School/Group:

Contact:

Event Date:

This document contains broad procedures and protocols related to your schools participation in UA Sky School programs at Steward Observatory’s Mount Lemmon Field Station. It is the responsibility of your school staff and chaperones to be aware of these procedures and protocols and assist in ensuring that they are followed.

In addition to this document, all school or district staff participants must sign a copy of the acknowledgement of risk and waiver form (General Participant Agreement) prior to the trip.

**Site Access**

**• All participants (students and chaperones) must provide completed, signed and dated General Participant Agreements to the Sky School administrative office prior to the date of the event. Incomplete packets will not be accepted.**• As a working astronomical research facility students should not enter telescope domes unless accompanied by Sky School staff. Your access is restricted to the upper and lower dorms, the learning center, and the Minnesota building and designated telescopes at specified times.   
• Vehicle headlights: The observatory complex is a no headlights area. If it is necessary to drive a vehicle onsite after sunset, please consult with Sky School staff prior to doing so.   
• Securing Site Gates: We ask that all school staff / chaperones with the group work with us to make sure all gates are locked and secured whenever arriving / departing the site.

**Visitors**

• Visitors to the site during the program must be cleared in advance of their visit by Sky School administrative staff.   
• Visitors are prohibited from entering the site as well as any facilities on the grounds unless they have express permission, have completed the required General Participant Agreement, and are supervised continuously.

**Facilities**

It is important that your group maintains the cleanliness of the facilities. Whenever you use any room, you are asked to leave it in the condition in which you found it. Note that the kitchen and pantry in the Learning Center are generally not open to students or school staff/chaperones unless arrangements have been made with the Kitchen Manager.

Dormitory Rooms

• Each student and chaperone will be assigned a room for the duration of the trip.  
• There is no daily room cleaning or maintenance.   
• If there is a problem with a room, students should check in with a school chaperone who should notify a Sky School staff member of any problems needing attention. Assigned rooms should not be changed without permission of school staff, in case of an emergency situation in which an individual must be quickly located.  
• At departure, all dormitory rooms will be inspected to make sure they are in the proper condition (as they were found). A departure checklist will be provided to chaperones.   
• No open flames are permitted at any time within dormitory rooms. This includes lit matches, lighters, and candles.

Parking

• Vehicle (s) may be parked onsite, in areas that will be specified by Sky School staff.   
• At no time should personal or school vehicles be parked in areas that have not been designated specifically for your use.

**Student Supervision**

Students will be supervised at all times by either Sky School staff or your school’s staff/chaperones, both on campus and within the national forest. This policy is for the safety of all participants due to the remote Mt. Lemmon location. The group will be briefed on safety procedures at the beginning of the program. Sky School instructors will register planned daily routes with the program leader before taking students off-campus. Lost participants will be expected to remain in place or to take shelter as nearby as possible, and to await rescue. In the event that a student's location is unknown, the following procedure will be followed:

1. Program participants are asked for the last known location of missing participant.
2. Sky School staff search specified location, as well as all campus indoor and outdoor spaces
3. If participant is not found, Sky School staff call 911/search and rescue and await further assistance.
4. Sky School staff report incident to Mountain Operations and UA Risk Management

**Fire Safety**

Participants will be brief on fire evacuation procedures at the beginning of programs. Sky School staff will have final authority on emergency management. In the event of a fire on the site, the following steps will be taken:

1. Sky School staff sound an alarm
2. Sky School staff notify fire department via 911
3. All participants evacuate all buildings and congregate at entrance gate
4. School chaperones and Sky School staff do head-count and search for any missing participants.

**Weapons Policy**

No firearms are permitted anywhere on site. No students will carry knives (including pocketknives of any size). Any such weapons found will be confiscated and, at the discretion of staff, students may be dismissed from the program. If the student is allowed to remain, confiscated items will be returned to school staff at the time of departure. Sky School instructors and school chaperones are permitted knives of reasonable size and utility for outdoor activities.

**Drug Policy**

No tobacco smoking or drinking of alcoholic beverages is allowed on site, by students, school staff/chaperones, or Sky School staff. Use of alcohol, tobacco, or any other drugs will result in immediate dismissal from the program and will require the parent/guardian to pick up the student, or chaperone to leave the premises, immediately.

**Photo and image use**

Photos of Sky School participants may be used for University of Arizona publicity, development efforts, or advertisements. Participants or their guardians (if under 18) may request in writing on the General Participant Agreement in advance of the trip to opt out of the use of their image.

**Inclement weather / lightning policy**

Programs will continue regardless of inclement weather including snow/rain/thunder, but may be changed based on conditions (e.g. astronomy programs, outdoor programs). Programs will be immediately moved indoors if lightning is visible or if forecast (on the judgment of the Sky School director). If indoor movement is not possible due to field location, programs will be paused or conducted outdoors under natural shelter. All Sky School staff will be trained in lightning safety.

**Participant health and high elevations**

The summit of Mt. Lemmon is 9,157 feet above sea level. People with respiratory and/or cardiac difficulties or concerns should contact a physician before visiting mountaintop elevations. Symptoms of possible elevation health risks: shortness of breath, dizziness, nausea, lack of appetite, fatigue, listlessness, confusion, or difficulty in decision-making. Students reporting any of these symptoms should let their group leader and/or program leader know immediately. Drinking plenty of water will help to replace the fluids lost through heavier breathing due to the thin, dry air and may help relieve some of the symptoms listed above.

It is the responsibility of your school to provide in advance, a list of all participants including relevant health information that may be useful in the event of an emergency (complete Participant Checklist). This information includes, but is not limited to: known allergies, current medications, or chronic health conditions. Further, two emergency contacts should be listed for each participant.

In the event of a medical issue or emergency, Sky School staff will

1. Consult with school staff to discuss a course of action.
2. Apply field medical treatment consistent with expertise of staff and seriousness of injury 2) If necessary, call 911 to direct emergency response
3. If necessary, contact parents/guardians
4. Report incident to Mountain Operations and UA Risk Management. Sky School staff retains absolute authority for decisions related to health and safety of all participants

**Surroundings**

Wildlife

• Coyotes, bobcats, deer, skunks, mountain lions, black bears, turkeys, snakes, etc., may occasionally be seen on the mountain.   
• Wildlife should not be approached or interacted with.   
• Any suspicious animals should be reported to the program coordinator immediately.

Damage policy

Mountain Operations will assess any damage to facilities. Your school agrees to pay for the repair/replacement of any damaged facilities or equipment that are determined to be caused by negligence.

**Transportation**

Participants may be transported in University of Arizona vans or shuttles, as program needs necessitate (e.g. traveling to a field site or transportation on site due to inclement weather). Sky School staff are properly certified as drivers of High Occupancy Vehicles and/or hold a commercial drivers license.

**Deposit and Cancellation Policy**

All deposits are non-refundable and due within 30 days of receiving your quote (or by the first day of your program if the invoice is received less than 30 days in advance). Your deposit is either $500 or 10% of your projected total cost, whichever is the greater amount. Refer to the quote for your specific deposit amount. Please sign and return the General School Agreement with your deposit.

Should your school want to move dates within the school year, we will do our best to make the transition. Unfortunately, we cannot guarantee a move and in the event you need to cancel, the deposit is still non-refundable.

If program cancellation or a major modification occurs 60 days or sooner prior to the program start date, your school/district will be responsible for paying 100% of the amount originally quoted.

Final payment for programs will be due within 30 calendar days of the final day of your program.

**General acknowledgement and agreement**

In summary, all students and staff are expected to care for the materials, equipment and facilities of the Sky School. All materials, equipment and rooms are to be left in the good condition in which they were found upon arrival. In all matters relating to health and safety of participants, Sky School staff retains absolute authority. Further, signatures below indicate that all parties have read and understand the broad guidelines and protocols contained in this document.

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Principal/School Representative (Printed Name) Sky School Representative (Printed Name)

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Date Date

Mail completed form to:   
Stacey Harrison  
933 N. Cherry Avenue   
Tucson, AZ 85721   
staceyharrison@email.arizona.edu