



ROLE OF TEACHERS AND CHAPERONES

Teachers and chaperones are responsible for student supervision at all times. It is your responsibility to make certain that each cabin of students has one adult chaperone or counselor. 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. You are expected to remain on site during the full length of the program; trips into town are strongly discouraged. Any exception to this must be cleared with the program coordinator so we are aware of your location in case of an emergency.
2. At least one adult chaperone or teacher accompanies each instructional group in the field to help with group management and safety. MOSS graduate students will also require the assistance of one or more adults during all scheduled activities including evening programs.
3. Teachers and chaperones are responsible for their cabin of students during any free time, meals and at night. Students should never be unsupervised. We ask cabin supervisors to minimize roughhousing and enforce 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.
4. Free time occurs multiple times in the day. 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 in cabins 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.
5. 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.
6. Because you are fully responsible for student supervision, policies maintained by your school administration apply while you are participating in MOSS programs.
7. No pets are allowed at MOSS.
8. No alcohol is allowed on site. Alcohol should not be consumed during the program (i.e. trips to town to consume or purchase alcohol are not allowed).
9. For those individuals over 18 years of age, smoking is allowed only in designated areas that are established by the program coordinator. Smoking is never allowed in the presence of students, on trails, in the cabins or on field study.

TIPS FOR 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.
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 may also ask for your assistance during special events and evening programs.
4. We encourage you to participate in the field activities and instructional periods. Please understand that working through tasks themselves enriches their experience.
5. You will be asked to assist in serving meals, monitoring free time, monitoring shower time and monitoring evening programs. These are tasks shared and divided by all chaperones and teachings.
6. Adult chaperones are responsible for their cabin of students during rest time, at night and during any other non-instructional blocks of time. Students should never be unsupervised. We ask cabin supervisors to minimize roughhousing and enforce male-female boundaries. Morning chores are also a time when your supervision and leadership is required.
7. 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.
8. A philosophy at MOSS is to always use positive encouragement. We appreciate your help in supporting this philosophy.
9. Feel free to contact any of the MOSS staff if you have a problem. Being a 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.

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. 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.

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****

A NOTE ABOUT ICY ROADS

From early fall to late spring, it is possible to experience icy road conditions when approaching the McCall Field Campus. Please be cautious when driving, pay special attention to portions of the road that are in shadow and strictly follow posted speed limits.

MOSS FIELD PROGRAM RULES AND POLICIES

Please review these guidelines with your students before your arrival:

1. During your trip, you will be away from your family and school. You will be living and studying in a completely new area. It is important that you have a safe and enjoyable week.
2. If a rule is not stated, common sense and good judgment, courtesy, respect and safety should apply.
3. As good citizens, we obey all state and federal laws.
4. 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 or physical or mental limitations.
5. Your care in using living and non-living resources helps to preserve our unique environments. Watch, examine and observe without disturbing.
6. Handling potentially dangerous organisms is prohibited.
7. A MOSS staff member should be contacted immediately if someone is sick or hurt.
8. Firearms, explosives or fireworks of all types are not allowed. Sharp tools are to be used in a manner that will not injure others.
9. Smoking or the use of alcohol or drugs is not allowed. The use of any illegal substance will result in immediate dismissal from the program.
10. 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.

11. Separate sleeping areas for male and female students will be strictly maintained. Displays of physical affection will not be allowed.
12. Students should not visit others' sleeping areas. This is to avoid problems relating to personal possessions and sleep schedules.
13. All personal and science school property should be used only with permission and treated with care.
14. Swimming is not allowed at anytime under any circumstances.
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.