



COASTAL PLAINS

EDUCATION

CHARTER HIGH SCHOOL

Field Trips and Excursions

Coastal Plains Education Charter High School (CPECHS) recognizes that in some instances educational field trips may be a desirable means for providing and extending instructional experiences. CPECHS also believes that a trip must be well planned and directly related to the students' instructional program if the field trip is to be of instructional value.

Planning for the field trip shall include formulation of learning objectives for the students and identification of the follow-up activities to be implemented within five days after the field trip has been completed. Instructional plans shall also be made for the students who will not be going on the field trip.

Arrangements shall be made for professional staff chaperones on the ratio of one (1) teacher or other professional staff member for every 15 students. In no instance shall there be fewer than two (2) professional staff members on any field trip.

Arrangements shall be made for all students participating in field trips to be transported to and from the field trip locations on school buses. Students shall not be permitted to drive or transport themselves to field trip locations. Site Directors are responsible for arranging bus transportation for all field trips through their local school districts.

Site Directors shall ensure that all students participating in field trips have signed parental/guardian permission to be included in the activity.

CPECHS policies concerning student behavior shall be observed for all educational field trips.

Requests for all educational field trips must originate with the teacher. Prior approval for any field trip or excursion shall be obtained from the Site Director and Superintendent or his designee. Field trip requests must be received by the Superintendent or his designee a minimum of twenty (20) days prior to the date of the planned field trip.



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Field Trip Approval Form

Coastal Plains Site: _____

Trip destination: _____

Date of trip: _____

Departure time: _____ Return time: _____

Number of students: _____ Related course(s): _____

Educational benefits
of the trip: _____

Activities planned
during the trip: _____

Follow-up activities: _____

Assignments for
students not
attending the trip: _____

Chaperones: _____

Teacher's Signature

Date Submitted

Site Director's Signature

_____ Approved _____ Denied

Superintendent's Signature

_____ Approved _____ Denied



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Dear Parent/Guardian:

Coastal Plains Education Charter High School is planning a field trip to _____ (location) on _____ (date) which will require travel away from the regular campus. Students will depart at _____ (time) and return at _____ (time).

Although all field trips are carefully planned with proper guidance and adult supervision being provided, your signature to the statement below is required before your child will be permitted to participate in the field trip.

If you have any questions regarding the field trip, please contact the school at _____ (contact information).

I, the undersigned parent/legal guardian of _____ hereby release Coastal Plains Education Charter High School from any responsibility from an injury that might be received, or damage said student might endure.

I also give permission for emergency treatment for student if such situation should arise and no parent or legal guardian of student can be reached by phone.

Signed this _____ day of _____, 2018.

Student signature

Parent Signature

Student phone number

Parent phone number

Please list any medical issues and allergies: _____

Doctor's name and contact information: _____

Signed permission forms must be returned before students are allowed to participate in field trips.