



OUTDOOR SCHOOL POLICY & INFORMATION PACKET

For Teachers/Students/Parents

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OUTDOOR SCHOOL POLICY

TABLE OF CONTENTS

INTRODUCTION	3-6
Policy Highlights	4
Typical Daily Schedule	6
A Note About Weather	6
STANDARD FIELD GEAR	7
EQUIPMENT LIST	8
EXPECTATIONS	9-13
Tips for Chaperones/Counselors	10
Off-site program	11
Random Guests and Arrivals	11
OMSI Science Camps Program Rules and Policies	12
Group Programs and Staff Certifications	12
OMSI Science Camps Discipline Code.....	13
HEALTH AND SAFETY	14-16
Health, Safety, and Emergency Procedures.....	15
OMSI Program Health and Medical Form.....	16

INTRODUCTION

WELCOME! We are excited that you will be participating in an OMSI Outdoor Science Education Program. The purpose of this packet is to provide you with all of the information required to make your OMSI Outdoor Science School experience as rewarding and successful as possible. It addresses the most common questions, details, and issues involved in planning a program. Please read this packet carefully and refer to it throughout your planning process.

WHO TO CONTACT FOR HELP

If you have any questions about the packet or any other issues, please contact your group leader. Your group leader should have all the site specific and contact information.

STAFF

OMSI Science Camp Instructors are professional educators dedicated to teaching hands-on field science. All instructors have an undergraduate or higher degree in one of the natural sciences and teaching experience. Instructors are selected for their ability to communicate with students, enthusiasm for teaching, and experience working with groups in the field.

Travis Southworth-Neumeyer, Director of Outdoor Science Education, first joined the OMSI Administrative team in December 2003. He has over 10 years of outdoor education experience. His background includes a degree in biology from Lewis and Clark College, work as a rafting and sea kayak guide, Emergency Medical Technician certification and extensive experience as a wilderness backpacking guide on wilderness therapy programs. He also taught life sciences and supervised teachers in Southern Africa with the Peace Corps. Travis is a licensed teacher, and certified Wilderness First Responder

All OMSI staff, including kitchen and maintenance staff, maintain proper certifications and undergo annual criminal history background checks.

In addition, schools provide at least one classroom teacher, parent chaperone, or high school counselor to accompany each group in the field. The group leader screens, chooses, trains, counsels, and monitors these chaperones/counselors.

At times, visiting researchers or experts might enhance the program by teaching evening programs or contributing to the instructional activities of the day. Other contributors may include staff from the Bureau of Land Management, National Park Service, USDA Forest Service, or local Native American tribes.

POLICY HIGHLIGHTS

This information packet includes all of the details necessary to plan and execute a fun and educational OMSI Outdoor Science School program. We have compiled a list of the most important policies and procedures to ensure that the program is as successful as possible. If you have questions about any of these points, please contact your group leader.

The group leader will receive this policy packet and a site-specific packet. This policy packet must be distributed to, and read by, each participant in the program. It lists important policies and procedures everyone must know before arriving on site, to insure program quality and safety for all. All participants (including students, parents, chaperones, teachers, etc.) should read through this packet at least once before the program occurs.

- OMSI's role is primarily instructional. **Student supervision is primarily the responsibility of the school/group.** Students must be monitored by school/group representatives at all times, including instructional activities, recreation, meals, and bed/cabin time. The school/group is responsible for student actions, and the consequences of those actions, during the program.
- **There must be one school/group representative designated as the lead who will make all final decisions and plans for the group.** Though many teachers might be involved, one must be designated as "in charge". This person must remain on site at all times, be visible and available, and participate in all aspects of the program.
- **The school's lead person must set clear academic and behavioral goals prior to the program** to insure that the students and chaperones are prepared to benefit as fully as possible from the program. S/he should meet at least once with all participants to clarify any questions or concerns about those goals and any other aspects of the program.
- The OMSI curriculum is primarily scientific; our assumption is groups take part in OMSI programs to do and to learn about science and science-related career fields. Recreation is scheduled during the day for students to unwind, but it is a small part of the program.
- **The school/group will need to arrange for additional help/supervision for any participants with exceptional medical, behavioral, or emotional issues.** Examples include severe food allergies, diabetes, epilepsy, "at risk" youth, and other special needs. Please inform the site Camp Manager of these situations and any other issues at least two weeks before the program starts. Student aides may attend the program free of charge.
- The equipment list on page twelve of this packet must be closely followed to insure participant comfort and safety. However, it is generalized for all programs, from February to November. The school's lead person must communicate with the site Camp Manager about current weather conditions so all participants will be adequately prepared.
- OMSI provides meals from dinner on the first day through lunch on the last day. **All participants must pack and bring their own lunches on the first day.**
- Because their primary responsibility is student supervision, adult chaperones should not leave the site at any time during the program, regardless of whether they brought their own transportation or whether they are "off duty". If a trip into town is unavoidable, it must be approved by both the OMSI Camp Manager and the school's lead person.
- **No alcohol may be consumed by anyone** (including adult chaperones), on or off site, during programs for minors.
- **Participants who jeopardize their own or others' safety or well being by breaking any policies listed in this information packet will be asked to leave, with the school/group having responsibility for transportation.**
- Please select a "health officer" (parent/teacher) who is responsible for all medical forms and insurance information **for each student and adult.** The Health Office is responsible for collecting all medication and ensuring that each camper receives medication as prescribed. **Health officers must have current, nationally recognized CPR and First Aid certification.** An OMSI staff member with first responder first aid and CPR training will always be on duty and available to assist in an emergency.

- **Mail:** We recommend parents send mail to the camp on the Friday before the program. This will ensure the mail arrives while the program is in progress. A return address will insure a return if the mail arrives late.

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Student's Name, Group Name
Site Address (available from your group leader)

- **Telephone:** To reduce disruption and to maintain an immerse learning environment, parents are discouraged from phoning students at camp and students are restricted from calling home unless there is an emergency, or it is pre-arranged with the teacher. Specific site contact information is available from your group leader. In the event of emergency, please feel free to call Travis Southworth-Neumeyer, Director of OMSI Outdoor Science Education at 503.797.4627 or by cell at 503.539.6763.
- Parents are strongly discouraged from sending food in the form of care packages; animals enjoy searching cabins for food. If food is sent, it will be held in reserve until the last morning of the program.

TYPICAL DAILY SCHEDULE

(This can be modified to suit a group's specific needs.)

6:30 a.m.	Optional morning walk
7:00 a.m.	Camp wake-up
7:30 a.m.	Breakfast
8:30 a.m.	Cabin cleanup, prepare field gear
9:00 a.m.	Pack/Pick Up sack lunches,
9:15 a.m.	Field studies * (lunch in the field)
2:00 p.m.	Rest and relaxation
3:00 p.m.	Class meeting/Homeroom (Lead by teachers/school staff)
3:30 p.m.	Interest groups *
5:00 p.m.	Free time and recreation
6:00 p.m.	Dinner
7:30 p.m.	Evening program *
8:30 p.m.	Campfire
9:15 p.m.	Prepare for bed
9:30 p.m.	All quiet in camp

OMSI led instructional times denoted by an asterisk (*) are chosen by the group leader with help from the site Camp Manager. Options are detailed in the next section.

DESCRIPTION

Days are usually very busy. Mornings may begin with an optional wildlife hike. After breakfast, students and staff prepare for the day in the field. OMSI staff hold a short meeting right after breakfast to review plans for the day and may have subsequent announcements for teachers and chaperones.

Before going into the field, instructors hold a short pre-class discussion to give students an introduction to the topics that will be studied. The rest of the day is spent investigating, hypothesizing, exploring, and learning about those topics. Groups will return from the field by early to mid afternoon.

A short rest time is offered after the field activities. Afterward, school groups meet with their teachers for a half-hour class meeting. Group leaders may use this time as they wish. Suggestions include reviewing material learned in the field, journal writing, sketching, and letter writing.

Students spend the rest of the afternoon in focused interest group activities. One group may do a dissection, another group may learn some of the traditional games played by local aboriginal people, and a third group may engage themselves with a team challenge. Skills and concepts learned in the field are reinforced during these short activities.

Free time follows interest group activities. Students may play games, further investigate the site, or simply relax after a long day in the field.

After dinner, the instructors present an evening program. Programs may include a night hike, an environmental forum simulation, or an ecological trivia game highlighting the week's lessons.

A campfire program usually closes the day. Weather permitting; students might have a chance to view the night sky through a telescope.

A NOTE ABOUT WEATHER

Oregon is an amazing and beautiful place to study natural history. It is also known for its diverse weather. Spring temperatures typically vary between 50-80 degrees F., with occasional nighttime lows of 36 F. You may be fortunate to have a week of clear skies and warm weather, or you may experience a variety of weather conditions. When planning an Outdoor Science School trip, it is wise to plan for all kinds of weather, including rain, cold and wind. It is for this reason we strongly suggest all participants in our programs come prepared with **waterproof rain gear and warm clothes**. Please tell your students to follow the equipment and Standard Field Gear instructions in this policy packet very carefully.

STANDARD FIELD GEAR

During your OMSI Outdoor Science School program, you will hike through trees, over hills, and down slopes. You may scramble over boulders and crawl through underbrush. Proper attire for children and adults during these explorations is Standard Field Gear. Participants will not be allowed into the field ill prepared. We have listed each piece of required gear below, and we have included the reasons why each one is necessary. Do not forget to boldly label each of your personal items, as other students may have the very same gear! (And it helps us return lost items.)

Sturdy close-toed shoes with laces or ties

Sandals do not cover the entire foot. Tennis shoes may not have good traction. If you buy new boots, make sure to break them in; walk in them every day for at least 30 minutes for a month before you arrive. Don't forget socks! You will want a second pair of shoes and socks for in camp when your feet are tired and sweaty. Bring a second pair of shoes in case one gets muddy during stream/lake surveys and tide pooling.

Pants

All OMSI activities require pants, because they protect legs from sun exposure, sharp rock edges, gravel, prickly bushes, and stinging/biting insects. During the summer, light pants reflect the sun and keep you cool. During the early spring and fall, heavy pants help keep you warm. In winter, long underwear under your pants helps even more. You may wish to bring one pair of hiking pants and another pair for in camp, in case one pair becomes wet or muddy.

Layered shirts and jackets

A t-shirt and coat do not allow you to adjust your comfort level while hiking. A t-shirt, layered with a flannel or chamois shirt, followed by a light jacket or vest, allows you to add or subtract layers as you get warmer and cooler. In the summer, a white oversized cotton shirt covers your arms and neck for sun protection.

Hat

Brimmed hats cover your ears and shade your eyes from the sun. Knit hats in the spring and fall help keep you warm, especially at night.

Rain gear

Because there is a good chance it may rain during your stay, especially in early spring or fall, you must carry your rain gear at all times and wear it when it is raining. This includes rain jacket and rain pants. Rain gear also cuts the wind, protects from the sun, and can be a final layer to keep you warm.

Day Pack

Because this is where your gear travels, you must have an appropriately sized, sturdy, comfortable backpack. Keep in it the following items:

- **Water bottles.** Carry 1 or 2 quart/liter bottles full of water. Drink continuously throughout the day to keep yourself hydrated. Dehydration can make you very sick and ruin your experience.
- **Sunscreen.** Apply sunscreen 30 minutes before your activity and at least once during the activity. This is not the time to try to "catch some rays" —take home memories, not sunburns.
- **Field Book and pen/pencil.** Jot down your observations and notes about the things you learn. Expand on what you write during free and quiet times. This is your best record of your OMSI Outdoor Science School experience, and you may be graded on it when you return to school.
- **Lunch.** Pack a full, balanced lunch. Remember to take it with you and eat it all.
- **OPTIONAL: Camera, magnifying glass, binoculars, field guides.** All of these items can add to your experience in the field. If your pack seems heavy, this is where you should consider cutting weight. If you bring valuable equipment, be sure to clearly label it with your name and phone number, so you can be contacted if it is left behind.

EQUIPMENT LIST

Please bring adequately warm and "warm-when-wet" clothes to camp. This means a wool or polypropylene layer, not cotton. Cotton t-shirts and a pair of jeans with a light jacket are **not** going to keep a child warm on cloudy or rainy days. Rain gear is a necessity, as we spend the majority of the day outdoors, rain or shine. Be prepared for varied weather conditions.

SLEEPING GEAR	_____	Heavy sleeping bag
	_____	Extra blanket
	_____	Pajamas
	_____	Pillow (optional)
	_____	Sleep pad or air mattress (for Camp Kiwanilong only)
CLOTHING (BOLD are essential)	_____	2 pair long pants
	_____	1 pair of shorts for in-camp use (late spring and early fall only)
	_____	Long underwear (wool or polypropylene, no cotton)
	_____	Warm wool/fleece sweater or heavy wool shirt
	_____	Long sleeved shirt
	_____	Appropriate number of t-shirts
	_____	Warm jacket
	_____	Waterproof Raincoat and pants or poncho
	_____	Broad-brimmed hat for sun protection
	_____	Knit wool hat and warm gloves
	_____	Synthetic or wool socks (avoid cotton)
	_____	Underwear
	_____	Boots or high-topped tennis shoes (well fitting, broken in, & waterproof)
	_____	Comfortable shoes for in-camp use
	_____	Swimsuit for showering (Kiwanilong has communal showers that might make some students uncomfortable; showering with a swimsuit is one way to alleviate this.)
	_____	Old shoes or sandals for wading
PERSONAL GEAR	_____	Lunch & drink for first day (DO NOT PACK WITH LUGGAGE!)
	_____	Soap and container
	_____	Shampoo
	_____	Toothbrush and toothpaste
	_____	Towel
	_____	Comb or brush
	_____	Sunscreen and lip balm with sun screen
	_____	Alarm clock (for chaperones)
EQUIPMENT	_____	Day pack to carry lunch and field gear
	_____	Flashlight with extra batteries and bulb
	_____	Water bottle or canteen (1 liter or 1 quart bottle, minimum that is water tight)
	_____	The Field Book and 2 or 3 pencils/pens
	_____	Small pencil sharpener
OPTIONAL	_____	Camera and film
	_____	Binoculars (highly recommended)
	_____	Field guides (birds, insects, rocks and minerals, etc.)
	_____	Hand lens or small magnifying glass
	_____	Sunglasses
	_____	Money. A variety of useful souvenirs may be purchased, from \$5-\$25 each: Hooded sweatshirts \$25; hats \$15, T-shirts \$10, water bottles \$10, Lanyards \$5

All students need to bring a lunch for the first day of their program.

*Especially for early spring and late fall groups.

Please do not bring any electrical equipment (cell phones, radios, computer games, blow dryers).

Please do not bring snacks or candy (squirrels and mice are attracted, and will damage the food and other items).

All clothing and gear should be marked with the owner's name. OMSI is not responsible for lost items. Found items will be kept at camp for two weeks. Please call your group leader as soon as possible to arrange for their return. Unclaimed items will be donated to charity.

EXPECTATIONS

Teachers, group leaders, chaperones, and high school counselors are responsible for student supervision **at all times**. It is the group's responsibility to make certain that each cabin of students has one adult chaperone or counselor at the following ratios: 8 years of age and under 1:6; 9-14, 1:8; 15 and above, 1:10. **Inform chaperones in advance of the strenuous activity (3-4 miles of hiking); a day in the field and that they will be "on duty" 24 hours during their stay.** The following guidelines should help everyone understand his/her responsibilities during the program.

1. Group leaders are expected to **remain on site** during the full length of the program; trips into town are not allowed. Any exception to this must be cleared with the site Camp Manager and Lead teacher.
2. At least one adult chaperone, teacher, or counselor accompanies each instructional group in the field to help OMSI Instructors with safety and management. OMSI Instructors will also require the assistance of one or more adults during all scheduled activities including morning walks, interest group activities, and evening programs.
3. Adult chaperones and counselors are responsible for their cabin of students during rest time and throughout the night. Students should **never** be unsupervised. We ask cabin supervisors to enforce male/female boundaries in camp. Responsibilities also include supervising students during kitchen party (KP – setting up and taking down of meals), meal times, transition times between activities, shower times, lunch making, field preparation, and all clean-up activities. Discourage rough play, rude behavior, and unnecessary competition. Include all students in activities.
4. One half hour is built into the daily schedule for teachers to meet with their classes. Chaperones and counselors may be granted a half hour free time from duties, or they might have a meeting with the Camp Manager. Regardless, they are expected to remain on site. Suggestions for teachers during this time include journal/letter writing, review of the curriculum, and Field Book completion.
5. Free time occurs multiple times in the day. Adult chaperones and counselors are responsible for supervising free time. During a break in instructional activities (between Field Study and Interest Groups) we encourage cabin time. This is an important and necessary break for the students and their one opportunity for resting during the day. We ask all students stay in their cabins at this time and maintain a quiet environment. Talking quietly in the cabins or practicing skits for campfire is acceptable. After Interest Groups, students have recreation time; is an opportunity for outdoor play. Basketball, Frisbee, or other sport games are popular, but the critical goal is teachers and chaperones establish a functional supervising system. Students may not be in a cabin without an adult.
6. If your group is interested in having a campfire after the evening program, with songs and/or skits, we leave the organization to you and your staff. OMSI staff will help you set up and keep the program running smoothly. (Please see the Curriculum section for campfire ideas.)
7. Parents release their students to the schools during OMSI programs. As a result, teachers and chaperones are responsible for all medical problems. Please select a "health officer" (parent/teacher) who is responsible for all medical forms and insurance information **for each student and adult**, collecting all medication and ensuring that each camper receives medication as prescribed. Please review the medical forms in advance of your arrival and make note of any potential medical concerns including, but not limited to, students and adults with diabetes, asthma, epilepsy, and bee sting allergies. Send a copy of the medical forms with serious concerns to the Camp Manager at least two weeks before your program starts. Upon arrival, please review the medical concerns with the Camp Manager and the cabin chaperone for that child. Any person who fails to provide a form will not be allowed to remain in camp. All forms will remain in camp during the program or go with the group if traveling in a vehicle.

Children with diabetes or other serious conditions needing medication should have a parent or personal assistant accompany them in the field who is knowledgeable of the dynamics of the condition and carries medication with them.

Medications should be brought to camp in a locked box. First aid supplies are on hand to be used for injuries.

Our instructors and Camp Manager are certified Wilderness First Responders and can assist according to NOLS-Wilderness Medicine Institute protocols they in which they have been trained. However, they are not qualified to perform procedures beyond their training. They are available for advice and will provide emergency medical care to the level of their training if they are the most medically qualified on site. The school's group leader will be responsible for notifying the EMS system if it is needed. OMSI staff will fill out a first aid report on all injuries and illnesses that occur at camp. These reports are stored at OMSI for 28 years.

8. Because you are fully responsible for student supervision, policies maintained by your school administration apply while you are participating in OMSI programs.
9. No alcohol or illegal drugs are allowed on site. Alcohol should not be consumed during the program (i.e. trips to town to consume or purchase alcohol are not allowed).
10. No pets or bicycles are allowed at OMSI Science Camps.
11. It is against the law in Oregon for persons under 18 to possess tobacco products. It is for this reason we cannot allow counselors under 18 to use any type of tobacco products at OMSI Science Camps. For those individuals of age, smoking is allowed only in designated areas that will be established by the Camp Manager. Smoking is never allowed in the presence of students, on trails, in the cabins dining room, or on field study.

TIPS FOR CHAPERONES/COUNSELORS

(All Chaperones/Counselors must review this information with the group leader before the program.)

We look forward to having you as a part of the OMSI Science Camps experience. Thank you for volunteering. The program offers many exciting activities, new experiences, and fun times. As a chaperone you have a demanding, vital job. Without your participation, these students would not be able to have this experience. We hope that you find it as rewarding as we do!

OMSI staff are responsible for instruction. Teachers and chaperones/counselors are responsible for student supervision and well-being at all times. We've included the following guidelines for your role as a chaperone and to let you know what we expect of you. Upon your arrival, the Camp Manager will meet with you to review this information. Please bring any questions, concerns or suggestions along. We look forward to meeting and working with you.

1. As a chaperone, you are a **role model** for the students. As such, you are in the spotlight this week. Think about everything you say and do before you say or do it.
2. An effective chaperone walks a fine line between being the students' buddy and a disciplinarian. By all means, you should have fun this week, but remember that **you are the one in charge** in the cabin. Students respond best to **positive encouragement and gentle guidance**. Be firm but not harsh and try to keep your sense of humor. Please make sure your group is on time or early for activities, and they are supervised at all times. Feel free to ask the teachers or OMSI staff members for assistance or suggestions.
3. You will be **accompanying a study group in the field**. The OMSI staff are responsible for instruction and primary student control. However, you will be called on to assist in monitoring small group activities and/or large group management. Often, chaperones bring up the rear of the group on the trail to be sure no one gets left behind. The Instructors will also ask for your assistance during interest groups, large group programming, and evening programs.
4. We encourage you to actively participate in the field activities and instructional periods. Feel free to ask questions, but remember, this is a learning experience for the students. Please do not answer questions directed at the students, or coach them in the answers. They will learn more if they must think for themselves.
5. Suggestions for activities to entertain your students during non-instructional time include volleyball, Frisbee, cleaning your cabin, practicing skits or songs for campfire, creating a catchy cabin slogan, picking up garbage around property, arts and crafts, exploring the laboratory and/or library, etc.
6. During **meals**, at least one adult must sit at every table. Please help the students serve themselves (if needed) and keep the noise level down. Food waste (a.k.a. "ort") is any food a person has put on their plate and does not eat. Try to keep food waste to a minimum (i.e. take what you want, but eat what you take). Also, please monitor each student's selection of food to insure they are eating well-balanced meals.
7. Adult chaperones and counselors are responsible for their cabin of students during rest time, throughout the night, and during all other non-instructional blocks of time. Students should **never** be unsupervised. We ask cabin supervisors to minimize rough-housing and enforce male-female boundaries in camp. Morning niches/chores are another time when your supervision and leadership is required.
8. After rest time, teachers may meet with their class for a half hour. Group leaders might assign this as time off, or you might have a meeting with the Camp Manager. Feel free to use this break to read, nap or visit with other adults. The basic rules of camp still apply (i.e. making sure someone knows where you are, etc.). Please do not leave camp during this time.
9. If your group has elected to have a **campfire** after the evening program, please assist the teachers and students. Your participation and enthusiasm are essential. Each cabin group may be invited to prepare a natural science skit or song. Please preview your group's presentation for appropriateness, tastefulness, language, etc. If you are unsure of the appropriateness, please ask a teacher or OMSI staff member for assistance. We prefer skits with a natural science theme. Please ask your group leader/teacher for campfire ideas.
10. All policies maintained by your school administration apply while you are participating in OMSI programs. Anyone possessing alcohol or illicit drugs of any kind will be asked to leave immediately. Tobacco products can be used only in specified areas within camp and only by persons older than 18 years of age.
11. **No alcohol or illegal drugs are allowed on site**. Alcohol should not be consumed not be consumed during the program (i.e. trips to town to consume or purchase alcohol are not allowed).
12. **Smoking and tobacco use are not allowed**. It is against the law in Oregon for persons under 18 to possess tobacco products. It is for this reason that we cannot allow counselors under 18 to use any type of tobacco products at OMSI Science Camps. For those individuals of age, smoking is allowed only in designated areas that will be established by the Camp Manager. Smoking is never allowed in the presence of students, on trails, in the cabins or dining hall, or on field study.

OFF-SITE PROGRAMS

Ratios: OMSI instructional staff are assigned to groups based on a staff to student ratio of approximately 1:15. Adult chaperones are sometimes included in this equation. Kitchen staff are assigned based on the total number of people eating each meal. Students, chaperones, and teachers are included in the kitchen staffing ratios. With group programs, staff and chaperone to student ratios do not exceed 1:8.

- Custom, traveling, field-based, and research programs contain a multitude of logistical points to be arranged before the program occurs. The Camp Manager typically plans these programs, but the instructional staff lead them. It is extremely important you are cognizant of the logistics required to lead a program; you discuss them with the Camp Manager, and you keep adequate checklists and records.
- Safety, first aid and Emergency Medical Services. Research all appropriate emergency contacts, phone numbers, addresses, and locations for each place visited by the group. Emergencies occur anywhere, and they cannot wait for you to ask for directions to the nearest medical facility. Make sure the group travels with well-stocked first aid kits, ample supplies, and all medical forms. OMSI also ensures all Camp Managers and Program Coordinators have done the same preparation in order to handle emergency situations. Please feel free to coordinate with our staff if necessary.
- Recreation. Consider bringing equipment for students to play with during down times. Examples include balls, jump ropes, drawing paper/pencils, etc.

RANDOM GUESTS AND ARRIVALS

Please help us ensure nobody walks around the site without being greeted and escorted by an OMSI staff member, their reason for being on site is validated, and they check in with the Camp Manager, and the group leader, if necessary.

If at any time unfamiliar people arrive on site, greet them immediately and introduce them to OMSI staff members. The reason for their visits may include people who heard about OMSI Camps and wanted to see one, parents who want to visit their children, friends invited to visit staff, past staff who want to revisit their work sites, and people who are lost.

If a stranger becomes belligerent, will not leave, or becomes threatening, call local law enforcement immediately.

OMSI SCIENCE CAMPS PROGRAM RULES AND POLICIES
(Please review these guidelines with all students before the program.)

During your trip, you will be away from your family and school. You will be living and studying in a completely new area. It is important you have a safe and enjoyable week. This is very valuable experience.

1. All policies maintained by your school administration apply while you are participating in OMSI programs. If a rule is not stated, common sense and good judgment, courtesy, respect and safety apply.
2. As good citizens, we obey all state and federal laws.
3. All living creatures, including people, are to be treated with courtesy and respect. This precludes the use of obscenities, jokes or slurs relating to another's race, religion, sex, or physical or mental limitations. It also means plants, creatures and nature deserve your respect.
4. Your care in using living and non-living resources helps to preserve our unique environments. Watch, examine, and observe without disturbing.
5. Handling potentially dangerous organisms (animals, plants, insects, etc.) is prohibited.
6. Contact an OMSI staff member immediately if someone is sick or hurt.
7. Firearms, explosives, or fireworks of all types are not allowed. Sharp tools will be provided as needed and are to be used in a manner that will not injure others. Do not bring any of these things with you.
8. Smoking or the use of alcohol or drugs is not allowed. The use of any illegal substance will result in immediate dismissal from the program.
9. Quiet hours are observed between 10 p.m. and 6:30 a.m., except under special circumstances (e.g. astronomy observation and early morning wildlife watch). During this time campers should be in their bunks and quiet.
10. Separate sleeping areas for male and female students will be strictly maintained. Displays of physical affection are not allowed.
11. Students should not visit others' sleeping areas. This is to avoid problems relating to personal possessions and sleep schedules.
12. All personal and museum property should be used only with permission and treated with care.
13. Swimming is done in assigned swimming areas and supervised by qualified staff.
14. Unsafe activities must be avoided at all times (i.e. no running, sliding, or jumping on rough, slick areas; please avoid poorly lit areas as well).
15. Violations of these policies, particularly those relating to an individual's physical or mental health and well-being, are grounds for immediate dismissal from our programs. In the event of a dismissal parents or guardians will be contacted and are responsible for making transportation arrangements to pick up their child from the program.

GROUP PROGRAMS

Group Ratios: Instructional staff for Outdoor Science School groups are assigned to groups based on a staff to student ratio of approximately 1:15. With group programs, staff and chaperone to student ratios do not exceed 1:8.

Science Camp Staff Certifications: All instructors are trained in wilderness skills, have experience in the backcountry, and are certified Wilderness First Responders, lifeguards and have commercial driver's licenses. All instructors carry emergency and first-aid kits in the field. All OMSI Camp Managers, Program Coordinators and Science Instructors have extensive backgrounds in the natural sciences. They have undergraduate or graduate degrees in the life or earth sciences with field training and experience.

OMSI SCIENCE CAMPS DISCIPLINE CODE
(Please review these policies with all students before the program.)

If a camper is disruptive to the program OMSI reserves the right to insist the parents or guardians make immediate arrangements for the child to leave the program. If this is not done, OMSI reserves the right to bill the parents the full cost for transporting and chaperoning the student home.

GOALS:

- To offer the opportunity for each participant to succeed
- To insure the safety and well being of all participants
- To offer the opportunity to experience the benefits of the learning process
- To allow participants to build a cooperative framework in the social and academic aspects of the program

DISCIPLINE ACTIONS:

"Disruptive behavior" is any action by a program participant that disrupts or decreases the learning situation, environment, or social interaction of the group. The following steps will be taken by appropriate OMSI staff in response to disruptive behavior.

Step one: The instructor talks to the camper to determine if he/she understands the rules and is capable of adhering to them, with the camper receiving a time out if it is deemed appropriate.

Step two: If the action continues, the camper meets with the OMSI Camp Manager or Lead Instructor. A verbal behavior contract may be agreed upon, with time out observed.

Step three: If the action continues, the camper meets with the Camp Manager or Lead Instructor. A contract is written and signed by the student and the Camp Manager or lead instructor. The parents are notified about the situation and the need to pick up the child from the camp if the behavior continues.

Step four: If the action continues, the parents are called to remove the camper from the program at the parents' expense.

ACTIONS WHICH JUSTIFY IMMEDIATE REMOVAL OF STUDENT FROM PROGRAMS WITH TRANSPORTATION HOME ARRANGED BY PARENTS:

1. Violent acts or threats of violence against students or staff.
2. Possession of alcohol, narcotics, or tobacco products.
3. Theft or vandalism.
4. Possession of a weapon.
5. Overt sexual or offensive behavior or remarks toward students or OMSI staff, including the use of racial, religious, or sexual slurs or intimidation.

HEALTH AND SAFETY

Parents release their students to the schools during OMSI programs. As a result, teachers/group leaders and chaperones/counselors are responsible for all medical issues. OMSI Science Camps Instructors have Wilderness First-Responder first aid, American Red Cross CPR and Life Guard training and certification. They carry first aid kits in the field, and are available for advice. However, they are not authorized to perform or assist in procedures beyond first aid training. This section describes in detail how to handle different situations.

One teacher/adult is designated as the “health officer” who is responsible for collecting and reviewing the Health and Medical forms, clarifying any medical issues and concerns, making a list of issues and concerns for OMSI, discussing them with the Camp Manager, and dispensing medications. This person is also responsible for making decisions regarding emergency medical services and transporting participants to medical facilities, if necessary. If medical care is given to a student, the health officer is responsible for contacting the parents for permission, and for updating the parents regularly for the duration of the program.

The health officer makes a list of which students are taking which medications at which times. S/he keeps all medications in his/her possession and assumes the responsibility of dispensing the medications to the students when needed. In the event that medications are needed when a student is off site or in the field, the health officer designates a chaperone to dispense the medications to the correct students at the proper times. If an over-the-counter (OTC) medication is deemed necessary (i.e. a student has a headache, upset stomach, diarrhea, etc.), the health officer is responsible for dispensing the medication and informing the parents of the situation. OMSI might have limited quantities of common OTC medications, but we strongly suggest you bring a supply.

If a minor injury or illness occurs on site, the health officer is responsible for treating and monitoring the situation. Examples include cuts and scrapes, blisters, slivers, headaches, vomiting, and other common first aid situations. OMSI Science Camps staff will advise and provide materials. If a student cannot participate in an activity, the health officer, or a chaperone/counselor chosen by the health officer, is responsible for monitoring and caring for the student during the activity.

If a minor injury or illness occurs off site or in the field, OMSI staff will preliminarily treat and stabilize the situation. Upon returning to the site, the health officer will be given full responsibility to further treat or monitor the patient’s condition.

If an emergency occurs on site, the health officer is responsible for making decisions regarding emergency medical services (i.e. whether to call an ambulance or Air Life or to transport the student to the hospital). If the group does not have a member who is adequately trained to stabilize an injured participant, OMSI staff will stabilize the patient while the health officer determines the emergency medical service plan. OMSI staff will advise and provide materials.

If an emergency occurs off site or in the field, OMSI staff will preliminarily treat and stabilize the situation. They will determine if the patient can be moved or return to the site. They will relay this and all other pertinent information to the health officer, who will determine the emergency medical service plan.

If a student’s parent/guardian is on site (as a chaperone/counselor), s/he will assume primary responsibility for the health and safety of the student in lieu of the health officer.

If a student must be transported to a medical facility and an ambulance or Air Life is not used, it is the health officer’s responsibility to transport the student. For this reason, we strongly suggest that a separate vehicle is brought to camp if buses or other transportation is *not* scheduled to remain on site for the duration of the program. If a separate vehicle is not available and OMSI vehicles must be used, the group will be charged for use of the vehicles at \$0.75 per mile.

Children with diabetes or other serious conditions needing medication or special care should have a parent or personal assistant accompany them who is knowledgeable of the dynamics of the condition and carries/dispenses necessary medication. It is the health officer’s responsibility to arrange for caregivers to accompany students in these situations and to regularly check in with the participants to see that things are going well. Caregivers are required to be present at all activities in which the students are participating; if a student cannot participate in certain activities, the caregiver is responsible for supervising the student. The Camp Manager can suggest alternate activities or projects related to the camp program for the caregiver to perform with the student.

If you have any questions or concerns about these or any of the following health, safety, and emergency procedures, or if you need advice about specific situations, contact the Camp Manager at least two weeks before the program.

HEALTH, SAFETY, AND EMERGENCY PROCEDURES

IMPORTANT

1. ONLY THE HEALTH OFFICER dispenses medications. Each child must be told it is his/her responsibility to report to the health officer at the proper time to receive medications. If a child is off site or in the field, the health officer may designate a chaperone to dispense medications in his/her stead.
2. It is the chaperone's responsibility to remind each student in his/her cabin or instructional group who has medication to arrive ON TIME. This information should be written and referenced daily.

IN CASE OF ILLNESS OR INJURY:

Report any illness or injuries to a teacher or an OMSI staff member.

IN CASE OF SERIOUS INJURY OR ILLNESS:

DO NOT MOVE the injured/ ill person. Contact a teacher or OMSI staff member immediately. Send one adult (or two students) with the following information: WHERE TO GO , WHO IS HURT, WHAT IS WRONG, and WHO IS STAYING WITH THE INJURED PERSON. Only the group leader or OMSI staff may call for emergency medical services. **unless another person is the ONLY one able to call.

IN CASE OF LOST STUDENT:

Notify the Camp Manager immediately. He/She will coordinate a search effort with the help of other trained OMSI staff.

IN CASE OF FIRE OR OTHER NEED FOR EVACUATION:

A camp siren will sound and everyone is to gather in a designated area for instructions. While moving there, please travel as a cabin group with the cabin chaperone. Once you arrive, you will be given further instructions.

Emergency phone numbers and procedures are posted near each phone on site, and detailed procedures concerning OMSI's emergency plans are available upon request.

OMSI PROGRAM HEALTH AND MEDICAL FORM

All students and adults participating in OMSI Science Camps programs must fill out this form completely. Return this form to your teacher/group leader as early as possible. *PLEASE PRINT CLEARLY IN BLUE OR BLACK INK.*

PARTICIPANT INFORMATION

Participant Name: _____ DOB and Age: _____
Parent/Guardian: _____ Home Phone: _____
Street Address: _____ Work Phone: _____
City, State, Zip: _____
Home Email: _____ Work Email: _____
Emergency Contact: _____ Home Phone: _____
Relationship: _____ Work Phone: _____

HEALTH AND MEDICAL HISTORY Please check if participant is subject to the following and include explanation.

- | | | | | |
|--|--|-------------------------------------|--|--------------------------------------|
| <input type="checkbox"/> ADD/ADHD | <input type="checkbox"/> Asthma | <input type="checkbox"/> Autism | <input type="checkbox"/> Bee Sting Allergy | <input type="checkbox"/> Bed Wetting |
| <input type="checkbox"/> Blindness | <input type="checkbox"/> Deafness | <input type="checkbox"/> Depression | <input type="checkbox"/> Diabetes | <input type="checkbox"/> Dyslexia |
| <input type="checkbox"/> Heart Trouble | <input type="checkbox"/> High Blood Pressure | <input type="checkbox"/> Seizures | <input type="checkbox"/> Sleep Walking | <input type="checkbox"/> Other |

Explanation: _____

List all current medications, time(s) taken, and for what condition(s): _____

List any allergies to medications, the reaction, and the severity: _____


List any past medical conditions, injuries, or medial illnesses that might affect the program, including any restrictions of activity for medical reasons. _____

Date of last tetanus inoculation. **MUST BE WITHIN LAST 10 YEARS.** (If your child was immunized before attending school, he or she received a tetanus shot at age 5.) _____

Describe any behavior problems or habits that would be disruptive to group learning: _____

List any food preferences or dietary restrictions (e.g. vegetarian, no pork, low salt, etc.): _____

List allergies to any foods, the reaction, the severity, and the amount tolerated (e.g. for lactose intolerance, can small portions of milk be used in cooking?): _____

 **Do you authorize the group leader or Camp Manager to dispense over the counter drugs, such as Tylenol, Advil or Benadryl if you are not reachable to give immediate permission?** Yes No

PROVIDER INFORMATION

Doctor's Name: _____ Phone: _____
Insurance Company: _____ Agent Name: _____
Insurance Address: _____ Policy Number: _____
City, State, Zip: _____

My child has my permission to participate in all sessions and field trip activities. I am this child's parent or legal guardian, who is under the age of 18 years and who wants to participate in OMSI's programs. In consideration of my child's or ward's participations in the programs, I hereby release, waive, and discharge OMSI, and all of its instructors, employees, officers, directors, agents, and volunteers from any and all liability to me, to my child or ward, and to all my legal representatives, assigns, heirs, and next of kin for damage and injury to my child or ward or to any person or property arising out of participation in the program, whether on OMSI's premises or elsewhere. This agreement includes but is not limited to claims or demands on account of injury or damage caused or allegedly caused by the negligence of OMSI or any of the individuals listed above.

Adult participant or parent/guardian signature: _____ Date: _____