

7th-Grade Maine Studies Chaperone Handbook

Revised on May 5, 2023

KEY PERSONNEL:

- Maine Studies Director: Wendy Stone
- Staff: Gil Maxwell, Abby Elkins, Heather Allen
- Equipment: Gil Maxwell
- Medical: Wendy Stone
- Food: Wendy Stone

PAPERWORK:

- Volunteer paperwork for the school needs to be done each school year
- Auto insurance cards for trip transporting after the bus leaves for the day.

CELL PHONES:

Adults are welcome to bring their cell phones on the trip. We would ask that you use them only when necessary. If you need to take care of something or check in with home, please step away from the group so we are not using them in the presence of students.

Students are not allowed to bring cell phones on the trip. If you become aware of any students with cell phones, please let staff know so we can address the student and put their phones in a safe place until after the trip.

PHOTOGRAPHY:

- As per school policy, please do not post photographs on the internet or social media sites that picture students other than your own.

TRANSPORTATION/BUS:

- It is the school policy that no students (other than your own) may ride in chaperones' vehicles while on the trip unless arranged prior and they have provided a current automobile insurance card.
- Please provide your auto insurance card prior to the trip for any situations where you will need to transport students while on the trip.
- All students are asked to ride the bus as a group to and from the trip unless prior arrangements have been made. Any exceptions will need to be discussed and agreed upon with staff.

TENTING/GEAR:

- The chaperone can tent together, and we recommend you talk with one another to make that plan.
- Since our school tents are limited in number, please try to borrow a tent from someone.
- Sleeping pads will be available for students, but adults are asked to bring their own.
- You can use the student's packing list as your guide for gear
- Be prepared for inclement weather
- The school owns all other cooking/camping gear
- No one dictates what adults can bring on the trip, but please be reasonable and remember we are only there for one night!

GROUPINGS:

- Boys and girls have separate tenting areas.
- Although it is impossible for students to be with all of their friends, please respect the decisions of the staff, as we make decisions based on the entire group not just a few students.
- All final tenting buddies and hiking group decisions will be made by staff prior to the trip.
- Any changes made on the trip must be cleared with the staff.

HIKING:

- All hiking groups will have at least two adults. One adult will be the lead and no student will pass the lead adult. A second adult will be the sweep, and no student will hike behind that adult. The remaining adults can spread out in between.
- The lead adult will keep the group together by making sure they hike at a pace that is appropriate for the slowest hiker.
- It is okay to talk on the trail, but students should remain respectful of other hikers and wildlife on the trail by keeping their voices down.
- We will follow the Leave No Trace Guidelines (attached) of Acadia National Park while on the trip.
- Some years we will be on a guided hike with Acadia National Park rangers. On these hikes, the rangers will lead us, and we will manage and monitor students.

CAMP JOBS

- Students will take an active role in cooking and cleaning on this trip.
- Please assist students in succeeding in their camp job while making sure they are safe and the job is moving along at a good pace.
- Students will be asked to collect firewood and assist in building campfires.
- Campfires need to have at least one adult present at all times.

MEALS:

- Bring your own food for snacks and lunch on the first day. Water, nuts, fruit, and other high-energy foods are recommended.
- All other meals will be provided in accordance with the menu. If you have special dietary needs, we ask you to bring your own food.
- Lunch on day 2 will be at Pats Pizza in Ellsworth. The cost of this meal will be \$8 per person and will include up to 3 slices of pizza and unlimited fountain drinks.

FACILITIES:

- We will be staying at Seawall Campground MDI
- We have the entire group area reserved for us and will be split into 4 camping groups.
- It is our first time camping here, but I understand that there are flush toilets, but no showers.
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MEDICINE:

- No adults, other than designated staff, are allowed to give medicine to students that are not their own. This includes ibuprofen, Tylenol, Benadryl, etc. Cough or throat drops are okay to give.
 - Some students have known allergies and cannot receive certain medicines
 - Some parents do not consent to their child having certain medicines.
 - All medicine given needs to be documented by the medical staff and reported back to the nurse.
 - If your child takes medicine on the trip, you will need to check it in with the nurse so she can account for all medicine that goes on the trip. However,

once the trip starts, you will be given back the medicine and asked to administer it to your child.

BEDTIME:

- Please remind students when going to bed that NO food is allowed to stay in their tents and must be stored in the trailer.
- Remind students to change all of their clothing before going to bed. Hypothermia is a real thing, and it can happen at any time of the year so they need to sleep dry.
- If you have students nearby who are being loud and/or disrespectful to others after quiet hours, please let a staff member know.

DISCIPLINE:

- It is everyone's responsibility and our first priority to keep students safe while on the trip.
- Monitor for safety and rectify any safety concerns immediately with verbal reminders.
- If the behavior does not change/stop after your verbal request, please ask a staff member to get involved.
- Please do not discipline students! If there is a concern you cannot rectify with a simple talk or redirect, please bring the matter to a staff members attention immediately.
- This is a school program and CDS staff has the final say in matters of discipline including your own child.

DOWNTIME & GENERAL CAMP RULES:

Although downtime is limited, it will need to be closely monitored

- No student may be in another student's tent without permission
 - Boys are not allowed in girls tents
 - Girls are not allowed in boys tents
- No running after dark
- No running with sticks
- All school rules apply while on the trip

- Students are only allowed at the tree house if there are two chaperones monitoring it
- Students must stay within the view of our campsite
- No student is allowed in the water unless permission is given by a STAFF member
- No playing in or around the campfire (what goes in the fire stays in the fire)

PERSONAL DO's AND DON'TS (Because it has happened before, we would ask the following)

- No drugs or alcoholic beverages are allowed on Maine Studies Trips.
- Please do not smoke in the presence of students.
- Use appropriate language at all times.
- Please do not use gasoline or accelerants to start campfires.
- Please do not question the decision of staff members in the presence of students even if the decision involves your own student. Any concerns or problems you have will be addressed at an appropriate time and in a private location.
- Please do not bring heaters, generators, or other such items on the trip.

CHAPERONE TRIP EXPECTATIONS:

- Our number one priority is safety. We need to always be vigilant of where students are, and what they are doing.
- Even though you are on the trip because of your child, it is important to remember that I need you there for all of the children.
- Encourage students to participate in activities whenever necessary.
- If you have concerns at any time while on the trip, please bring them to my attention as soon as possible. I would rather have the opportunity to deal with a situation immediately than have it brought to my attention after we get back, or weeks later.
- We will strive to set a good example for students at all times.
- Try to have a positive attitude, even in the toughest times!

**THANK YOU FOR CHAPERONING....
NOW LET'S GO MAKE SOME MEMORIES!**

The Leave No Trace Seven Principles

The Leave No Trace Seven Principles are the bedrock of the Leave No Trace program. They provide guidance to enjoy our natural world in a sustainable way that avoids human-created impacts. The principles have been adapted so they can be applied in your backyard or your backcountry.

Plan Ahead and Prepare

- Know the regulations and special concerns for the area you'll visit.
- Prepare for extreme weather, hazards, and emergencies.
- Schedule your trip to avoid times of high use.
- Visit in small groups when possible. Consider splitting larger groups into smaller groups.
- Repackage food to minimize waste.
- Use a map and compass to eliminate the use of marking paint, rock cairns or flagging.

Travel and Camp on Durable Surfaces

- Durable surfaces include established trails and campsites, rock, gravel, dry grasses or snow.
- Protect riparian areas by camping at least 200 feet from lakes and streams.
- Good campsites are found, not made. Altering a site is not necessary.
 - In popular areas:
 - Concentrate use on existing trails and campsites.
 - Walk single file in the middle of the trail, even when wet or muddy.
 - Keep campsites small. Focus activity in areas where vegetation is absent.
 - In pristine areas:
 - Disperse use to prevent the creation of campsites and trails.
 - Avoid places where impacts are just beginning.

Dispose of Waste Properly

- Pack it in, pack it out. Inspect your campsite and rest areas for trash or spilled foods. Pack out all trash, leftover food and litter.
- Deposit solid human waste in catholes dug 6 to 8 inches deep, at least 200 feet from water, camp, and trails. Cover and disguise the cathole when finished.
- Pack out toilet paper and hygiene products.
- To wash yourself or your dishes, carry water 200 feet away from streams or lakes and use small amounts of biodegradable soap. Scatter strained dishwater.

Leave What You Find

- Preserve the past: examine, but do not touch cultural or historic structures and artifacts.
- Leave rocks, plants and other natural objects as you find them.
- Avoid introducing or transporting non-native species.
- Do not build structures, furniture, or dig trenches.

Minimize Campfire Impacts

- Campfires can cause lasting impacts to the backcountry. Use a lightweight stove for cooking and enjoy a candle lantern for light.
- Where fires are permitted, use established fire rings, fire pans, or mound fires.
- Keep fires small. Only use sticks from the ground that can be broken by hand.
- Burn all wood and coals to ash, put out campfires completely, then scatter cool ashes.

Respect Wildlife

- Observe wildlife from a distance. Do not follow or approach them.
- Never feed animals. Feeding wildlife damages their health alters natural behaviors and exposes them to predators and other dangers.
- Protect wildlife and your food by storing rations and trash securely.
- Control pets at all times, or leave them at home.
- Avoid wildlife during sensitive times: mating, nesting, raising young, or winter.

Be Considerate of Other Visitors

- Respect other visitors and protect the quality of their experience.
- Be courteous. Yield to other users on the trail.
- Step to the downhill side of the trail when encountering pack stock.
- Take breaks and camp away from trails and other visitors.
- Let nature's sounds prevail. Avoid loud voices and noises.

Chaperone Handbook Acknowledgement
Grade 7 Maine Studies

Please sign the following acknowledgment as a way to ensure all chaperones going on the trip have attended the chaperone meeting, and/or understand the basic guidelines and what will be expected of them while on the trip.

I _____ acknowledge that I received, read, understand, and agree to follow the guidelines set forth in the handbook.

Signed Name