



ENTHEOS ACADEMY

EXCELLENCE • SERVICE • LEADERSHIP

6204 FIELDWORK POLICY AND PROTOCOL

Purpose

Entheos Academy board supports students' academic development through safe, hands-on fieldwork. 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.

Definitions

Fieldwork is defined as work done off-campus in pursuit of classroom projects.

Policy

A note will be sent home to parents/guardians describing the fieldwork excursion's date, time, location, and purpose no later than one week prior to the excursion. A permission form will be required each time students leave campus for a school-sponsored activity.

Protocol

- I. Transportation
 - A. When students leave campus for any school-sponsored activity; not within walking distance, the ideal mode of transportation is via school bus. Students may not be transported by volunteers.
 - B. 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 expected of them in school. Disciplinary action will be taken if a school rule is broken during a fieldwork excursion. Before every departure, whether from school, fieldwork site, or en route, the teacher or volunteer will ensure each student is safely boarded by performing a roll call by name.
- II. Behavior/Safety
 - A. To help with supervision, teachers and volunteers will each be responsible for a specific, small/manageable group of students, with a minimum ratio of one adult per six 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

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entire outing.

- B. Adults must respect students' privacy 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.
- C. Students must understand that each adult volunteer who accompanies their class is an authority figure responsible for ensuring that rules are followed, that students are kept safe, and that students conduct themselves respectfully.
- D. Each teacher will establish a short list of rules and expectations that instruct students 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.
- E. Staff are required to check for any medical conditions and/or medications before departing on a fieldwork excursion.
- F. A first aid kit must accompany a teacher/volunteer on any fieldwork excursion.
- G. 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 calls to parents must be made by an Entheos administrator, board member, or those staff instructed by such persons.
- H. All media must be directed to the Campus or Executive Director. Staff may speak with the media about the incident at the discretion of the Campus and Executive Directors. Student privacy should be maintained in all media inquiry situations.

III. **Parent Participation**

- A. All eligible parents/guardians are welcome on all fieldwork outings. If the maximum number of volunteers has already been reached and there is no allowance for additional volunteers in the budget, parents/guardians will be responsible for their own transportation and the cost of their admission (if applicable).
- B. All parents/guardians participating in fieldwork must not be a distraction and should not take their child, or any child, away from the group. Leaving the group for any reason is not allowed.

REF: Chaperone Guidelines