



Rankin County  
School District

TRADITION OF EXCELLENCE

## FIELD TRIP REQUEST FORM

School: \_\_\_\_\_ Date Of Trip: \_\_\_\_\_

Sponsoring Organization: \_\_\_\_\_

Teacher: \_\_\_\_\_ Grade: \_\_\_\_\_ Number Of Students: \_\_\_\_\_

Purpose Of Trip: \_\_\_\_\_ Date Of Request: \_\_\_\_\_

Destination: \_\_\_\_\_

Departure Date & Time: \_\_\_\_\_ Return Date & Time: \_\_\_\_\_

Contact Person On Location: \_\_\_\_\_

### Transportation

Mode: \_\_\_\_\_

Number of Buses (or Other Public or Chartered Conveyances) Needed: \_\_\_\_\_

Name of Driver(S): \_\_\_\_\_

Route: (Be specific): \_\_\_\_\_

### Funding Source

School or District Funding Source: \_\_\_\_\_

Charge to Student (If Any): \_\_\_\_\_

Chaperone's Responsibility: \_\_\_\_\_

### Chaperones

Number School Personnel Attending: \_\_\_\_\_

**All school personnel attending must sign on the bottom of page two of this form**

Number of Chaperones Attending: \_\_\_\_\_

Chaperone's Responsibility: \_\_\_\_\_

### Lunch Arrangements:

Arrangements To Be Made: \_\_\_\_\_

**Must Be Filled Out Completely Or The Form Will Be Returned.**

**Reminder**

Once The Field Trip Is Approved, You Need To:

1. Notify Transportation Director If Bus Transportation Is Needed.
2. Notify Cafeteria Manager Of Lunch Plans Or Needs.
3. Send Parents A Letter Detailing Trip Purposes, Dates, Times, Destinations, Charges, Lunch, Arrangements, Etc.
4. Obtain Written Parent Permission For Each Child Prior To Departure.

\*No Student Can Leave School Premises For A Field Trip Unless Written Parent Permission Has Been Obtained.

Additionally, any chaperone must be cognizant of and adhere to Mississippi Code of Ethics Standard 6.2, which states:

- 6.2. Unethical conduct includes, but is not limited to, the following:
- a. Being under the influence of, possessing, using, or consuming illegal or unauthorized drugs
  - b. Being on school premises or at a school-related activity involving students while documented as being under the influence of, possessing, or consuming alcoholic beverages. A school-related activity includes but is not limited to, any activity that is sponsored by a school or a school system or any activity designed to enhance the school curriculum such as club trips, etc. which involve students.
  - c. Being on school premises or at a school-related activity involving students while documented using tobacco.

Signatures of school personnel acting as chaperones:

Name	Position
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

The above signature is verification that I am aware of my responsibilities as a chaperone and my understanding of State Standards and policy of the RCSD.

\_\_\_\_\_  
APPROVED BY PRINCIPAL

\_\_\_\_\_  
DATE APPROVED

\_\_\_\_\_  
APPROVED BY ASSISTANT SUPERINTENDENT

\_\_\_\_\_  
DATE APPROVED