

Information on Procedures for School-Related Travel On Chebeague Transportation Company for 2015-2016

Once again the Chebeague Island School Department is contracting with the Chebeague Transportation Company for ferry transportation for island resident students in Grades 6-12 for the 2015-2016 school year. Please review the guidelines below.

Students traveling on **school-related business** during pre-season and vacation (August - June) can do so without tickets. Parents/guardians traveling on the boat to and from school-related events and/or meetings are required to record their trip information on the Daily School Travel Log Sheet which is kept by the deckhands' desk. CISD will be billed for those trips.

Students in Grades 6-12

The CTC contract covers all school-related travel for island resident students in Grades 6-12. Students are not required to use tickets for school-related travel. This includes daily round trip travel from the Stone Pier to the wharf on Cousins Island. Typically students leave on the 6:40 am boat and return on the 2:50 pm boat. Students participating in **school-sponsored** sports, extracurricular activities, or extra help may travel at other times as their respective schedule requires. If necessary, a student can make more than one round trip per day, as long as both trips are necessary to attend school-related events.

If a deckhand has a question about whether or not a student's trip is eligible under the school contract, they can ask the student to record the appropriate trip information on the Daily School Travel Log Sheet (located on the boat at the deckhands' desk). The School Department will be responsible for determining the validity of the student's trip. If necessary, the School Department may contact parents or coaches to confirm if travel is legitimate.

The School Department expects students to be honest in their use of school travel privileges. Any student who abuses these CTC travel privileges - such as claiming school-related travel for personal travel - **may lose the right to some or all travel under the CISD contract.** It will be up to the Superintendent, in consultation with CTC, to determine if this action is necessary.

Parents of Students in Grades 6-12

Historically, parents of students have been allowed to travel without personal cost. This travel privilege was extended to parents to attempt to ensure that the cost of transportation was not a financial obstacle to attending games and school-related events. Once again, the Chebeague Island School Department has agreed to support

this policy for the 2015-2016 school year - to the extent our budget allows. The cost of this travel is paid for out of the transportation portion of the school budget.

You will need to include the boat departure time, your name, purpose of travel, and your signature on the Daily School Travel Log on the boat. School-related travel for siblings in grades 6-12 **is already covered** under the school contract and therefore they do not need to sign the log. Younger siblings should be added to the log.

What Travel is Eligible?

1. One adult traveling to transport students from sports practice or after school program.
2. Travel of parents or guardians to school-related events on the mainland such as parent/teacher conferences and meetings, sports events, and school exhibits and performances.

Conditions of Travel

- The purpose of this policy is to help defray the costs to families of students participating in extracurricular programs. We expect parents to be reasonable about using this transportation program and to recognize that there are limited funds available.
- It is the responsibility of the parents to fill out the log sheets and provide accurate information on the time and purpose of travel. In order to assist CTC, we ask that individuals traveling on this program fill out the log sheet when they arrive on the boat. This will help to minimize the need to get up and do it while in transit.
- There will be no other form of reimbursement for school-related travel costs.
- Abuse of this system may result in **the loss of this travel privilege** for the parent or guardian - and the potential elimination of the option for all parents. The Superintendent will be responsible for determining if suspension of travel privileges is warranted.