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**I. PURPOSE**

The purpose of this policy is to establish the protocol that must be observed prior to granting approval for fieldwork that requires transportation.

**II. POLICY**

A. All proposed fieldwork must be pre-approved by the Lead School Administrator. Consideration for approval shall include:

1. The trip's alignment to academic standards;
2. The trip's intent to supplement, not supplant, curriculum;
3. Any competing risk or liability issues associated with travel, destination, or activity; and
4. The trip's cost.

B. All approved fieldwork shall assure:

1. Athlos Academy of Jefferson Parish has determined that the use of a publicly owned school bus is the most appropriate form of transportation.
2. Communication with parent/guardians must take place with at least one week's notice.
3. Off-site trips must include a 1:8 chaperone to student ratio unless otherwise approved by school administration.
4. Any child who is unable to attend the fieldwork shall be provided an alternate but academically equivalent assignment.

C. Athlos Academy of Jefferson Parish shall consult with State Risk Management:

1. In any case in which a field trip presents a potential risk or liability unique to the proposed type of travel, destination, or activity; and
2. As otherwise required by State Risk Management.

**Legal References:**

[L.A. R.S. 17:176.1](#) (*Field trips and extracurricular activities*)

**Related Documents:**

Field Trip Request Form