

JMCSS Field Trip/Overnight & Out-of-State Requests Guidelines and Procedures

Procedures for requesting trips:

- Prior to communicating the field trip to students and parents, complete and submit the field trip approval form in Frontline. This should be done at least two weeks in advance.
- Students requiring a nurse should be listed on the form.
- Professional Leave forms are only required if a substitute is needed.
- All school employees who are attending should be listed on the form.
- The user who submitted the request will receive an email notifying them that the trip has been approved.
- Once approved, complete and submit a transportation request to Luanne Broome at clbroome@jmcss.org at the transportation department. JMCSS transportation for field trips is only available between the hours of 8:30 AM – 1:30 PM.
- In the event that an alternate transportation method will be used (rental, charter bus, etc.), you must provide proof of liability insurance from the company with the request (see board policy [3.404](#))
- After receiving approval for the field trip and confirmation from the transportation department, send field trip permission slips home with students.

Guidelines/Things to Consider:

- Any trip that is more than 1 hour from Jackson, will not be approved unless it is mandated for academic reasons. You may request these types of trips on non-school days.
- Principals should consider the number of instructional days students will miss, or have missed, throughout the year prior to approving trips.
- All trip requests should be accompanied with a lesson plan relating to the grade level standard/s.
- Individual classroom trips should be limited to one per semester (Discovery Park, pumpkin patch, movies, plays, etc.).
- Principals should consider the educational value of the trip being requested.
- PBIS, sporting events, ROTC, Beta Convention, etc. trips do not necessarily pertain to individual classroom trips. However, principals should still take into consideration the number of instructional days students will miss, or have missed, prior to approving trips.
- Substitutes are not provided for field trips that are not considered a competition (Band, Beta, ROTC, CTE, etc.).
- Principals are responsible for contacting and submitting their request for a driver to transportation. If possible, please use the drivers that service your campus first.