

# 8th Grade Maine Studies Chaperone Handbook

Revised September 2022

## **KEY PERSONNEL:**

- Maine Studies Director: Wendy Stone
- Staff: Kathy Johnson, Derek Burke, Gil Maxwell
- Medical: Wendy Stone at main camp/Any staff you are with
- Food: Wendy Stone
- Equipment: Gil Maxwell

## **GOALS:**

- The intent of Maine Studies is to provide students with a unique outdoor education experience.
- Students, teachers, and chaperones need to be flexible so the needs of the trip/students will be taken care of.
- It is important for everyone to have a positive attitude, even in the hard times.
- As a chaperone you should encourage student involvement and allow them the freedom to try things on their own.
- Safety is our first priority!

## **PAPERWORK:**

- Complete volunteer paperwork from the office
- Menu Request
- Border crossing information (NA for 2022)
- You will receive a chaperone packet on the day of the trip, which will include:
  - Campsite Menu/Supplies List
  - Map of Eastport
  - Trip Venues and contact information
  - Trip Agenda

## **GEAR:**

- If you need any gear, please let me know in advance. We do have a good amount of camping gear, but I do not bring it unless I know there is a need. I.e: sleeping bags, tents
- As adults, you can bring the camping gear you feel necessary for the trip. No need to ask permission and the do's and don't section of the packing list does not

apply to adults! Knives, lighters, axes are great, just leave the flammables at home!

### **GROUPING:**

- Students have input in who they will tent with. We accommodate whenever possible, however, not all can be accommodated. If students want to switch tenting buddies on the trip, they need to check with the director, as some students are not allowed to tent with others for various reasons.
- Activity groups have been developed by staff with student and chaperone considerations in mind. Please be respectful of these decision, as much thought and planning has gone into this process

### **MEALS & COOKING:**

- Bring your own food for snack and lunch on the first day & money for McDonalds or Subway for the way home.
- Students will be cooking in their own campsites with the help and guidance of the adult volunteers.
- Staff members will have a duty roster for camp chores.
- All students are required to be in their campsite during meal/clean up times and may only leave with permission for necessary reasons.
- Each camping group will have their own food and kitchen supply boxes. Each box will contain a list of what is in the box.
- On clean up day, make sure food and supplies are packed in their appropriate boxes for unpacking once we get back to school
- We use propane stoves and lanterns, and ask that adults light these items and assure safety when students are using them

### **ACADEMICS:**

- Teachers will be responsible for adding academic connections and components to the trip.
- During these activities and lessons you are encouraged to participate with the students or observe as you feel comfortable.
- All students will be required to participate in these activities.

### **FACILITIES:**

- We will be camping at Cobbs Bay Cook State Park
- Outhouses are available
- Water is available at the trailer and is drinkable

### **TRAVEL & BORDER CROSSING: (NA for 2022)**

- Adults are asked to take their vehicles and encouraged to carpool if they choose to.
- Vehicles can get close to most of the campsites so you can consider this car camping.
- No student other than your own is allowed to ride in your vehicle while on the trip unless arranged by a staff member. This includes throughout the campground.
- All students are asked to ride the bus to and from the trip unless arrangements have been made in advance or an emergency occurs.
- All adults will need either a passport/passcard, or your driver's license and birth certificate to cross the borders and is responsible for carrying their own documentation
- If you have any OUI's or felonies on your record, the Canadian border will most likely not allow you to enter their country. You can still go on the trip, but would just skip this portion. You can talk to me privately if this is a concern to you.

### **BEDTIME:**

- After campfire students are asked to stay in their campsite except when using the bathroom or getting supplies from the trailer, in which they will need to ask permission from an adult so we know where everyone is after dark.
- Remind students to change all clothes at bedtime as this will keep them warmer.
- Remind students before turning in for the night to make sure their tent has no food stored in it because animals can be a problem.
- Group food can stay in your site as long as it is in secured coolers or totes or a vehicle.

### **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 giving certain medicines.

### **DISCIPLINE:**

- It is everyone's responsibility to keep all students safe during 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 involving 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 and girls have separate tenting areas, and are expected to stay in their own areas.
- Common areas are available for socializing (trailer & campfire) whenever an adult is available
- No running after dark
- No running with sticks
- Students must stay within the view of our campsite
- No students are allowed in the water
- With adult permission, students may explore the water at low tide, but we have to watch them! The tide turns quickly and students can get caught on outlands if this is not closely monitored
- No students will be left unattended in a campsite.
- 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 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.
- You may bring your own vehicle, carpool or ride the bus.
- 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 limit cell phone use. If you must use your phone to check with home or work, please do it away from students.
- 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!
- Positive attitudes are the best!

**COMMUNICATION:**

- If something arises on the trip that needs to be brought to my attention, please do not hesitate to talk with the director.
- Please report any information or situations in a timely manner so they can be dealt with right away.

**ABOUT THE DIRECTOR:**

When I am in “director mode” my mind is always thinking ahead to what’s next, and there is a lot to think about. In those times, I may present as being abrupt or unfriendly when in fact, it’s just my way of processing all that is going on in my mind and doing my best to make sure the trip runs as smoothly as possible.

I love camping and being able to give these experiences to our middle school students makes me so happy. These trips take so much planning and work to be successful, and it is my pleasure to be the one that gets to make them happen.

I COULDN'T DO IT WITHOUT DEDICATED CHAPERONES LIKE YOU!

SO.....

**THANK YOU FOR CHAPERONING!  
NOW LET'S HAVE A FUN, MEMORABLE, AND SAFE TRIP!**