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**I. PURPOSE**

The purpose of this policy is to provide guidelines for student fieldwork at Athlos Academy of Jefferson Parish and to identify the general process to be followed for review and approval of trip requests.

**II. POLICY**

- A. All student fieldwork will be well planned, conducted in an orderly manner and safe environment, and will relate directly to the objectives of the class or activity for which the fieldwork is requested.
  - 1. Parents will be notified of the date, time, destination and cost, and they will receive a permission slip to sign and return to school by a specified date.
  - 2. Students **must** have written parent/guardian permission, including any pertinent medical information, in order to participate in any fieldwork.
  - 3. Off-site trips must include a 1:8 chaperone to student ratio unless otherwise approved by school administration.
  - 4. All fieldwork requires the approval of the Lead School Administrator or designee.
  
- B. Overnight fieldwork must be requested **well in advance** of the planned activity.
  - 1. Overnight fieldwork must be requested at least forty-five (45) days in advance of the planned activity
  - 2. An *Overnight Student Field Trips Application* form must be completed by a teacher or school administrator and approved by the Athlos Academy of Jefferson Parish Governing Board.
  - 3. Travel that requires the use of a travel or booking agent for the arrangement of transportation or lodging shall require that such agent provides proof of adequate insurance and bonding.
  
- C. The ability to participate in fieldwork is a privilege that must be earned.
  - 1. Students with a school behavior problem or a problem keeping up with their school work may be excluded from the fieldwork at the discretion of the teacher and/or Lead School Administrator.
  - 2. If a student cannot attend a planned fieldwork experience due to a behavior problem or lack of a proper permission slip, an alternative assignment that addresses the standards and purposes of the trip will be provided.

- D. Reference the school's *Student Transportation Safety Policy 7201* for details concerning transportation during fieldwork experiences as well as transportation safety in general.

**Legal References:**

[L.A. R.S. 17:761.1](#) (*Field trips and extracurricular activities*)

**Related Documents:**

Student Transportation Safety Policy 7201