

## Mock Trial Overnight trip to add to September school board meeting agenda

**Page, Mary** <mpage@capeelizabethschools.org>
To: Jeff Shedd <jshedd@capeelizabethschools.org>
Cc: Andrea Fuller <afuller@capeelizabethschools.org>

Mon, Aug 1, 2016 at 11:09 AM

Jeff,

Attached is the completed form for your and school board approval of the Empire Mock Trial competition in November. Although the state competition is in the process of being resurrected, it still is unclear when the competition will be held. The mock trial coaches believe that the Empire Competition is both a great experience for the team and an opportunity to "up" the performance level of the team. The remaining amount due to Empire is about \$950 or \$995 on Aug. 23.

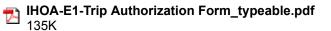
Let me know if you have any questions; hope you are enjoying summer as much as I am!

Mary			

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Open Minds and Open Doors



Policy FILE: IHOA-E1

## STUDENT TRAVEL/ FIELD TRIP AUTHORIZATION FORM

Group/Team Name:					
Name of Faculty/Tri	p Leader Making Request:	:			
		# of School	# Nights		
Date(s) of Proposed	d Trip:	Days:	Away:		
Trip Destination:		Distance	Distance (one-way):		
Purpose/Benefit of 1	Гrip:				
Transportation Arra	angements:				
	# Chaperones:				
# Students:	(including Ldr)	School Staff:	Parents/Other:		
Arrangements for M	ixed Gender Supervision:				
Cost Per Student:					
Description of any Fu	undraising:				
<b>Do all members of th</b> If not, describe circu	ne group/team have an op imstances:	pportunity to participate?			
FOR OVERNIGHT TRIPS:					
All parent/other cha	perones have attended vo	olunteer training:			
Date/time of pre-trip	p chaperone meeting:				
	TRIPS: Travel and cancellat ation provisions highlighte		s (attach copy of contract with		
APPROVAL OF TRAVEL:					
Principal	or AD:		Date		
Superinte	ndent:		Date		
School I	Board:		Date		

- 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.
- Out-of-state trips within New England and in-state trips requiring no more than one night's stay must be approved by the Superintendent.
- Board approval is required for trips outside of New England; for all trips requiring two or more overnight stays; and for all trips requiring a per-student cost or fund-raising of \$500 or more.
- Travel requests needing approval from the Superintendent or Board should be submitted at least two months in advance of the trip.