

FIELDWORK POLICY AND PROTOCOL

Purpose

Entheos Academy board supports the development of students academically through safe hands-on field work. All fieldwork will support the vision and purpose of the Entheos Academy charter and comply with Utah state education guidelines and outlined protocols for optimal participant safety.

Definition

Fieldwork is defined as work done off-campus in pursuit of classroom projects. Fieldwork may include library research, interviews and specimen collection.

Policy

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.

Protocol

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.
- When students are transported by volunteers the following applies:
 - 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 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 all cars will follow each other from the point of departure to arrival.
 - The minimum requirement during transport is two or more students per adult.

One-on-one ratio between adults and students is not permitted.

Before every departure, whether from school, fieldwork site, or en route, the teacher or volunteer will ensure each student is safely boarded.

Entheos Expeditionary Learning is not responsible for accusations arising from personal conduct 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 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 must understand that each adult volunteer who accompanies their class is an authority figure and has the responsibility to make sure rules are being followed, and that students are being kept safe and conducting themselves respectfully.

Each teacher will establish a short list of rules and expectations that instruct students how to conduct themselves respectfully and responsibly wherever they visit, from visiting a museum, to hiking in the mountains. 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 or those staff instructed by such persons.
- Also, all media must be directed to the Campus or Executive Director . Staff may speak with media about the incident at the discretion of Campus and Executive Directors. Student privacy should be maintained in all media inquiry situations.