



FIELDWORK AND OVERNIGHT POLICY

PURPOSE

Fieldwork is an essential part of Promontory's Expeditionary Learning model. In order to maintain the safety, welfare, and educational interests of students, teachers, and volunteers, the following policy shall apply.

PRIOR APPROVAL

All proposed fieldwork must be approved by the School Director in advance. Reasonable guidelines shall be established that provide adequate advance notice to parents and students and sufficient time for review and preparation by the Director and other administration.

In addition, fieldwork that involves overnight travel, camping, or travel outside the state of Utah must receive prior approval from both the Director and the Board of Trustees. This requirement ensures that additional safety, liability, and supervision considerations are fully reviewed before students participate in extended or out-of-state fieldwork.

STUDENT PARTICIPATION

Fieldwork, including overnight fieldwork, is considered part of the instructional day and is required for all students unless an exemption is formally approved by administration for medical, disability-related, or safety reasons. Students shall not be penalized for missing due to approved exemptions. Students who do not participate and do not have an approved exemption will be assigned an alternative educational activity.

PARENTAL CONSENT & COMMUNICATION

1. Prior to any fieldwork, parents or guardians must provide written consent for their student to participate.
2. Prior to any fieldwork parents or guardians shall receive a detailed itinerary including dates, times, locations, and purpose of the trip, as well as any special instructions.
3. Parents or guardians shall ensure the school has updated medical and emergency contact information for their student prior to any fieldwork. The school will maintain



these records in compliance with FERPA and share them only with personnel who have a direct supervisory role during the fieldwork.

CHAPERONES & TRANSPORTATION

Promontory relies on volunteers, typically parents or members of the school community, to chaperone and transport students during fieldwork and other school-sponsored activities.

- To ensure the safety and well-being of all students all volunteers are subject to the requirements of the volunteer policy, including background checks.
- All volunteers must be 18 years old to chaperone fieldwork, and must be 21 years old in order to drive students on any fieldwork.

When large or small groups are leaving campus for any school-sponsored activity a school bus can be used or volunteers can transport students in their own vehicles.

- Prior to transporting students, volunteer drivers shall submit their current driver's license and proof of insurance to be photocopied and kept on file in a secure location at the school.
- Volunteer drivers and chaperones shall not be given access to private student information (including IEPs, 504 Plans, or medical records) unless necessary for the direct safety or supervision of a student, in compliance with FERPA.
- All students must wear seat belts while being transported in any vehicle, with the exception of a school bus.
- Only vehicles with enclosed passenger areas and approved safety restraints may be used to transport students.
- Drivers must follow all applicable traffic laws and school guidelines while transporting students.

SAFETY & SUPERVISION

1. The School Director shall develop safety protocols for fieldwork that include, but are not limited to:
 - a. criminal records background checks for volunteers;
 - b. frequent "roll calls" and other means of assuring attendance;
 - c. clear supervision responsibilities for volunteers and staff;
 - d. special medical consideration for designated students;



- e. communication methods and procedures both within the excursion group and from the group to the school, including procedures and guidelines to be followed in the event of an emergency.
 - i. Each fieldwork group must carry emergency contact information, student medical details (as needed), and a printed copy of the school's Emergency Policy summary.
 - ii. All trip leaders must have access to a charged communication device with key emergency numbers, including the School Director, office, and local emergency services.
 - iii. Check-ins between trip leaders and the school office shall occur at departure, arrival at the off-site location, and return, and at least once daily during overnight fieldwork.
 - f. A student-to-adult ratio no greater than 8:1 and the principle of two deep adult leadership will be maintained on all day trips.
2. All fieldwork shall follow Promontory's emergency policies and safety plans.
- a. In case of a serious injury, illness, or threat:
 - i. Call 911 immediately.
 - ii. Contact the School Director or front office as soon as safely possible.
 - iii. Contact parents of students immediately.
 - iv. Follow emergency communication and reunification protocols.
 - b. Each fieldwork group will have a designated Emergency Contact Lead.
 - c. A written incident report must be completed within 24 hours of any emergency event.
 - d. If a trip must evacuate, return early, or alter plans due to weather, illness, or safety concerns, the Director will coordinate family communication following Promontory's policies.
 - e. If a student experiences a medical event or emergency during fieldwork:
 - i. If the student's condition allows and the parent/guardian and School Director agree, the student may continue participating in the fieldwork with appropriate supervision.
 - ii. If the student's condition requires additional medical intervention or poses a safety risk to themselves or others, the parent/guardian will be asked to pick up the student or arrange transport home.

MEDICATION ADMINISTRATION DURING FIELDWORK



All medication administration during fieldwork and overnight trips shall comply with Promontory's Medication Administration Policy and Utah Administrative Code R277-600.

- Parents must complete a school medication authorization form prior to departure.
- Medications will be administered only by trained school personnel designated by the Director.
- All medications must be stored securely and documented when given.
- Emergency medications (such as EpiPens, inhalers, or insulin) must remain readily available to designated students and supervising adults.
- Parents are responsible for providing medications in their original labeled containers.

STUDENT CONCERNS

Should their child break the rules, as part of the fieldwork agreement, parents accept the responsibility of picking up and transporting their child home from a trip at any time. The School Director will establish and provide a clear written procedure outlining how this process will be communicated and carried out if such a situation arises (e.g., notification steps, temporary supervision, transfer location, and timeframes).

TECHNOLOGY USE

All students are expected to follow Promontory's Electronic Device Policy while off campus. Fieldwork is an extension of the classroom. Technology should support learning, not distract from it.

DEFIANT OR UNSAFE BEHAVIOR DURING FIELDWORK

If a student displays defiant, disruptive, or unsafe behavior that endangers others or prevents participation, staff will act immediately to maintain safety.

- The student will be calmly removed from the activity and supervised by two adults.
- The Director will be notified and will contact parents for possible early pickup. Parents agree, as part of the fieldwork consent, to be available if removal from the fieldwork becomes necessary.
- Staff will complete a brief incident report within 24 hours and debrief with the student and parent after returning to school.
- If a student has shown repeated or serious behavior concerns, parents may be requested to attend with their student.



- Repeated or serious behavior may result in loss of future fieldwork privileges until a support plan is in place, and the student has shown capability.

STUDENTS WITH IEPs OR 504 PLANS

1. All IEP and 504 accommodations shall apply during fieldwork. The school is responsible for ensuring appropriate supports, including health care needs and specialized instructional accommodations, to guarantee equal access under IDEA and Section 504.
2. Parent attendance or participation shall not be required as a condition of the student's participation, but may be requested.
3. For students with an IEP or Section 504 Plan, all behavioral responses and interventions during fieldwork will follow the supports and procedures outlined in that plan, in compliance with IDEA and Section 504.
4. If safety requires temporary removal from fieldwork, it will not constitute a disciplinary change in placement. Any further action will involve the student's IEP or 504 team to determine appropriate supports for future participation.
 - a. If a student has repeated or serious behavior concerns, parents may be asked to attend with their child on future trips. Continued participation will require evidence of readiness or an updated support plan developed collaboratively with school staff and, when applicable, the IEP or 504 team.

This procedure complies with Utah Admin. Rules R277-609 (Student Discipline), R277-607 (Absenteeism and Truancy Prevention), and aligns with Promontory's discipline, safety, and special education policies.

The Director or other relevant personnel will review all fieldwork incident and emergency reports to identify improvements for future planning.

OVERNIGHT FIELDWORK

Overnight fieldwork is an extension of the classroom that provides students with unique, hands-on learning experiences. All overnight fieldwork must be approved by the director and the board of trustees.

Middle School and Upper Elementary (5th-8th) Students:

For clear and compelling educational opportunities, overnight fieldwork may be proposed by the teachers.



Lower Elementary (K-4th) Students:

Will typically have day trips only. If there is a rare, clear, and compelling educational opportunity which cannot be had by other means, an overnight fieldwork may be proposed by the teachers; this proposed fieldwork must be close to the school campus with parental supervision.

ADDITIONAL MEASURES FOR ALL OVERNIGHT FIELDWORK

1. Additional information and training shall be provided for students, staff, and volunteers participating in overnight fieldwork.
 - a. Parents or guardians will receive a detailed fieldwork itinerary (including date, time, location, and purpose) and packing list.
 - b. Any chaperones will complete a Chaperone Agreement outlining expectations prior to any overnight trip.
 - c. Teachers and staff will review safety and emergency procedures with students and chaperones before departure, and conduct a debrief upon return.
2. All overnight fieldwork must include at least one staff member with current First Aid and CPR certification.
3. Generally accepted safety policies and procedures shall be rigorously adhered to on all camping trips. Such practices include, but are not limited to:
 - a. Minimum two-deep adult leadership in all circumstances (including hikes, outings, activities, etc.).
 - b. No one-on-one grouping of adult with student. If, for instance, a private conference is needed, this must be done in view of other adults and students.
 - c. All participants are expected to be trained in and properly prepared with clothing and gear appropriate for the fieldwork activities.
 - i. Participants are responsible for their own personal clothing and equipment. The school may supply items needed for group activities or shared use.
 - d. A student-to-adult ratio no greater than 6:1 on all overnight fieldwork.

LODGING

1. In camping situations that involve tent lodging:
 - a. Teachers must sleep alone in their own tents, and adult chaperones sleep in their own tents. Chaperones may sleep in the same tent with their own child(ren) and no others.



- b. The Director or their designee shall establish procedures for determining alternative lodging in the event of extenuating circumstances.
 - c. Tents will be separated according to sex-at-birth.
- 2. In hotel/motel lodging situations:
 - a. Teachers shall not sleep in the same room as students (except as described in 5c below).
 - b. Adult chaperones sleep in their own rooms. In some cases, chaperones may sleep in the same room with students where there are two or more chaperones present. Adults may not sleep in the same bed as a student unless the student is their own child.
 - c. In large, open-room lodging situations:
 - i. Students and chaperones will be divided by sex at birth and assigned to separate rooms.
 - ii. The room will be clearly divided into a student sleeping area and an adult sleeping area.
 - iii. Appropriate measures will be taken to maintain individual privacy.
 - iv. For the safety of all involved, teachers are strongly encouraged to find and use large, open-room lodging accommodations where possible.
- 3. Parents and students shall receive and provide signed consent to abide by the safety rules and submit to the consequences of breaking rules.
 - a. Fieldwork is an extension of the school boundaries. Consequently, all rules related to the prohibition of alcohol, tobacco, drugs, and weapons with regard to both adults and students apply in all aspects of the trip including night-time, while in transport, and at all fieldwork locations.
 - b. As part of this agreement parents accept the responsibility, as a consequence of their child breaking the rules, to pick up and transport their child home from a trip at any time during the trip should the need arise. The School Director will establish and provide a clear procedure outlining how this process will be communicated and carried out if such a situation arises.

If, at any time, a student or parent is uncomfortable with the sleeping arrangements on overnight fieldwork, they may contact either the administration or the teachers planning the fieldwork. These concerns will be addressed on a case-by-case basis. Our goal as a school is for all involved to feel comfortable with arrangements and ready to make learning the top priority.



All supervision and lodging arrangements shall be made in compliance with R277-607 (Overnight/Extended Trips) and R277-609 (Student Discipline). Students with disabilities will be provided accommodations in lodging and supervision consistent with their IEP or 504 Plan.

FIELDWORK EXPENSES

The school will manage all fieldwork within the budget that has been allocated for the experience.

In the event that a fieldwork experience includes a cost for students' families:

1. Parents or guardians will be notified of any associated costs well in advance to allow sufficient time for planning.
2. Families are expected to make a reasonable effort to cover costs through personal resources or borrowing equipment when possible.
3. No student will be excluded from participating due to financial constraints; the school will provide necessary funds, supplies, or equipment to ensure that all students can fully participate in the fieldwork experience.
4. The school encourages families to communicate any financial concerns early so that appropriate support can be arranged.

CROSS REFERENCES

- Promontory Emergency Procedures Policy
- Volunteer and Background Check Policy
- Medication Administration Policy
- Electronic Use Policy
- Student Conduct and Discipline Policy (R277-609)
- Overnight/Extended Trip Policy (R277-607)
- Utah Administrative Code R277-600: Student Health Services