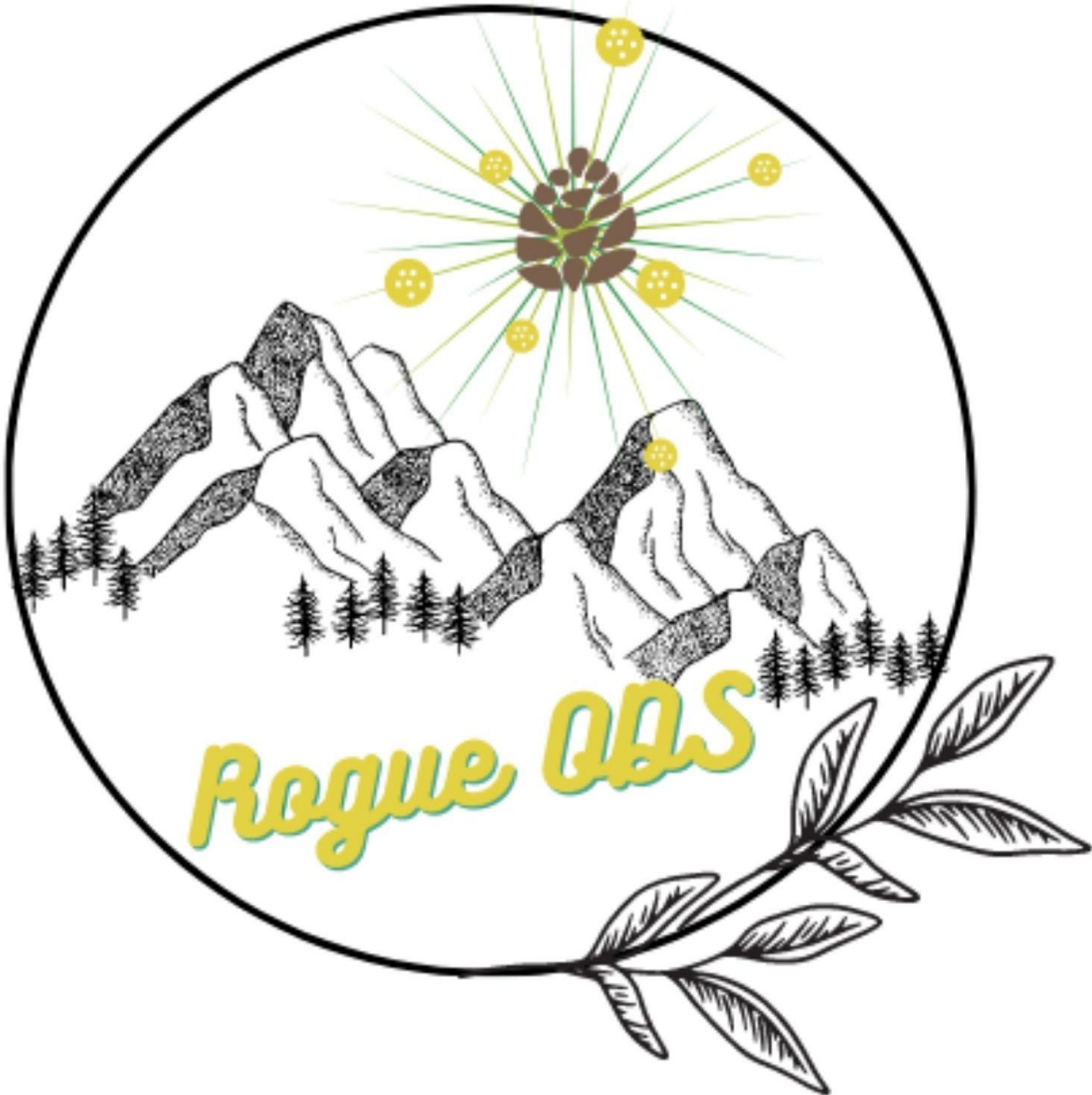


Parent Chaperone Handbook



Welcome!

Thank you for volunteering to chaperone students during their time at Rogue Environmental Education Outdoor School. The program is an opportunity for students to explore their curiosity, deepen their relationships with nature and their peers, and grow their independence. We look forward to you helping make this experience a success!

Expectations

As a chaperone, you are a role model. Students' behavior will reflect your own. Please give the attention, respect, and enthusiasm you expect from them.

Anyone possessing alcohol, marijuana, or illicit drugs of any kind will be asked to leave immediately. Tobacco products can be used only in specified areas within the site and only by persons older than 21 years of age.

"At Outdoor School we encourage everyone to share their wonder, their unique selves and gifts because we know that our differences make us stronger. At Outdoor School we are building a community where everyone belongs." In keeping with the closing lines of Rogue Environmental Education's equity statement, we use and support inclusive pronouns. Outdoor School staff will introduce themselves using their pronouns (they, she, he, etc.) and will invite students, chaperones, and teachers to do the same. Our goal is for every student to have an opportunity to be true to themselves.

Your Role & Responsibilities

As a chaperone, you are responsible for the following:

Direct Supervision

- Supervise your cabin group during rest time, transition times, and throughout the night
- Enforce cabin boundaries - students should only be in their assigned cabin
- Supervise and participate in games during free time and recreation
- Ensure that everybody is prepared and on time for each activity
- Work with health officer to ensure students receive medications
- Support your cabin group during assigned cleaning activities

Community Building

- Include all students in activities
- Sit at and supervise a table with students during meals
- Maintain program rules and expectations with students
- Support instructors and high school student leaders by modeling ideal student behavior
- Support student leaders by allowing them to lead activities
- Support students' independent learning by assisting with other tasks during field study
- Refrain from using mobile devices in sight of students, and during activities and meals
- Stay on site, even during assigned breaks, to support the group in case of emergency

Upon your arrival, the program coordinator will meet with you to review this information. Please bring along any questions, concerns, or suggestions you have. We look forward to meeting and working with you!

Other Roles at ODS

At ODS, there are several different groups of people working together to ensure the best experience possible for students. Their roles are outlined briefly below.

Site Lead

- Responsible for all activities and making decisions for the full site
- Available to facilitate all activities if needed

Field Instructors

- Responsible for field study instruction and mentoring student leaders on field study

Program Leaders

- Responsible for cabin area and social aspects of ODS programming and mentoring student leaders in cabin area

Classroom Teachers

- Responsible for communication with schools, parents and guardians
- Ultimately responsible for decisions regarding behavior management
- Support students' learning on field study

Student Leaders (High School Volunteers)

- Role model for students
- Learn and develop leadership skills
- Lead activities during field study
- Lead games and activities with cabin group

Rules and Policies

All school policies and rules apply while participating in Rogue ODS programs. If a rule is not stated, common sense, good judgement, courtesy, respect and safety apply. In instances where Rogue ODS policies conflict with school policies, we are willing to work with the school to come to a fair, safe and equitable compromise.

- 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, gender, sexual orientation, or physical or mental abilities. It also means that plants, creatures and all of nature deserve your respect and should not be damaged, injured, or harassed.
- No adult may ever be alone with a child in a one-on-one situation. High school student leaders are both children and adults in this regard: As minors, they are not to be alone with any adults one-on-one; as leaders, they are not to be alone with students one-on-one.

- Handling or harassing potentially dangerous organisms (animals, plants, insects, ect.) is prohibited.
- No type of firearm, explosive, or firework is allowed. Do not bring pocket knives.
- As a school site, smoking or the use of alcohol or drugs (including marijuana) is not allowed. The use of any illegal or banned substance will result in immediate dismissal from the program.
- Quiet hours are observed between 10:00pm and 7:00am. During this time, participants should be in their cabins, in their bunks, and quiet.
- Students should not visit others' cabins or sleeping areas. This is to prevent problems relating to personal possessions and bullying.
- All personal and ODS property should be used only with permission and treated with care.
- Rogue ODS and Camp Latgawa staff reserve the right to enter, inspect, and/or repair any cabin or building at any time. A courtesy notification will be given, but is not required for staff to enter any building.
- Unsafe activities must be avoided at all times (e.g. no climbing trees, running, sliding or jumping on rough, slick areas)
- Violations of these policies, particularly those relating to an individual's physical or mental health will result in the behavior management plan below.

Behavior Management

At ODS, we believe every student will be successful if they are able and that it is our responsibility to ensure students have what they need to be as successful as possible. We focus our behavior management on supporting students to participate constructively, rather than on punishing them for disruptive behaviors. The following steps are a general outline of how we support students, and may be adapted as needed.

Step 1: ODS staff talks to the student to determine they understand the rules and are capable of following them. The student receives a short break from the group if necessary.

Step 2: If the behavior continues, the student meets with a staff member to write a support plan that outlines the student's responsibilities, behavior goals, and supports they may need.

Step 3: If the behavior continues, parents or guardians will be notified of the situation and asked for input and support. The student will then meet with a staff member and a teacher to discuss what their participation will look like going forward.

Step 4: If the behavior continues, further action will be determined by the teacher and Site Lead, which may include asking the parent or guardian to remove the student from the program.

Homesickness

Homesickness happens! For some students, this may be the longest time spent away from family, and that can bring up some big feelings. The best way to prevent these feelings of

sadness or anxiety is by keeping students busy and positively engaged. If students express feelings of homesickness, these tips can help them feel better:

- Pull a homesick student aside to check in more privately- homesickness can be very contagious!
- Validate their feelings, but try not to focus on them
- Talk about the exciting things they get to do at ODS
- Ask them questions about their day- get them talking about something fun they did!
- Highlight how happy or proud their families are that they get to have this experience, rather than how much their families must miss them
- Let staff know if homesickness is coming up- they are homesickness experts!

Health, Safety, and Emergency Procedures

Emergency phone numbers and procedures are posted near each phone on site, and detailed procedures concerning OMSI Outdoors' emergency plans are available upon request.

COVID-19 Safety Precautions

As a school program we will follow all State and local COVID-19 safety procedures as designated by Ready Schools, Safe Learners. These may include masking, social distancing, disinfecting surfaces and contact tracing logs. In addition to current school guidelines we may implement additional safety procedures that relate to the outdoor and overnight experience of ODS. Because COVID-19 guidelines change regularly we will be updating staff, volunteers and students at the beginning of each week as to how to stay in compliance with current procedures.

Medications

- All medications must be in their original containers, and stored in a locked container.
- The health officer dispenses all medications, unless that responsibility has been delegated to another adult member of the group when the student is in the field.
- Each student must be told it is their responsibility to report to the health officer at the proper time to receive medications.

Minor Illness or Injury

Report any illness or injuries to a teacher or the designated health officer.

Serious Injury or Illness

- DO NOT MOVE the injured/ill person(s). Contact the designated health officer, a teacher, or a staff member immediately. Send one adult or student leader with the following information:
 - WHERE to find the injured person(s)
 - WHO is injured
 - WHAT happened
 - WHO is staying with the injured person(s)
- The emergency phone number from Camp Latgawa is 911. Only the designated health officer or a staff member may initiate calling for emergency medical services, unless

another person is the ONLY one able to call. Please notify Site Lead as soon as possible when calling for emergency medical services.

Missing Participant

Notify a manager immediately. They will coordinate a search effort with the help of other trained staff.

Fire or Other Need for Evacuation

A fire alarm, air horn or whistle signal (three short blasts, repeated) will sound. Everyone is required to gather in front of the dining hall for instructions. Please travel in and line up by cabin groups. Each cabin chaperone should count their group to ensure all members are present.

Earthquake

Wherever you are, drop to your hands and knees. This position protects you from being knocked down and also allows you to stay low and crawl to shelter nearby. Cover your head and neck with one arm and hand. Hold on until the shaking stops. If you're under shelter (e.g. a table or bed) hold onto it with one hand and be ready to move with your shelter if it shifts. When the shaking stops, wherever you are, line up in cabin groups in front of the dining hall as quickly as possible. More instructions will be given there.

Unexpected Guests and Arrivals

If unfamiliar people arrive on site, greet them immediately and introduce them to staff members. Please help us ensure that nobody walks around the site without being greeted and escorted by a staff member. If a stranger becomes belligerent, will not leave, or becomes threatening, call local law enforcement immediately.

Power Outage

Activity will continue as scheduled. The Site Lead will inform staff via radio of any instructions for the group and communicate with the group leader if there is reason to adapt the program or evacuate the site.

Packing List

This is a **SUGGESTED** list for chaperones. Please do not purchase new items just to satisfy this checklist. You can borrow items from other people, use old but clean clothes, buy used boots, etc. ODS has a supply of essential gear (sleeping bags, boots, rain jackets, etc.) to lend out if you are unable to bring your own or you forget something. Please mark all your items with your name so they are easier to return if they get lost.

Bedding

- Sleeping bag
- Pillow

Clothing

- Pajamas
- Hiking boots or tennis shoes (waterproof if possible)
- Appropriate number of shirts, socks, and underwear
- 2-3 Pairs of jeans/sturdy pants that cover the ankle
- Warm jacket (waterproof if possible)
- 1-2 Sweaters or sweatshirts
- Hat

Personal Items

- Wash cloth
- Soap
- Toothbrush and toothpaste
- Deodorant
- Sunscreen, lip balm

General Supplies

- Watch** (This is important! We will provide one if you do not have one.)
- Flashlight or headlamp
- Plastic bag for dirty or wet clothes
- Small bag of soil from a meaningful place

Do NOT bring:

- Expensive items like jewelry
- Clothing with inappropriate language or references to religion, sex, tobacco, drugs, or alcohol
- Food with nuts or nut oils
- Gaming consoles
- Weapons (including pocket knives)

If you do bring personal food items, please store them in the dining hall. **NO FOOD IN CABINS** - Beware the squirrels!