

# Monument School District 8

Code: IICA  
Adopted: 2/22/98  
Orig. Code: IICA

## Field Trips

1. Field trips should be properly planned, well-conducted, and carefully supervised. All field trips should be a vital part of the classroom experience in that the teaching-learning opportunities are extended beyond the daily classroom environment.
2. Field trips will be subject to guidelines as appointed each year by the Board of Directors through the budgeting procedure.
  - a. Expenses covered are bus, fuel and driver. Lodging will be provided for the driver.
  - b. If parent or staff vehicles are used, an appropriate mileage reimbursement as determined by the Board, will be paid.
  - c. Parent volunteer expenses may be paid if overnight responsibility is required.
  - d. Students' meals and lodging are paid by their families, or may be partially covered by student body funds earned by the students.
  - e. Overnight trips are subject to the approval of the Board.
3. All field trips are subject to the approval of the superintendent.
  - a. Before suggesting a field trip to the students, the teacher should consult with the superintendent concerning the advisability of the trip and other pertinent factors which may be advisable to discuss prior to student involvement.
  - b. The teacher should fill out and hand to the superintendent a “**field trip request**” form. These must be filed at least two weeks in advance of the field trip.
  - c. The school will provide a form indicating pertinent information regarding the trip. The parent must complete and return the form before an individual child will be allowed to participate.
  - d. Proper conduct must be stressed. Good behavior reflects not only themselves and their particular school and community, but makes it easier for future students to receive the benefits of the field trip experience.
4. Distance of trips will be determined by the superintendent in keeping with budgetary guidelines and the following:

Overnight trips may be allowed on a case by case basis.
5. The following activities will be allowed in accordance with budgeting guidelines:
  - a. Grades 1-6 field day to be held at school.
  - b. Grade 7-8 activity day at end of school year.
  - c. Grades 9-12 activity day at end of school year on a different day than grades 7-8.

END OF POLICY

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**Legal Reference(s):**

[ORS 332.107](#)  
[ORS 336.014](#)

[ORS 339.155](#)  
[ORS 339.240](#) to -339.250

**Cross Reference(s):**

EEAD - Special Use of School Buses  
EEAE - Student Transportation in Private Vehicle  
KK - Visitors to the School