



ROLE OF TEACHERS

Teachers and chaperones are responsible for student supervision at all times. It is the teachers responsibility to make certain that each cabin of students has one adult chaperone or counselor. Teachers should inform chaperones in advance of the level of activity (up to two-three miles of hiking) in the field. The following guidelines should help everyone understand his/her responsibilities during the camp program.

1. Teachers and chaperones are responsible for their cabin of students during any free time, meals and at night. Students should never be unsupervised.
2. We ask cabin supervisors to male/female boundaries. This responsibility also includes supervising students during meal times, field preparation and clean-up activities. Discourage rough play, rude behavior and unnecessary competition. Include all students in activities.
3. Ideally, at least one adult chaperone or teacher accompanies each instructional group in the field each day to help with group management and safety.
4. MOSS graduate students will also require the assistance of adults during evening programs. Adults will have an opportunity to sign up for assisting evening programs during the chaperone meeting the first day.
5. Free time occurs every afternoon. This is an important and necessary break for the students and their opportunity for rest and/or play during the day. Whether it is quiet free time inside or playing in the yard, the critical goal is that teachers and chaperones establish a functional supervising system. Students may not be in a cabin without an adult.
6. The third activity chaperones will be asked to sign up for is serving meals, dinner and breakfast. Meal hosts will assist adults with instructions and organization during meal times.
7. Chaperones will also help monitor shower time during the designated show time.
8. Parents release their students to the schools during MOSS programs. As a result, teachers and chaperones are responsible for all medical problems. Please select a "health officer" (teacher) who is responsible for collecting all medication and ensuring that each camper receives medication as appropriate. Please review medical issues with your school nurse in advance of your arrival and make note of any potential medical concerns, including participants with food allergies, diabetes, asthma, epilepsy and bee sting allergies. Children with diabetes or other serious conditions needing medication should have a parent or personal assistant accompany them in the field that is knowledgeable of the dynamics of the condition and carries medication at all times. Our graduate students have first aid and CPR training, carry first aid kits in the field and are available to you for advice. However, they are not qualified to perform or assist in procedures beyond the scope of their training.

TIPS FOR TEACHERS & CHAPERONES

We look forward to having you as a part of MOSS team. The program offers many exciting activities, new experiences, and fun times. As a chaperone you have a demanding, yet vital job. Without your participation, these students may not be able to have this experience. We hope that you find it as rewarding as we do! MOSS graduate students are responsible for instruction. Teachers and chaperones are responsible for student

supervision and well being at all times. We've included the following guidelines to give you an idea of your role as a chaperone and to let you know what we expect of you. Upon your arrival, program staff will meet with you to review this information. Please bring any questions, concerns or suggestions along. We look forward to meeting and working with you.

1. As a chaperone, you are a role model for the students. As such, you are in the spotlight this week. Think about everything you say and do before you say or do it. Please maintain a positive attitude about hiking, being cold, etc.
2. An effective chaperone walks the fine line between being the students' buddy and a disciplinarian. By all means, you should have fun this week, but remember that you are the one in charge. Please make sure that your cabin group is on time for activities and that they are supervised at all times. Don't hesitate to ask the teachers or MOSS staff members for assistance or suggestions.
3. You will be accompanying an instructional group in the field. The MOSS graduate students will be responsible for instruction and primary student control. However, you may be called on to assist in monitoring small group activities and large group management. Often, chaperones bring up the rear of the group on the trail to be sure no one gets left behind. The graduate students will also ask for your assistance during evening programs and classroom activities.
4. We encourage you to participate in the field activities and instructional periods. Please understand that students working through tasks themselves enriches their experience.
5. All policies maintained by your school administration apply while you are participating in MOSS programs. Anyone possessing alcohol or illicit drugs of any kind will be asked to leave immediately. Tobacco products can be used only in specified areas within campus and only by persons older than 18 years of age.
6. A philosophy at MOSS is to always use positive encouragement. We appreciate your help in supporting this philosophy.
7. Feel free to contact any of the MOSS staff if you have a problem. Being a teacher/chaperone is a fun learning experience, but it is not a job to be taken lightly. The MOSS graduate students and staff members are there to help you at any time.

Tips for Teachers

Using the Pre-Arrival and Post-Departure Activities in the Classroom

There are activities on the MOSS website, under Materials for Download in the K-12 Residential section, that are designed to supplement the instruction from field instructors before and after the MOSS experience. These activities will enhance the overall learning of the students.

Gear/clothing swap at school

Particularly in the winter, some students are not able to come fully prepared for the elements due to a variety of factors. Some schools have found it helpful for all of the students to bring their winter gear to school the week before. When the gaps were identified, families with extra supplies loaned out the required items. MOSS does have some items available to borrow, however, sizes and type are limited.

Lunch at Ponderosa State Park

Timing arrival at MOSS at 1pm can be tricky given many variables. Many schools opt to arrive in McCall between 12 and 12:30 and have the students eat their lunches at the park Visitor Center next door to MOSS.

Teachers Serve Meals

If teachers aren't serving the role as day and night chaperone in addition to their teacher duties, teachers can volunteer to serve the meals to help alleviate the chaperone's responsibilities. This allows chaperones the ability to focus on getting the students ready on time and take a breath before the field day begins. When the teachers volunteer to serve meals, they are able to arrive ahead of time while the chaperones monitor the students and are also able to touch base with each student twice daily during breakfast and dinner.

Shower time

After the evening program, the current structure is such that ringing bells determine when it is time for one gender to have both sides of the bathhouse for showering and when it's available again for the other gender to use. However, when the bell rings may not be when that gender is actually finished in the bathroom. When teachers are the ones who determine when it is time to switch, there seems to be less confusion. It is also helpful when teachers lead the rotation of students through the bathhouse. For example, teachers can let each cabin know when it's their time to shower so that there isn't a long line of students waiting.

Mid-week Switch

We understand that it is not always possible to commit to an entire week away from home. If you are switching with another chaperone please try to do the following;

- Discuss with your replacement;
 - Lights out policy
 - Specifics about the students
 - If they are signed up to monitor free time or evening program (how and when)
 - If they are signed up to serve meals (how and when)
 - Daily schedule
 - Which cabin the teachers are staying in
 - Emergency numbers on the office door
 - Where to find any additional information if needed
- Ask the chaperone you are replacing;
 - Which field instructor you will be with
 - Your role in the field
 - Any medical issues with the students in your cabin or field group
 - Any allergies to be aware of (beestings or peanuts...)
 - When is the best time to take a break or shower and who monitors your students

HEALTH, SAFETY, AND EMERGENCY PROCEDURES

First Aid: All first aid will be given by a teacher or by a MOSS graduate student.

Medicines: All medicines will be collected and distributed by a teacher or the designated health officer. Be sure you are aware requirements related to all medications.

IN CASE OF ILLNESS OR INJURY

Report any illness or injuries to a teacher, a MOSS graduate student or MOSS staff member.

IN CASE OF SERIOUS INJURY OR ILLNESS: DO NOT MOVE the injured/ill person. Call 911 and contact a teacher or MOSS staff member immediately. Send one adult (or two students) with the following information:

- WHERE TO GO
- WHO IS HURT and
- WHO IS STAYING WITH THE INJURED PERSON.

When the 911 is contacted, please tell them that our physical address is 1800 University Lane, McCall.

IN CASE OF LOST STUDENT

Notify the main office immediately. The person in the main office will coordinate a search effort with the help of other trained MOSS staff.

IN CASE OF FIRE OR OTHER NEED FOR EVACUATION

If an air horn should sound during your time at MOSS, remain calm, gather and organize any students under your supervision. If the air horn blast is short and intermittent (lockdown-animal, weather emergencies, etc.) gather the students, proceed to the nearest building, lock the doors if appropriate and wait for further instructions. The secret word used to inform the area is safe is MOSSOME. If the air horn is sounded in one long blast (fire) gather the students, proceed calmly to the parking lot and wait for further instructions. **We encourage each group to bring one private car in case of an emergency or another situation that necessitates transport of participants before the buses return on the last day of the program**

MOSS FIELD PROGRAM RULES AND POLICIES

Please review these guidelines with your students before your arrival:

1. As good citizens, we obey all state and federal laws.
2. If a rule is not stated, common sense and good judgment, courtesy, respect and safety should apply.
3. All living creatures, including people, are to be treated with courtesy and respect. This precludes the use of obscenities, jokes or slurs relating to another's race, religion, sex, sexual orientation or physical or mental limitations.
4. Your care while in using living and non-living resources helps to preserve our unique environments. Watch, examine and observe without disturbing.
5. Handling potentially dangerous organisms is prohibited.
6. A MOSS staff member should be contacted immediately if someone is sick or hurt.
7. Smoking is allowed behind the dining hall next to the dumpsters. The use of alcohol is not allowed. The use of any illegal substance will result in immediate dismissal from the program.
8. Program quiet hours are observed between 9:30 p.m. and 7:00 a.m. except under special circumstances (e.g. night hikes or early morning wildlife watch). During this time participants should be in their bunks and quiet.
9. City of McCall quiet hours begin at 10pm.
10. Separate sleeping areas for male and female students will be strictly maintained. Displays of physical affection will not be allowed.
11. Students should not visit others' sleeping areas. This is to avoid problems relating to personal possessions and sleep schedules.
12. All personal and science school property should be used only with permission and treated with care.
13. Swimming is allowed if approved by participating teachers.
14. Firearms:
 - Authorized permit holders are allowed by Idaho law and University of Idaho policy to carry concealed firearms on the University of Idaho McCall Field Campus (UIMFC) *except* in housing units.
 - Authorized permit holders are required by University policy to keep their firearms concealed, maintaining control of their firearm on or about their person. University policy prohibits storage of firearms in vehicles on University property.
 - The UIMFC cannot store firearms for any visitor.
 - While the UIMFC and the MOSS program comply with Idaho law and UI policy, *it is not possible for authorized permit holders to exercise the concealed carry right* and perform as a MOSS chaperone or visit overnight in other capacities.
 - For questions concerning this policy, please refer to the University of Idaho [Administrative Procedures Manual 95.12 - Firearms](#) or contact the Office of Public Safety and Security: www.uidaho.edu/public-safety-and-security; e-mail: campus-security@uidaho.edu.

15. Unsafe activities must be avoided at all times (i.e. running, sliding, or jumping on rough, slick or in poorly lit areas).
16. Violation of these policies, particularly those that relate to an individual's physical or mental health and well-being, are the grounds for immediate dismissal from our programs. In the event of a dismissal parents or guardians are responsible for making transportation arrangements to pick up their child in the field.

MCCALL OUTDOOR SCIENCE SCHOOL DISCIPLINE CODE

Teachers and parents, please review these policies with your students prior to your visit:

GOALS

- To offer the opportunity for each participant to succeed
- To insure the safety of all participants
- To offer the opportunity to experience the benefits of the learning process
- To allow participants to build a cooperative framework in the social and academic aspects of the program

DISCIPLINE ACTIONS

"Disruptive behavior" is any action by a program participant that disrupts or decreases the learning process, environment, or social interaction of the group. The following steps will be taken by appropriate MOSS staff in response to disruptive behavior:

1. A staff member talks to the student to determine if they understand the rules and is capable of adhering to them.
2. If the action continues, the individual receives a warning and is temporarily removed from the group under the supervision of the chaperone.
3. If the action continues, the individual meets with the MOSS graduate student and the teacher is notified. A verbal contract may be agreed upon at this point.
4. If the action continues, the individual meets with the program coordinator and the teacher. A contract is written and signed by the student, the program coordinator and the teacher.
5. If the action continues, the individual is removed from the program. Parents and the individual's teacher make arrangements to have the student transported home.

ACTIONS WHICH JUSTIFY IMMEDIATE EXCLUSION

1. Violent acts against students or staff.
2. Possession of alcohol, narcotics, or tobacco products.
3. Theft or vandalism.
4. Possession of a weapon.
5. Overt sexual or offensive behavior or remarks toward students, chaperones/counselors, teachers or MOSS staff.