress Through Grades
IKFA - Early Graduation
IKFC: Awarding of High School Course Credit Prior to Grade 9

ADOPTED: November 8, 1994
REVISED: November 12, 1996
May 13, 2003
November 14, 2006
June 10, 2008
December 11, 2012

STUDENT TRAVEL AND FIELD TRIPS

Purpose

The Cape Elizabeth School Board recognizes that the educational program for students can be enhanced through the wise use of off-campus experiences. The objectives for all student trips are to be clearly defined, including benefits and costs, -and consistent with the objectives of the class or activity of the school or Department.

General Policy Guidelines

1. All student travel must be approved and recommended by the principal (or, in the case of athletic trips, by the athletic administrator) after safety, supervision and educational justification or connection to school activities has been verified.
- 1.2. Out-of-state trips within 125 miles, one-way and in-state trips requiring no more than one night's stay must also be approved by the Superintendent.
- 2.3. School employees are not to solicit students to participate in any commercial or non-school sponsored trip without advance approval in writing from the Superintendent or his designee.
- 3.4. Out of state trips or trips of a distance greater than 100 miles should not be requested if comparable experiences are available closer to home. Students are not to remain overnight if it is practical to return home.
- 4.5. Whenever students travel, there shall be adequate and mature supervision to provide for the safety of students.
- 5.6. Extended trip planning should be started as far as possible in advance of the trip to permit adequate time for students to earn the necessary funds. Parent information is required for overnight travel.
- 6.7. No student will be subjected to pressure to participate in school-sponsored travel activities except for competitions, events, and performances that are integral to membership on an athletic or other extracurricular team or club and pre-season, athletic scrimmages, provided the cost of such events, contests and performances are not borne by the student or the student's family. If a team has been selected, all team members must be invited to participate. If the team has not been officially selected, the trip must be made available to all students interested in being a member of that team. Subject to the exceptions described above, non-participation in student travel may not result in loss of credit, removal from a team or any other negative consequence to students.

Special Circumstances

In certain circumstances, for example, trips of short-duration and high-frequency, involving junior and senior students only, within a ~~10~~5-mile distance from the high school, students may drive themselves or car-pool with other students provided this method of transportation is specifically disclosed to and approved in writing by parents. Such arrangements are an exception to this policy and must be approved by the Principal with notice to the Superintendent. Factors that will be considered in determining whether approval will be granted for such trips are: 1) the distance from school; 2) the number of students involved; 3) the feasibility and cost of school bus transportation; 4) the age of the students; and 5) the frequency of the trips.

STUDENT TRAVEL AND FIELD TRIPS

SCHOOL SPONSORED TRIPS – ACADEMICS, EXTRA-CURRICULAR & ATHLETIC

Cost of Travel

The cost of travel shall be kept as low as reasonably possible without compromising the safety of the students and chaperones involved. No student at any grade level shall be denied participation due to lack of funds.

Approval of Travel

Parent Approval

Parents/guardians should be given adequate notice prior to any student travel and must give written approval for all travel. A parent/guardian consent form may be signed at the beginning of each school year giving permission for students to participate in all regularly scheduled local field trips. Overnight trips require a separate consent form that is specific to the particular trip. Overnight trip consent forms must include the nature of all of the activities in which the student will participate. They must also include permission to participate signature line(s), emergency contact telephone numbers, any specific medical needs and conditions, and permission to provide emergency medical care. The Field Trip/Medical permission slip shall be taken on the trip by the sponsor.

Travel Requiring Principal Approval

All travel must first be approved and recommended by the principal or, in the case of athletic trips, the athletic administrator. The principal and athletic administrator are permitted to approve in-state day trips (no overnight stays) without the endorsement of the Superintendent or School Board.

Travel Requiring Superintendent Approval

Out-of-state trips within ~~125 miles, one-way~~, New England must be approved by the Superintendent. In-state ~~extracurricular~~ trips requiring no more than one night's stay must also be approved by the Superintendent. The School Board will be notified of all travel approved by the Superintendent at their next scheduled meeting. Travel requests needing approval from the Superintendent or Board should be submitted at least two months in advance of the trip.

Athletic and Extra Curricular Team Competitions

Out-of-state travel for athletic and extra curricular teams qualified for competition within New England must be approved by the Superintendent. In the event that notification of eligibility for such competition occurs after a regularly scheduled School Board meeting and the competition is scheduled to occur prior to the subsequent School Board meeting, the Superintendent is authorized to approve stays involving two or more nights within New England. The School Board will be notified of all travel approved by the Superintendent at their next scheduled meeting. Travel requests needing approval from

STUDENT TRAVEL AND FIELD TRIPS

the Superintendent or Board should be submitted at least two months in advance of the trip.

Travel Requiring School Board Approval

Board approval is required for out-of-state trips ~~farther away than 125 miles, one-way~~ outside of New England; for ~~curricular~~ all trips requiring an ~~two or more~~ two or more overnight stays; ~~for all trips requiring more than two nights or more overnight stay~~; and for all trips requiring a per-student cost or fund-raising of \$500 or more. The Board reserves the right to require travel insurance for all approved trips.

Student Eligibility for Travel and Conduct of Participants

Students who travel under the name of the school and adults who supervise that travel become role models for others and help establish and maintain the reputation of the school and district. Behavior and conduct of students and chaperones fall under the rules and policies of the school, district, and Maine law. Student members of the travel group who violate applicable behavior expectations will not be allowed to participate in future trips for the remainder of the school year. In the case of serious violations raising safety or health concerns, the staff member shall immediately consult with the principal to determine one of the following responses: 1) contact the parents/guardians and require the parents/guardians to pick up the student, 2) send the student home by public carrier with a chaperone or in a vehicle driven by a chaperone, after notifying the parent of the travel plans.

Travel Safety

General

The safety of participants is the primary concern when travel occurs. Schools are to provide clear safety instructions to students and chaperones prior to leaving for a travel experience and review safety instructions periodically during extended travel experiences. Travel planning should include consideration of weather conditions and provide for cancellation or extended travel time in the case of inclement weather conditions. Except when taking school or charter buses, all passengers must wear seat belts while traveling under the approval of the Cape Elizabeth School Department.

Transportation

Only under the conditions described in "Special Circumstances" on page 1 above is travel approved with student drivers. Otherwise, students are not approved to drive other students to, from or during school-sponsored field trips.

STUDENT TRAVEL AND FIELD TRIPS

All in-state trips must generally be by school bus or licensed carrier. However, the student may travel with his/her own parent provided the parent assumes all legal liability associated with personal transportation. With the approval of the Principal, in the case of trips within ~~ten~~ 15 miles of school, with ~~six~~ 15 or fewer students, staff may transport up to 6 students in private, rental, or Department-owned vehicles. All staff driving vehicles transporting students to or from a school activity must have satisfactorily completed a license and background check conducted by Community Services.

All drivers of private vehicles carrying students on approved trips must sign the *Cape Elizabeth School Department Authorization to Transport Students* form, providing evidence of a current driver's license in good standing and automobile liability insurance of at least \$1 million. All drivers of rental vehicles must obtain insurance through the rental company. All trips shall be planned to minimize danger through wise choice of roads and decreased speeds.

No student of any age should travel anywhere alone with a staff member or parent, other than his/her own parent except with prior written approval by the student's parent and a school administrator.

Extended travel should not be initiated after 11:00 pm and should end prior to midnight, unless it takes place on a commercial carrier.

Supervision of Students

Students should never be left behind and/or unsupervised while under the custody of the Department. One adult for each twelve students is recommended supervision for day trips. Whenever students participate in overnight trips, the following supervision is required: one adult per ten students (elementary level); one adult per twelve students (secondary level), with the number of adults rounded up to the nearest whole number. Chaperones will be approved by the principal. Before any overnight trip, the trip organizer is responsible for holding a meeting with chaperones to review trip guidelines, including guidelines around curfew, bed check, emergency information forms, confidentiality, student and chaperone behavior, supervision, and permitted and non-permitted items. Mixed groups of male and female students should have the benefit and protection of male and female adult supervisors. The adult chaperones should be parents of the students, or school staff. Other chaperones (if used) must be over age twenty-one. Chaperones shall not share private sleeping rooms, such as motel rooms, with students other than their own children.

Emergencies and Accidents

In case of an emergency occurring during the trip, the chaperone is authorized to make those adjustments necessary to insure the safety and well-being of the students and will immediately report the emergency to the principal of the school. All circumstances related to any accident will be documented and reported in writing to the Department business administrator.

STUDENT TRAVEL AND FIELD TRIPS

Medications

Shall be administered in accordance with Policy ILCD.

Insurance

Approved trips are covered by the school Department's liability insurance. However, as part of the approval process the Board or Superintendent may require additional travel insurance to protect the financial status of the Department and to help families cover expenses should accidents occur.

Travel Conditions

Travel shall not be approved if unsafe conditions exist. If unsafe conditions arise after travel has been approved, travel shall be cancelled or changed accordingly. Thus, prior to departure on a trip, the Principal, Superintendent and/or Board reserve the right to conduct a safety review of the trip and to cancel the trip if conditions warrant such action. Unsafe conditions include, but are not limited to, adverse weather conditions, outbreaks of serious, communicable diseases and actual or threatened violence or terrorism. Should a trip be cancelled due to safety concerns, the school and/or Department will not reimburse travelers for unrecoverable lost fees. Therefore, the Department encourages travelers to secure cancellation insurance (at their own expense) to provide protection against possible trip cancellation.

NON-SCHOOL SPONSORED TRIPS -

Private trips are not activities of the Cape Elizabeth School Department, and the Department assumes no liability for such trips. If a staff member organizes a private trip unconnected to school, the Cape Elizabeth School Department will neither approve nor disapprove the trip. Responsibility rests with the staff member and the travel agency involved in the planning of the trip. To safeguard the Department from liability, the following procedures shall be followed:

1. Classroom time shall not be used to organize or participate in privately-sponsored trips.
2. The use of school facilities and the promotion and advertisement of the trip shall conform to the Department policies and guidelines for community use of school facilities.
3. Staff members shall not use school equipment or materials in planning or promoting a privately-sponsored trip.
4. All materials developed to advertise the trip shall clearly inform parents that the trip is not sponsored by the Cape Elizabeth School Department.
5. There shall be no relationship between involvement in the trip and course grades or credit.

STUDENT TRAVEL AND FIELD TRIPS

6. The Board recognizes that travel may impact other programs, services, and the general operation of the schools. To minimize the impact, the Board does not approve absences for non-sanctioned trips that require staff to miss workdays.

CROSS REFERENCE: JICC – Student Conduct on School Buses
~~JICC-R – Good Manners and Safety on the School Bus~~
~~(Administrative Guidelines)~~
~~IHOA-R – Student Travel and Field Trips Guidelines~~
~~IHOA-E - Student Travel/Trip Info and Parent Consent Forms~~
~~IJOB – Athletic Policy-Athletic Trips~~
~~Overnight Trip Consent Form~~
~~School Department Authorization to Transport Students form~~
~~JLCD – Administering Medication to Students~~

ADOPTED: October 10, 2006

Revised: June 10, 2008

STUDENT TRAVEL AND FIELD TRIPS GUIDELINES

Guidelines for Board and Superintendent Approval of Extended Travel

While the Department administration and the School Board recognize the educational value of off-campus experiences, it should not be assumed that making application for travel approval means the travel will always be approved. The Board and Superintendent expect that any application for extended travel has sound educational justification and meets the high expectations of the Department for student safety and financial equity.

Groups are more likely to gain travel approval if:

1. There is high educational value
2. The cost per student is not excessive
3. Minimal school time is missed
4. There are not equivalent opportunities that are closer and less expensive
5. Safety concerns have been addressed
6. Adequate insurance is built into the plan
7. There is a high degree of student and parent support
8. There is adequate time and methods to earn money for the trip
9. There is no pressure placed on non-participating students who are members of the group
10. The group has been reasonable in its previous travel requests (location and cost) and has had success in previous travel (i.e., not problems)

Overnight trips require a separate consent form that is specific to the particular trip. Overnight trip consent forms must include the nature of all of the activities in which the student will participate. They must also include permission to participate signature line(s), emergency contact telephone numbers, any specific medical needs and conditions, and permission to provide emergency medical care. The Field Trip/Medical Permission Slip shall be taken on the trip by the sponsor.

CROSS REFERENCE:

- IHOA – Student Travel and Field Trips
- JICC – Student Conduct on School Buses
- ~~JICC-R – Good Manners and Safety on the School Bus (Administrative Guidelines)~~
- DF - Fundraising
- DF-R - Fundraising Administrative Procedures

ADOPTED: June 10, 2008

ATHLETIC POLICY Athletic Trips

~~The Cape Elizabeth School Board supports the concept of extended athletic competition both within Maine and outside of Maine when appropriate. The School Board encourages teams to limit trips to the New England area and it is expected that students will not miss school time for an athletic trip. It is the policy of the Cape Elizabeth School Board to require all athletic teams to request permission of the Board before pursuing any overnight, out of state trip if the trip occurs during the school year or sports season.~~

~~Furthermore, the School Board requires that the request be reviewed by the School Board one month prior to the final decision of the Board. All requests should be made through the office of the Athletic Administrator. School Board approval is required prior to the initiation of any fundraising activities.~~

~~Every trip should have a clear purpose and an explanation of benefits and costs. If the team has been selected, all team members must be invited to participate. If the team has not been officially selected, the trip must be made available to all students interested in being a member of that team.~~

~~The individual athletes who have qualified for a New England or National caliber competition due to their performance will be supported within the limits of the budgeted amounts.~~

CROSS REFERENCE: — IHOA Student Travel and Field Trips

ADOPTED: — October 8, 2002

REVISED: — September 13, 2005

Athletic Trip Request Form

Name of Athletic Team: _____

Coach Making Request: _____

Date(s) of Proposed Trip: _____

Purpose/Benefit of trip: _____

Method of Transportation: _____

Trip Location/Itinerary: _____

Cost: _____

Possible Fundraising Activities: _____

Supervision: Number of Chaperones (School & Parent): _____

Do all athletes have equal opportunity to attend (participate)? _____

Please explain the cost of the trip in relation to the expected benefit:

Signed:

Coach Athletic Administrator

ADOPTED: October 8, 2002

STUDENT TRAVEL/ FIELD TRIP INFORMATION and PARENT CONSENT FORMS

Group/Team: _____ **# Students attending:** _____
Staff Leader Name(s): _____ **# of Chaperones:** _____
(including Ldr) _____
Trip Name: _____

Trip Destination: _____

Trip Date(s): _____

Antic Departure Time: _____ **Antic Return Time:** _____

Transportation by: _____

Driver(s) (if other than school /commercial carrier): _____

In An Emergency, How Can Trip Leader(s) Be Contacted:

FOR OVERNIGHT TRIPS:

Accommodations:
Physical address, phone _____

Provisions for Mixed Gender Supervision: _____

PRE-TRIP PARENT MEETING (FOR TRIP INVOLVING THREE (3) OR MORE OVERNIGHTS) WILL BE:

Date: _____ **Location:** _____ **Time:** _____

APPROVAL OF TRAVEL:

Principal or AD (sign/date): _____

Superintendent (sign/date): _____

School Board: _____

PARENT CONSENT FORM for STUDENT TRAVEL/ FIELD TRIP

Group/Team: _____
Staff Ldr: _____
Trip name: _____

PARENT / STUDENT CONSENT

I hereby give my permission for _____ (son/daughter name) to participate in the travel/field trip(s) named and described above. I acknowledge receipt of the Field Trip Information form for that trip(s). I am comfortable with the arrangements described. I authorize the trip leader(s) to arrange medical treatment in an emergency. I hereby release the trip leader, the field trip(s) chaperones, the school, and the school department ("School"), town of Cape Elizabeth ("Town"), and all of their agents or employees, from any and all claims, liabilities and responsibilities for damages or injuries that my son/daughter may experience during this trip, except only any claims for any damages or injuries that may be sustained as a result of any intentionally harmful acts on the part of the trip leader, the chaperone(s), the Town, the School, or their agents or employees.

Parent Signature

Student Signature (if 18 or older)

Date

Date

EMERGENCY CONTACT AND MEDICAL INFORMATION FORM

Student Name: _____ DOB: _____

Health Insurance Provider: _____	Plan/Certificate #: _____
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1st Contact: _____ Relationship: _____

Work Phone: _____	Home Phone: _____	Cell Phone: _____
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2nd Contact: _____ Relationship: _____

Work Phone: _____	Home Phone: _____	Cell Phone: _____
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Non-Parent Contact: _____ Relationship: _____

Work Phone: _____	Home Phone: _____	Cell Phone: _____
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Known Allergies? If yes, provide treatment protocols below:

Medication or Treatment Restrictions:

Medication(s) that student will be bringing for self-administration:

1st Reading: February 10, 2015 – recommended for deletion / to be replaced by IHOA-E: STUDENT TRAVEL/FIELD TRIP INFO AND PARENT CONSENT FORMS

Field Trip Authorization Form

Name of Group/Team: _____

Faculty/Staff member Making Request: _____

Date(s) of Proposed Trip: _____ # of School Days: _____ # Nights Away: _____

Destination: _____ Distance (one way): _____

Purpose/Benefit of Trip: _____

Transportation Arrangements: _____

Students: _____ # Chaperones: _____ School Staff: _____ Parents/Other: _____

Arrangements for Mixed Gender Supervision: _____

Cost Per Student: _____

Description of any Fundraising: _____

Do all members of the group/team have an opportunity to participate? _____

If "no," describe circumstances: _____

For overnight trips

All parent/other chaperones have attended volunteer training: _____

Date and time of pre-trip chaperone meeting: _____

For out-of-country trips

Travel and cancellation insurance arrangements (attach copy of contract with insurance and cancellation provisions highlighted): _____

Approvals:

Principal or Athletic Administrator _____ Date _____

Superintendent _____ Date _____

School Board _____ Date _____

Authorization Authority: Principal/AA: in-state day trips; Superintendent: out-of-state trips w/in 125 miles, in-state trips requiring one-night stay; School Board: out-of-state trips beyond 125 miles, trips requiring 2 or more overnights; trips costing \$500 or more per student