

General School Agreement

School / Group: _____

Contact Name & Email: _____

Event Date(s): _____

This document contains broad procedures and protocols related to your school's 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, the gymnasium, 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

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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. Dorm rooms are typically shared. Each dormitory contains 7-8 rooms, and each room includes 2-5 beds.
- 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

Your school's chaperones are responsible for student supervision for the duration of the program, 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 director before taking students off campus, and a chaperone must go with the group. Lost participants will be expected to remain in place or to take shelter as near 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

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Participants will be briefed 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.

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, vaporizers, 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 / Wildfire / Lightning Policy

If a storm or wildfire starts, or is predicted to start, during any part of a scheduled program visit, the University of Arizona has the authority to cancel, or cut short (if possible, depending on availability of proper transportation) visits based on current weather conditions and updated weather forecasts. The definition of a "storm" includes any of the following: the possibility of snow accumulation greater than an inch, ice, excessive winds (>50-60 mph), and temperatures dropping below 20 F.

When possible, programs will continue, but may be changed based on weather conditions, including snow/rain/thunder (e.g. astronomy, outdoor programs). Programs will be immediately moved indoors if lightning is visible or if forecast, on the judgement of the Sky School director. If indoor movement is not possible due to field location, programs will be paused, and Sky School staff will guide participants to follow

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best practices in lightning safety until it is safe to either resume programming or relocate indoors. All Sky School staff will be trained in lightning safety.

In the event that a program is canceled due to weather or wildfire prior to the first day of the program, the school will receive a 100% refund of fees already paid. In the event that a program is cut short due to weather on the first day of the program or later, schools will be responsible for paying their full program fee.

[See here for more detailed Winter Travel Guidelines and Policies on Mt Lemmon](#)

Participant Health and High Elevations

The summit of Mt. Lemmon is 9,171 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 collect relevant health information that may be useful in the event of an emergency (see: Medical Information Form and Emergency Contact Information in the General Participant Agreement). The Medical Information and Emergency Contact Forms should be kept confidential, shared only with authorized Sky School staff on a need-to-know basis, and provided to emergency medical personnel if necessary. Your school is responsible for safeguarding these forms and ensuring they are available throughout the program.

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

- 1) Consult with your school's staff/chaperones to discuss a course of action.
- 2) Apply first aid consistent with expertise of staff and seriousness of injury
- 3) If necessary, call 911 to direct emergency response
- 4) If necessary, your school's staff/chaperones should contact parents/guardians. Sky School staff are not responsible for parent/guardian communication.
- 5) Report the incident to Steward Observatory and UA Risk Management.

Surroundings

There is abundant wildlife living in the Santa Catalina Mountains, including:

- 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 Sky School staff immediately.

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Damage policy

Steward Observatory 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). Any Sky School staff driving University vans are properly certified as drivers of High Occupancy Vehicles and/or hold a commercial drivers license.

Student Dismissals

If a student is dismissed from the program for any reason deemed necessary by Sky School staff, it is your school's responsibility to coordinate transportation with the parent/legal guardian from the Steward Observatory Mount Lemmon Station immediately.

Cancellation Policy

If your school cancels more than 72 hours in advance of your program start time, the school will receive a 100% refund of fees already paid. If canceling between 72 and 24 hours in advance of the program start time, the school is responsible for paying 50% of the total program fee. If canceling less than 24 hours before the start of the program, the school is responsible for paying 100% of the program fee.

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 within 72 hours per the policy outlined above, the fees owed are non-refundable.

Program fees are based on the number of participants. The number of participants attending will be confirmed 7 days in advance of your trip, after which there will be no reductions in the cost of your program; no refunds are given after this point for participants who do not attend. Participants may be added less than 7 days in advance of your trip with approval by Sky School for an added per person fee.

Final payment for programs will be due within 14 calendar days of the final day of your program.

General acknowledgement and agreement

In summary, school staff/chaperones are responsible for student supervision at all times during the program. 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,



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signatures below indicate that all parties have read and understand the broad guidelines and protocols contained in this document.

Principal/School Representative (Printed Name)

Sky School Representative (Printed Name)

Principal/School Representative (Signed Name)

Sky School Representative (Signed Name)

Date

Date

Scan and return completed form to:

David Austin

davidaustin@arizona.edu