IFEA/JFC/ECC/KFA
Procedures
FIELD TRIPS PROCEDURES
1. The administration is aware of the need for and desirability of field trips to
enrich the experiences of students. These trips must be planned in advance
and designed to augment lesson plans of the teacher. Forms will be available
to each teacher who requests a 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 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
of the trips to bona fide work of the classroom. It should be clearly
understood that field trips are educational in nature and not recreational.
Proof of insurance shall be required by the administration prior to the

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5. All field trips must be concluded five (5) school days prior to the week of term
examinations.
6. No field trip will be approved during the last fifteen (15) school days of the
year.
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.