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|  | McCall Outdoor Science School  1800 University Lane  PO Box 1025  McCall, ID 83638  (888) 634.3918 office  (208) 634.5244 fax  www.uidaho.edu/moss |

We look forward to having you as a part of the MOSS team! Our Residential Programs offer exciting activities, new experiences and fun times. As an adult participant, you have a demanding, yet vital job. Without your participation, these students would not be able to have this experience. Thank you for making it possible!

Look through the next pages for information on your role. Let us know if you have any questions ahead of time. We’ll meet with teachers and chaperones on the first afternoon in the *Chaperone Meeting* to further explain your role. It is going to be a great week!

**SUPERVISION**

1. Teachers and chaperones are ultimately responsible for student supervision and student well-being at all times.
2. MOSS graduate student field instructors are responsible for instruction, field day details and evening program logistics.
3. Teachers and chaperones provide supervision during any free time, meals, field preparation, cleanup activities and at night. Students may not be in a cabin or down at the lake without an adult. Adults will have an opportunity to sign up for monitoring free time during the Chaperone Meeting. Students should never be unsupervised.
4. At least one teacher or chaperone accompanies each instructional group in the field each day to help with group management and safety. Be prepared for walking 1-3 miles each day.
5. Teachers and chaperones are needed to assist with evening programs. During the initial Chaperone Meeting, adults will have an opportunity to sign up for assisting these programs.
6. Discourage rough play, rude behavior and unnecessary competition. Include all students in activities.
7. Cabin supervisors will enforce male/female boundaries.
8. Chaperones will be signed up for serving dinner and breakfast. Meal hosts will assist adults with instructions and organization during meal times.
9. Chaperones will help monitor shower time during the designated shower time.

**OTHER RESPONSIBILITIES**

1. As a chaperone, you are a role model for the students. 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. Have fun this week and 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.
6. Please support our philosophy of using positive encouragement.
7. Contact any of the MOSS staff if you have a challenge. The MOSS graduate students and staff members are here to help!

**HEALTH, SAFETY & EMERGENCY PROCEDURES**

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" who is responsible for collecting all medication and ensuring that each student receives medication as appropriate. Please review medical issues with the 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. Our graduate student field instructors have first aid and CPR training, carry first aid kits and are available for advice. However, they are not qualified to perform or assist in procedures beyond the scope of their training.

1. In the case of an emergency, call 911 first – MOSS address is 1800 University Lane. After speaking with dispatch, contact the on-call MOSS staff member. Relay information of:
   1. Where to go to find injured party
   2. Who is injured
   3. Who is with the injured person
   4. Severity of injury
2. Basic First Aid: All minor first aid will be given by a teacher or a MOSS graduate student.
3. Medicines: All medicines will be collected and distributed by a teacher or the designated health officer. Be aware of requirements related to all medications.

**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 LOCKDOWN, FIRE OR OTHER NEED FOR EVACUATION**

If an air horn should sound during your time at MOSS, remain calm and gather and organize any students under your supervision. If the air horn blast is short and intermittent (lockdown), 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.

**PROGRAM RULES AND POLICIES**

Please review these guidelines **with your student(s)** 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 observing and interacting with living and nonliving resources helps to preserve our unique environments. Watch, examine and observe without disturbing.
5. Handling potentially dangerous organisms is prohibited.
6. Firearms, explosives or fireworks of all types are not allowed. Sharp tools are to be used in a manner that will not injure others.
7. Tobacco use is not permitted on University of Idaho property and the alcohol consumption is not permissible during MOSS programs.
8. 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. Student displays of physical affection toward fellow students 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 University of Idaho property should be used with permission and treated with care.
13. Swimming is allowed only if approved by participating teachers.
14. Unsafe activities are to be avoided – i.e., running, sliding, jumping on rough or slick surfaces, etc.
15. 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.

**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

DISCIPLINARY 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 and can adhere to the rules.
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.