

## OVERNIGHT OR OUT-OF-STATE TRIPS

NEPN/NSBA Code: IICB

While the board recognizes classroom participation and regular classroom attendance as the core of a quality student education, the Board recognizes the educational, cultural and social value of student travel outside of RSU 78 to participate in athletic and educational opportunities.

Therefore, the Board will sanction the trips through the trip's approval process and in some cases financially support the trip. School funded activities and trips shall be those in which some or part of the activity is paid through the school budget (See policy IHCAA – Funding of Outside of School Activities).

School sanctioned but not funded activities and trips shall be those which have been approved through the school trip approval process and all school behavior rules, administrative procedures and attendance policies apply. (Field trips, overnight or out of state travel, and foreign travel).

Additionally, any trip must include educational objectives showing how the trip meets a particular education standard. Form EEAA-R must be completed in its entirety showing the educational objectives in a clear to understand format and presented to the board at least four (4) weeks prior to the planned trip or at the discretion of Superintendent or designee.

### 1. School Funded

- A. All school funded educational or athletic trips that require students to spend an overnight, travel out-of-state or both must have the approval of the Board.
- B. A written request for approval must be provided to the Superintendent at a minimum of four weeks prior to the proposed date. (The four-week period will be waived for athletic teams qualifying for post-season tournament play. In this case, the Superintendent shall inform the Board at the first board meeting following the event.) The Superintendent shall ensure that the proposal is on the agenda for Board action at the next Board meeting.
- C. Participation in such trips is limited to students at RSU #78, or students who have the option to attend RSU #78 but are home-schooled.
- D. All efforts are to be made to plan trips outside normal school hours, and school days missed are to be kept to a minimum.
- E. There shall be adequate adult supervision. At a minimum, there shall be a ratio of one adult chaperone to each eight students.
- F. The lead chaperone, teacher or coach, shall serve as the trip leader. He/she shall also serve as the liaison between the school, parent, Principal, Superintendent and Board.
- G. The Superintendent reserves the right to conduct a safety review and cancel the trip if conditions warrant.

Students participating in such trips are subject to all school rules, Board policies and State and Federal Laws and Statutes.

2. School Sanctioned but not Funded
  - A. See #1 Above
  - B. Decisions related to requests to miss school time or days not directly related to a course, or a scheduled interscholastic event may be approved based on both “first come-first served” criteria and the educational value of the trip.
3. Scheduling of Trips Class trips private or commercial school group trips must be scheduled either during school vacations or in summer. Request to miss school days should be kept to a minimum and scheduled to create minimum disruption and follow the attendance policy by obtaining excused absence. The Board encourages senior class trips to be held after graduation with “Project Graduation” e.g. chemical free drug free emphasis.

Cross Reference: IHCAA: Outside of School Activities  
JEAA: Attendance  
JICH: Drug and Alcohol Use by Students JICIA: Weapons, Violence and School Safety  
JK: Student Discipline  
JKD: Suspension of Students  
EEAA-R: Request for Overnight or Out-of-State Travel  
IJOC: School Volunteers  
IJOCA: School Chaperones  
EEAA-A: Request for Overnight or Out-of-State Trips

Adopted: 4/11/1989  
Revised: 10/13/1992; 2/28/2006; 1/27/2009; 4/14/2009; 8/20/2013  
Reviewed: 11/23/2015 Revised: 11/14/2017; 11.6.2019  
Revised: 2.14.2023; Reviewed 6.5.2023