

## FIELD TRIPS PROCEDURES

1. The administration is aware of the need for and desirability of field trips to enrich students' experiences. These trips must be planned in advance and designed to augment the teacher's lesson plans. Forms will be available to each teacher who requests a field trip. Field trips must have the approval and endorsement of the principal and 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 by the Superintendent(or his designee). The Jackson metropolitan area is defined as Hinds, Madison, and Rankin counties. Teachers requesting permission to take field trips must show the relationship between the trips and the classroom's bona fide work. It should be clearly understood that field trips are educational and not recreational. The administration shall require proof of insurance before the student participates in any field trips, regardless of extended time and distance; however, the administration shall not prohibit any student from attending an educational field trip solely because he cannot produce proof of insurance. If the child cannot produce proof of insurance, the parent or legal guardian must sign a release or waiver of liability for the child to attend the field trip. An educational field trip is defined as one that is part of the instructional program or one for which the student receives credit. The teacher must complete a written field trip request form at least twenty (20) school days before the planned trip and forward the form to the principal, who must forward all requests to the appropriate central office administrator within five (5) school days of receipt. The field trip request must be made before discussing it with parents, legal guardians, or students and before giving any information about the field trip to students, parents, or legal guardians. The Superintendent or his designee can make exceptions to this policy.
2. In certain instances, the principal and appropriate central office administrator and/or the Superintendent must give written approval. The parent(s) or legal guardian(s) of each student making the trip must sign permission forms.
3. A field trip must be explicitly related to the instructional program.
4. Overnight (including out-of-state or out-of-the-country) or beyond the Jackson metropolitan area trips shall be approved by the Superintendent. The Superintendent or his designee will provide the board of trustees with a list of field trips he approved at the next regular board meeting. The list will be for informational purposes. Staff must comply with the provisions in step one for submitting forms.
5. All field trips must be concluded five (5) school days before the week of term examinations.

6. No field trip will be approved during the year's last fifteen (15) school days.
7. The person initiating the request for the field trip shall be responsible for meeting all requirements related to the trip.

8. All field trips must have at least one chaperone per ten (10) students.
9. Students participating in extended, out-of-state field trips must have insurance on file with the trip sponsor in accordance with these procedures.

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| SOURCE:   | Jackson Public School District, Jackson,<br>Mississippi  |
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| AMENDED:  | March 23, 1998<br>April 19, 2004<br>November 15, 2004<br>June 20, 2005<br>August 4, 2016<br>April 18, 2023 |
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