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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