

FIELDWORK PROTOCOL

Students may leave campus for field work outings and other activities as outlined in the Universal Fieldwork form. A note will be sent home to parents/guardians describing the date, time, location and purpose of the fieldwork excursion no later than one week prior to the excursion.

Students who do not have a signed Universal Fieldwork form will require parental consent each time they leave campus for a school-sponsored activity.

Transportation

- When students leave campus for any school sponsored activity not within walking distance, the ideal mode of transportation is via school bus.
- Adult supervision is required throughout the bus. Teachers and volunteers will disperse themselves amongst the students. Students must stay seated on the bus and follow the same school rules and guidelines that are expected of them in school. If a school rule is broken during a fieldwork excursion, disciplinary action will be taken.
- When acquiring bus services is not possible, Entheos volunteers may transport students in their own vehicles.
- Any volunteer transporting students will be required to submit a copy of his/her driver's license, as well as a copy of their proof of insurance. This information will be kept on file in a locked location.
- Drivers will submit a background check form with a copy of their current driver's license and valid insurance information to the Entheos front office. Background checks need to be submitted every two years.
- All drivers and the front office will have a copy of the transportation organization chart (drivers and assigned students) along with cell phone numbers of each driver. If changes are made (student absent, cell phone number change, etc.), drivers should make a new copy and submit to the Entheos front office before departure.
- During transport, a "wagon train" is a must. This means that cars will follow each other from the point of departure to arrival. If one vehicle pulls over, all vehicles will pull over until everyone is ready to go again.
- The minimum requirement during transport is one adult and two or more students—never one-on-one. One-on-one ratio between adults and students is not permitted.
- All students will ride in the back seat leaving the front seat open. Exceptions only include allowing your own child to ride in the front seat.
- Before every departure, whether from school, fieldwork site, or en route, the teacher or volunteer will take role, as student is boarding the vehicle, in order to ensure each student is safely boarded.

Entheos Expeditionary Learning is not responsible for accusations in personal vehicles. For your protection, please follow guidelines as outlined above.

Behavior/Safety

To help with supervision, teachers and volunteers will each be responsible for a specific, small/manageable group of students. Volunteers and staff are required to follow the fieldwork schedule of activities. Each student will stay with their assigned group and adult for the entire outing.

Adults must respect the privacy of students in situations such as changing clothes and intrude only to the extent that health and safety require. Adults must protect their own privacy in similar situations. Examples include swimming, scuba diving, etc.

Students will understand that each adult volunteer who accompanies their class is an authority figure and has the right to make sure rules are being followed, and that students are being kept safe and acting respectfully.

Each teacher should establish a short list of rules and expectations that teach students how to act respectfully and responsibly wherever they visit, from visiting a museum, to hiking in the mountains (i.e., listening quietly while the group is being addressed, respecting property by not climbing on structures, leaving the outdoors as we found it, etc.). These guidelines should be reviewed with students EACH time they leave the school for an outing.

- Staff is required to check for any medical conditions and/or medications before departing on a fieldwork excursion.
- A first aid kit must accompany a teacher/volunteer on any fieldwork excursion.
- In the event of an emergency, teachers or volunteers must call Entheos administration as soon as possible. If it is a life or death situation call 911 before calling the school. Do not call any parents from the emergency site. All parent calls must be made from an Entheos administrator or board member.
- Also, all media must be directed to the Director. Do not speak to any media regarding the incident.