



TEACHER/ADULT CHAPERONES GUIDELINES

Please review these with your chaperones and students prior to arrival at Spruce Lake Outdoor School.

1. Before classes:
 - a. Have students ready **five to ten minutes** before class time.
 - b. Gather snacks, water bottles, insect repellent and/or journals; use the bathroom **before** class.
 - c. Make sure students are **dressed appropriately** for class (sturdy shoes) and the weather conditions (e.g. coats, hats, gloves, raincoats).
 - d. **Electronics** – phones, ear buds, etc., should **NOT** be brought to class.
 - e. Be sure that **medicines**, inhalers, epi kits, etc. are along on hikes. **Inform SL teachers of any medical or physical concerns (of students and/or chaperones) BEFORE class.**
2. During classes:
 - a. **Model** attitudes of interest and participation for the students.
 - b. **Monitor** and address inappropriate student behavior discreetly.
 - c. **Reinforce** student listening, participation, and cooperation.
 - d. Use of cell phones is disturbing during class. If necessary, use **before or after** class sessions.
3. During free time:
 - a. Turn lights out when leaving the room.
 - b. Food should be limited to the meeting room space.
 - c. Students must be with a responsible adult **at all times**.
 - d. **Quiet time starts at 11PM**. Students should be in their rooms by then.
4. During meals:
 - a. Adults should be mixed in with the students in the buffet line so that they can monitor what the students are taking. Our motto is **“Take all you want but eat all you take”**.
 - b. At least **one adult** should sit **at each table** with students. Make sure students clean their area and push in their chair when leaving.
 - c. When dismissed, **students must have an adult accompany them!**
5. Other notes:
 - a. **Certain classes involve some rigorous hiking**; please plan your personal and other chaperone participation accordingly. If you have any questions or concerns, ask a SL teacher. Some of these classes are: **MSG-** Mountain & Stream Geology, **SMH-** Spruce Mountain Hike, **WFH-** Waterfall Hike
 - b. Smoking is permitted **outdoors** at **designated spots ONLY!** There is a **\$250 fee** for every room that needs to be treated for smoke odor.
 - c. Rooms **need to be vacated by 8:50am** of your last day (**before the morning class at 9am**). Load your vehicles or drop-off luggage at designated site until departure time.
 - d. Assign an adult to **check all lodging** facilities for any damages, garbage or any items that may have been left behind.