SISKIYOU FIELD INSTITUTE

OUTDOOR SCHOOL

TEACHER PACKET

DEAR OUTDOOR SCHOOL TEACHER/ADMINISTRATOR,

Thank you for scheduling your Outdoor School session with the Siskiyou Field Institute! Please be assured that SFI is dedicated to making this an enjoyable and meaningful experience for you and your students. Don't hesitate to reach out if you have any questions or concerns.

LOCATION:

1241 Illinois River Rd. Selma, OR 97538

The Siskiyou Field Institute's Deer Creek Center is located on 850 acres that showcase the unique and beautiful ecology of the region. It is located approximately 20 miles southwest of Grants Pass just off Highway 199.

OUR CAMPUS AMENITIES INCLUDE:

Two yurts – can sleep 30 people total; the large yurt sleeps 18, and the small yurt sleeps 12. Both yurts are heated if needed.
Large 8-10 person tents – please check with YEP Manager for the exact number of tents available.
Bathhouse – has 5 toilet stalls, 5 sinks, and 3 private showers with hot water on both the boys' and girls' sides.
Pavilion – outfitted with 10 picnic tables, a full-size refrigerator, a gas stove, and a gas grill.

Shower times are in the morning before breakfast, and during afternoon activity time between field study sessions and dinner. Please coordinate with chaperones to keep shower length to about 5 minutes or less per student.

MEALS AND SNACKS:

***Final participant numbers are due one month before your program start date.** Final food counts include all students, teachers, and chaperones. All allergies, dietary requirements and sensitivities are also required at two weeks before start of program. Please note that we cannot guarantee that all dietary requirements can be accommodated. Please check the dietary restrictions document for reference. Students can bring snacks on the bus ride, **but to ensure animals and allergens stay out of the yurts/tents, we keep all student food in the lodge for safe storage and ask students to only eat SFI provided food unless they need access to their food for specific dietary /food needs that are to be communicated to SFI prior to the trip.**

***Please arrange for sack lunches from school for your first day of programming,** this ensures smooth transitions. SFI will provide all meals and snacks during Outdoor School. Nutritious meals are prepared by our on-site camp cook and are supplemented with healthy snacks throughout the day. Please describe any food allergies or special dietary needs on the "Food Allergy & Sensitivity/Severity" Form.

TRANSPORTATION:

Standard arrival time is 12:30 PM and departure time is 10:30 AM. Transportation is the responsibility of the participating school/group. If a school is participating in two sessions of Outdoor School in one week and

needs to use the same buses to drop off and pick-up, teachers and chaperones will need to be prepared to entertain their group between 10:30 am-12:30 pm. The arriving group will need to wait to move into yurts until they have been cleaned and allow the other group to wrap up with minimal distractions. Please coordinate this with the YEP manager if necessary.

MEDICAL CONDITIONS & MEDICATIONS:

***The Master Medical List form is due two weeks before your program start date.** Please arrange for a school staff member, guardian, or school nurse to be a "Health Officer" to administer any necessary medications for students. Please keep a log tracking the date, type of medication given and to which student for each day. A refrigerator is available for any meds upon request. If a student needs minor allergy or pain medications while at SFI, parental consent needs to be granted over the phone prior to administration and the date/time of ingestion formally recorded. Students should never carry or administer their own medications, with the exception of rescue meds such as an inhaler or epi-pen.

GUARDIAN PACKET FORMS:

Please make sure to send out "Guardian Packets" ASAP and try to ensure their return 1 month before the program. Guardian packets need to be double-checked to ensure that all of the appropriate forms have been signed before the program. Medical information/medications/special needs and all relevant information need to be transcribed to teacher forms and returned to the YEP manager before the start of the program. **Parents are instructed to contact their child's teacher if they are interested in being a chaperone for the program.**

GENDER INCLUSIVITY AND AWARENESS:

As an organization we follow the recommendations of the Oregon Department of Education (ODE Guidance) to **"provide students with access to field trips, travel, and overnight accommodations that affirm their gender. including lodging, peer rooming assignments, gender affirming bathrooms, and facilities access."** To uphold these non-discriminatory practices, we ask that you confirm with your students that all of them will have access to the lodging and facilities of their chosen gender identity.

SWIMMING:

SFI staff will not supervise or facilitate swimming activities. Students and teachers must abide by the district rules on what their swimming policy is. Students will be allowed to enter the creek under SFI staff supervision only up to one foot deep in the water for one of the macroinvertebrate classes. All other water activities must be approved by the school/district rules where the school is coming from. If school staff have approval for water activities, teachers and school chaperones can supervise water play during designated free time with students.

S'MORES:

SFI Instructors are not responsible for the preparation or distribution of s'mores during campfires. If a school would like to bring s'mores for their students, it is encouraged that teachers and chaperones help manage the fire safety of cooking the marshmallows over the fire. Please note that willows and sticks are not plentiful

on-site, and schools should bring roasting sticks to avoid cutting vegetation. Please let the YEP manager and/or evening staff members know of any plans to serve s'mores and we can work with you to incorporate this into evening programming. SFI will provide marshmallows, crackers and chocolate for s'mores.

Student Behavior and Expectations

Please share with students one week prior to Outdoor School

- Respect your classmates, their belongings, and their privacy.
- Treat all living creatures, including people, with courtesy and respect. This precludes the use of obscenities, jokes, and slurs relating to another's race, religion, sex, sexual orientation or physical or mental limitations.
- Be prepared to learn and be "at school", this means you are ready for the day with a backpack, water bottle, closed toed shoes, and wood cookie name tag
- All school rules still apply.
- Be prepared to be outdoors in any weather, there's no bad weather, only inappropriate clothing!
- Be prepared to hike and wear comfortable, closed-toed, supportive shoes.
- Your care, while observing and interacting with living and nonliving resources, helps to preserve our unique environments. Watch, examine, and observe without disturbing.
- Quiet hours are observed between 10:00 p.m. and 7:00 a.m. During this time participants should be in their beds and be quiet.

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 SFI 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 SFI instructor 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 SFI program manager and the teacher. A contract is written and signed by the student, the program manager, and the teacher.
5. If the action continues, the individual is removed from the program. Guardians and the individual's teacher make arrangements to have the student transported home.

ACTIONS WHICH JUSTIFY IMMEDIATE EXCLUSION

- Violent acts against students or staff
- Possession of alcohol, narcotics, or tobacco products
- Theft or vandalism
- Possession of a weapon
- Overt sexual or offensive behavior, or remarks toward students, chaperones/counselors, teachers, or SFI staff

Roles of Teachers and Chaperones

Please share with other teachers and chaperones before arriving at Outdoor School.

1. Teachers and chaperones are ultimately responsible for student supervision and student well-being at all times.
2. SFI instructors are responsible for teaching and leading field day and evening program logistics.
3. Teachers and chaperones provide supervision during any free time, meals, field preparation, cleanup activities, evenings, and possibly during field instruction and activities.
4. At least one teacher or chaperone accompanies each instructional group in the field each day to help with group management and safety. This may involve walking 1-3 miles on uneven terrain.
5. Discourage rough play, rude behavior, and unnecessary competition and try to include all students in activities.
6. Yurt/tent supervisors will enforce male/female boundaries.
7. Chaperones will help keep students shower times to under 5 minutes and assist teachers with evening logistics as needed.
8. It is best practice to avoid being alone with a student in a private environment and to practice the "rule of three," always be with another student or chaperone.
9. Support students and instructors during field lessons - keep students on task and help give them space and encourage their curiosity.
10. As a chaperone you are a role model, please maintain a positive attitude about any challenges and hardships experienced during programming.
11. Please make sure that you are aware of scheduled activities and that your group is prepared and on time.
12. Have FUN during your program! Don't hesitate to ask the teachers or SFI staff members for assistance or suggestions for managing challenging situations. We are all in this together!
13. All policies maintained by your school administration apply while you are participating in SFI programs. Anyone possessing alcohol or illicit drugs of any kind will be asked to leave immediately.
14. There is a no-smoking policy on campus.

Health, Safety, & Emergency Procedures

Please share with other teachers and chaperones before arriving to Outdoor School.

Parents release their students to the schools during SFI 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 their medication. Our 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.

In the case of an emergency call 911, be prepared to relay the following information:

a. Where to go to find injured party
b. Who is injured
c. Who is with the injured person
d. Severity of injury
2. Basic First Aid: All minor first aid will be given by a teacher or an SFI field instructor
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 SFI staff.

In case of lockdown, fire, or other need for evacuation:

If a bull horn siren should sound for five seconds, two times in a row during your time at SFI, remain calm, gather, and organize any students under your supervision. Proceed to the lodge classroom, lock the doors if appropriate 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

Attention!

THIS IS A QUICK REFERENCE FOR WHEN PAYMENTS AND THE FOLLOWING FORMS ARE DUE!

DUE WITHIN 14 DAYS OF CONFIRMATION EMAIL:

- ☐ Deposit
- ☐ Signed School Agreement (agreement is separate from this packet)

DUE ONE MONTH BEFORE THE PROGRAM START DATE:

- ☐ Participant List
- ☐ Chaperone List
- ☐ Payment in full

DUE 14 DAYS BEFORE THE PROGRAM START DATE:

- ☐ Pre-Program Questionnaire
- ☐ Master Food Allergy & Sensitivity/Severity List
- ☐ Master Medical Concerns List
- ☐ Field group and sleeping group assignments

DUE IMMEDIATELY UPON ARRIVAL TO THE PROGRAM:

- ☐ All completed permission slips/waivers/participant medical history forms
- ☐ Updated Participant List (if changed)
- ☐ Updated Chaperone List (if changed)
- ☐ Updated Field Group Assignments (if changed)
- ☐ Master Food Allergy & Sensitivity/Severity List
- ☐ Master Medical Concerns List

SAMPLE ITINERARY

Time (approx)	Day 1	Day 2	Day 3	Day 4
7:30am		Wake up	Wake up	Wake up
8:30am		Breakfast	Breakfast	Breakfast
9:30am		ODS lesson 1	ODS lesson 3	Pack up and closing circle
10:30am				Departure
11:30am	12:30pm Arrival	Lunch	Lunch	
12:30pm	1:00pm Welcome and Opening Circle	ODS lesson 2	ODS lesson 4	
2:30 pm	1:30pm Field Group Meeting	Snack	Snack	
3:00 pm	2:00PM Stations: Ropes Course, Team Building, Nature Hike	Rec (chaperones *off*)	Rec (chaperones off)	
4:00pm	Activity Time (5PM on day one)	Activity Time (SFI staff meeting and off)	Activity Time (SFI staff meeting and off)	
5:30pm	Dinner	Dinner	Dinner	
7:30pm	Evening Program	Evening Program	Evening Program	
9:00pm	Bedtime	Bedtime	Bedtime	

Please email this list to the YEP manager 30 days before the program start date. We will send you a Final Invoice based on this list. Please bring a version reflecting last-minute changes with you to SFI.

Fillable sheet will be emailed to you

Chaperone List

Please email this list to the YEP manager 14 days before the program start date. Please bring a version reflecting any last-minute changes with you to SFI.

To ensure the safety of your students, a chaperone to student ratio needs to be between 1:8 to 1:10 at all times and can include teachers. SFI expects that all participating chaperones are background checked by the school before the program.

Chaperone Name	School affiliation & role (e.g. aide, staff)	Contact Number	Any medical training or certifications? If yes, please list.	Are they bringing a personal vehicle?

Please review and share "Roles of Teachers and Chaperones" with all adult participants prior to the program. Also, please have each chaperone fill out a "Chaperone Form".

Gear and Packing List

Please try to limit cotton clothing as much as possible! Synthetic materials, such as fleece, nylon, or polyester, dry quickly, resist water, and keep you happy and warm.

CLOTHING

- Long/short sleeve shirts
- Pants or jeans
- Sweatshirt
- Warm jacket
- Two pairs of closed toed shoes
- Changes of underwear
- Changes of socks
- Pajamas
- Sturdy hiking shoes
- Rain coat

FOR WARM WEATHER

- Shorts
- Swimming trunks (optional)
- Water shoes (optional)

FOR COLD WEATHER

- Waterproof boots (Optional^^)
- Thick warm socks
- Beanie or warm hat
- Mittens or gloves

SLEEPING GEAR

- Warm sleeping bag
- Sleeping pad (for chaperones)
- Pillow
- Extra blanket
- Large trash bag to pack sleeping gear
- *Chaperones sleeping cot for tents

IMPORTANT GEAR

- Reusable water bottle to carry
- Backpack to carry during the day
- Pens and pencils

TOILETRIES

- Sunblock 30 SPF or higher
- Towels/washcloth
- Toothbrush/toothpaste
- Shampoo/conditioner
- Bug Spray
- Soap or body wash
- Comb
- Deodorant
- flip flops for shower only

OPTIONAL : Flashlight/headlamp, non-electronic games/cards for free time, book/magazine/journal for quiet hours, camera

Teacher/Chaperone Medical History

Please have all chaperones and teachers fill this form out for themselves and bring a copy to SFI.

All medical information is private and confidential

Participant Name: _____DOB:_____

(First) (Last)

Circle One: Female Male Other:_____

Emergency Contact #1:

Name (Print): _____ Day Phone: (_____) _____

Evening Phone: (_____) _____ Cell Phone: (_____) _____

Emergency Contact #2:

Name (Print): _____ Relationship:_____

Day Phone: (_____) _____Cell Phone: (_____) _____

Medical History

Do you have any of the following conditions or symptoms? Please check all that apply.

	Asthma		**Diabetes**		**Learning disability**
	Food Allergies		**Poison oak allergy**		**Sleep disorder**
	Allergies		**High blood pressure**		**Take medications**
	Clotting/bleeding disorder		**Seizures**		**Chronic headaches**
	Heart problems		**Physical disability**		**Other**

If you checked any of the above, please explain how the condition is treated & monitored, i.e. meds:

_____

_____

Special dietary needs, vegetarian, vegan, gluten free, or lactose intolerance:

_____

_____

_____

IF YOU ARE A CHAPERONE, PLEASE COMPLETE THE FOLLOWING INFORMATION

Do you have any medical training or certifications? If yes, please list them here:

_____

_____

Will you be driving a personal vehicle to SFI? If yes, write the license plate number here: _____

What is the best phone number to contact you at? _____

Master Food Allergy & Sensitivity/Severity List

Please email this list to the YEP manager 14 days before the program start date. Please bring a version reflecting any last-minute changes with you to SFI.

Each student and chaperone will have this information disclosed on their medical release forms. Please transfer pertinent information for all students, chaperones, and teachers to this form.

A fillable sheet for food allergies and sensitivities will be sent to you

Master Medical Concerns List

Please email this list to the YEP manager 14 days before the program start date. Please bring a version reflecting any last-minute changes with you to SFI.

A fillable sheet with medical concerns list will be sent to you

Please complete this form based on students' and chaperones' disclosed medical conditions on the "Participant Medical History and Release Form" from the Guardian Packet.

Field Group Assignments

Please email this list to the YEP manager 14 days before the program start date. Please bring a version reflecting any last-minute changes with you to SFI.

A fillable sheet for field course will be sent to you

Sleeping Lists

AT LEAST ONE CHAPERONE NEEDS TO BE INSIDE EACH YURT (two for the big yurt)
This form is for group use only and does not need to be returned.

A fillable sheet for sleeping assignments will be sent to you