



Field Trips and Excursions

Coastal Plains High School (CPHS) recognizes that in some instances educational field trips may be a desirable means for providing and extending instructional experiences. CPHS 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.

CPHS 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/designee. Field trip requests must be received by the Superintendent/designee a minimum of twenty (20) days prior to the date of the planned field trip.



Field Trip Approval Form

Coastal Plains Site: _____

Trip destination: _____

Date of trip: _____ Departure time: _____ Scheduled Return: _____

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

Educational benefits: _____

Activities planned _____

during the trip: _____

Follow-up activities: _____

Assignments for _____

students not on trip: _____

Chaperones (1:15): _____

Teacher's Signature _____

Date Submitted _____

Site Director's Signature _____

___ Approved ___ Denied

Superintendent's Signature _____

___ Approved ___ Denied



Dear Parent/Guardian:

Coastal Plains High School is planning a field trip away from the site to:

Location: _____ Date: _____

Departure Time: _____ Scheduled Return 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 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 _____, 20____.

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.