

**STUDENT TRANSPORTATION IN PRIVATE VEHICLES
ADMINISTRATIVE PROCEDURE**

All Ellsworth School Department (ESD) students in grades 9-12 participating in an ESD-sponsored activity away from ESD facilities, which the students attend, are required to ride to and from the activity on ESD transportation. A student may be released to his/her parent/guardian at the location of the event when the coach or advisor visually acknowledges the request in the presence of the parent/guardian.

A student in grades K-8 may be released from the location of the event as described for grades 9-12 students. In addition, K-8 students may be released to another parent/guardian of a student participating in the **same group activity** if the coach or advisor is presented a written note providing permission signed by the parent/guardian.

Adopted: **March 14, 2000**

Revised: **November 7, 2006** (formatting, grammar only)