

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 school administration. Consideration for approval shall include:
 - 1. The trip's alignment to academic standards;
 - 2. The trip's intent to supplement, not supplant, curriculum; and
 - 3. Any competing risk or liability issues associated with travel, destination, or activity.

- B. All approved fieldwork shall assure:
 - 1. Athlos Academy has determined that the use of a school bus is the most appropriate form of transportation.
 - 2. Request for parent/guardian approval 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. Fees for fieldwork will be in accordance with the board approved fee schedule.
 - 5. Any child who is unable to attend the fieldwork shall be provided an alternate but academically equivalent assignment.

- C. The Lead School Administrator may consult with the Governing Board and/or the school's insurance provider when fieldwork is proposed that presents a potential risk or liability unique to the proposed type of travel, the destination, or the activity.