

7th Grade Maine Studies Chaperone Handbook

Revised May 19, 2018

KEY PERSONNEL:

- Maine Studies Director: Wendy Stone
- Staff: Emily Cox, Shelly Tourtillotte, Carolyn Horth
- Medical: Wendy Stone
- Food: Stacey Morneault

GOALS:

- The intent of Maine Studies is to provide the students with a unique outdoor education experience.
- Students, teachers, and chaperones need to be flexible.
- It is important for everyone to have a positive attitude.
- As a chaperone you should encourage student involvement and allow them the freedom to try.

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 cannot help if I do not know what is going on. I would rather have the opportunity to deal with a situation immediately, then have it brought to my attention after we get back, or weeks later.

PAPERWORK:

- Complete volunteer paperwork from the office before the chaperone meeting
- Copy of current automobile insurance card for superintendent's office (if driving)

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.

TRANSPORTATION:

It is our policy that no students may ride in chaperones vehicles while on the trip, unless arranged prior to the trip. Also, 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 with staff.

GEAR:

- Chaperone can tent together, and we recommend you talk with one another to make that plan. If you cannot come up with a tent, let me know prior to the trip.
- Sleeping pads will be available for students, but adults are asked to bring their own.
- You can use the students packing list as your guide for gear
- Be prepared for inclement weather. Dress in layers and bring extra shoes, socks, and jackets, and rain gear. A hat and mittens or glove are strongly recommended.
- The school owns all other cooking/camping gear. This is a pretty quick trip, so I would encourage adults to pack light!

GROUPINGS:

- Boys and girls have separate tenting areas. Students will have input on who they tent with.
- Although it is impossible to be with all of your friends, we will do our best to group students with some of their friends.
- All final tenting buddies and hiking group decisions will be made by staff.
- Traveling groups will be determined and posted prior to the trip. Changes will be very difficult to make once groups are developed and posted.

HIKING:

- We will be hiking while on this trip.
- All hiking groups will have at least two adults. One adult will be the lead and no student will pass the lead adult. The 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.
- If you have a student who is identified as a slow hiker, place that student at the front of the line and this can help you set your pace.
- The lead adult will sign in their group at the trailhead and we must have 30 minutes in between each group on the trail.
- 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.

MEALS:

- Bring your own food for snack and lunch the first day. Water, nuts, fruit, and other high-energy foods are recommended.
- We will eat one meal on the road, so you will need money for that.
- Adults/students will be preparing camp meals and assisting in clean up.
- Students will have camp assignments prior to the trip which will include all camp chores.
- Students will be asked to collect firewood, and chaperones will be responsible for building and lighting the campfire and monitoring for campfire safety.

FACILITIES:

- We will be staying at Lamoine State Park. We have reserved the two group areas which include a picnic pavilion for cooking/eating and a group fire pit.
- Bathrooms are available nearby

MEDICINE:

- No adults, other than staff, are allowed to give medicine to students that are not their own. This includes ibuprofen, tylenol, benadryl, etc. Cough or throat drops are fine.
 - Some students have known allergies and cannot receive certain medicines
 - Some parents do not consent to their child having certain medicines.

BEDTIME:

- Please remind students when going to bed that NO food is allowed to stay in their tents.
- Remind students to change all of their clothing before going to bed. Hypothermia is a real thing, and it can happen anytime of the year! They need to sleep dry.

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 member immediately.
- This is a school program and CDS staff has the final say in matters of discipline.

DOWN TIME: (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
- Students must stay within the view of our campsite
- No student are allowed in the water
- 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 a 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.

Our goal is to set a good example for students to follow!

**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.