IFEA/JFC/ECC/KFA
FIELD TRIPS
A field trip is any planned activity involving students away from the school but which
remains under the jurisdiction and supervision of the school. The field trip, or off-campus
tour, should provide enrichment to the classroom instructional program by offering
learning experiences through the resources of the community, state, nation or world.
Therefore, it is imperative that field trips are carefully planned. All adults who may serve
in a supervisory capacity while on field trips must comply with the Volunteer Screening
Policy.
A student must present to his teacher written approval by his parent or legal guardian
before he or she can participate in the field trip. Field trips must have the approval and
endorsement of the principal, the appropriate central office administrator, and in
instances of trips that are overnight (including out of state or out of the country) or
beyond the Jackson metropolitan area, the approval and endorsement of the
Superintendent. The Jackson metropolitan area is defined as Madison, Hinds, and
Rankin counties. At the next regular board meeting, for informational purposes, the
Superintendent or his designee shall provide the board of trustees a list of all field trips
that he approved. All field trips shall be supervised by regular classroom teachers and
or other certified staff members employed by the school district. Field trips will not be
approved during the weeks of term exams or standardized tests or during the final fifteen
(15) days of the school year. The Superintendent or his designee can make exceptions to
this policy.
Fees collected for a specific field trip may not be in excess of the actual cost of the trip,
and all such fees shall be deposited in the manner prescribed by policy. Transportation
inside and outside the district is subject to school policies, rules, and procedures. The
district establishes the cost to the school, club, athletic activity, or organization for
utilizing school buses on the trip and information may be obtained from the Executive
director or Director of transportation.

SOURCE: Jackson Public School District, Jackson, Mississippi
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