

# Outdoor School Student Leader Handbook: Information Before You Go

A Service of  
Multnomah Education Service District  
11611 NE Ainsworth Circle  
PO Box 301039  
Portland, Oregon 97294-9039

Barbara Jorgensen, Superintendent

Phone: 503-257-1600

<http://www.mesd.k12.or.us>

email: [outdoor\\_school@mesd.k12.or.us](mailto:outdoor_school@mesd.k12.or.us)

## Addresses and Phone Numbers of Outdoor School Sites

ARRAH WANNA  
24075 E ARRAH WANNA BLVD  
WELCHES OR 97067  
503-622-2619  
FAX: 503-622-2634

HOWARD  
11010 SE CAMP HOWARD RD  
CORBETT OR 97019  
503-695-2470  
FAX: 503-695-2961

ADAMS--NATE CREEK  
OREGON TRAIN OVERNIGHT  
18499 S HWY 211  
MOLALLA OR 97038  
503-829-2861

NAMANU  
10300 SE CAMP NAMANU RD  
SANDY OR 97055  
503-663-4926  
FAX: 503-663-0453

SANDY RIVER  
32149 SE STEVENS RD  
CORBETT OR 97019  
503-695-5388  
FAX: 503-695-5340

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## **Welcome!**

This is designed to be a helpful and useful tool before you go to Outdoor School. It has lots of important information that you need to be aware of prior to the week you attend.

There are many things that will make your time at Outdoor School easier, more enjoyable, and more successful. Our intent is to help you be a more successful Student Leader and feel positive about the experience.

When you arrive at Outdoor School, you will receive a **Student Leader Handbook** that will help you with the daily schedule, daily expectations and it will give you space to write down your goals and questions, ideas and plans.

Please read this information before you participate and become familiar with its contents! This will help you be more prepared for your week at Outdoor School.

Work hard, do your best, and have a great week as a Student Leader!



## **WHAT IS OUTDOOR SCHOOL?**

Outdoor School is a residential program for all sixth grade students enrolled in Multnomah County and the surrounding region (approximately 7,000 annually). The Multnomah Education Service District offers this service to the eight school districts in the county, and private, parochial and out of county schools.

Outdoor School operates multiple sites during the fall and spring of each school year. They are all located within approximately a one-hour drive from Portland and information about their locations may be found on the Multnomah ESD website ([www.mesd.k12.or.us](http://www.mesd.k12.or.us)) under Outdoor School. Outdoor School sites are owned by church groups or youth organizations and are leased by Multnomah ESD for the period of Outdoor School only.



# **OUTDOOR SCHOOL STAFF**

There is a full staff at Outdoor School every day to help you with your week. They are your best source for help and information. Use them!

- (1) SITE SUPERVISOR: Has total responsibility for operation of the site, provides the vision for the program presented there, directs day to day operations and makes the final decision in areas of conflict.
- (4) FIELD INSTRUCTORS: Cooperatively responsible with teachers for implementing the curriculum pertaining to their area of natural resource study. Also designs a workshop-training program and weekly training program for the 4-6 high school student leaders. Responsible for training and supervising one or two Program Leaders and 4-6 high school student leaders who assist in implementing the curriculum. Provides written evaluations of the performance of high school student leaders each week. Assist in program activities such as recreation, duties (clearing tables, weekly clean up, etc.) weather instruction, and campfire programs.
- (6) PROGRAM LEADERS: Responsible for working with and supporting high school leaders to insure a successful experience for them and their cabin groups. Responsible to see that all scheduled program activities are carried out (daily duties, recreation activities, meetings with high school leaders, campfire programs, evening activities, etc.). Responsible for assisting a Field Instructor in science study.
- (4) CLASSROOM TEACHERS: Ultimately responsible for the conduct and discipline of the students in their class. Cooperate and participate in all phases of the program.
- (1) REGISTERED NURSE: Responsible for health and welfare of each student and staff member. Responsible for checking site facilities and staff practices for high health standards.
- (1) COOK AND (5) KITCHEN ASSISTANTS: Responsible for supplying a balanced and adequate diet for all persons attending Outdoor School.

## **WHAT IS A STUDENT LEADER?**

### **Description of the Student Leader Position**

#### **Qualifications**

1. Desire to work with children in a positive, supportive manner.
2. Ability to communicate with sixth-grade students, classroom teachers, Outdoor School personnel, and peers.
3. Exhibit enthusiasm, maturity, responsibility, flexibility, initiative, and leadership.
4. Enjoy the out-of-doors.
5. Receive recommendation of high school counselor and parental permission.
6. Maintain passing grades, good attendance, and completion of all homework.
7. Meets Student Leader Expectations at Student Leader Workshop.

#### **Responsible To**

Program Leaders and Field Instructors directly and Site Supervisor ultimately.

#### **Specific Responsibilities**

1. Assume responsibility for the health and welfare of a cabin group.
2. Assist as an instructor for a field study area.
3. Assist the sixth grade student in all phases of the Outdoor School program and cabin interactions.
4. Maintain open communication with Outdoor School personnel and classroom teachers.
5. Seek assistance when needed.

#### **Evaluation**

1. Each Student Leader receives a written evaluation at the conclusion of the Outdoor School week. The High School Student Leader is evaluated on the Student Leader Expectations. These expectations are divided into two areas:
  - a. Student supervision responsibilities;
  - b. Instructional responsibilities.
2. The Student Leader, the High School Counselor, and the Outdoor School office each receive a copy of the written evaluations.

## **Student Leader Expectations**

### **Instruction:**

1. Provide instruction to individuals and small groups.
2. Give clear instruction.
3. Follow lesson plans.
4. Use questioning to review and reinforce information.
5. Uses appropriate voice tone for activity.
6. Listen to students.

### **Student Management:**

1. Use appropriate language with students.
2. Use appropriate subject matter when conversing with students.
3. Keep students on task.
4. Reinforce students appropriately.
5. Use neutral or reinforcing tone of voice with students.
6. Follow Behavior Support Protocol and ODS Discipline Code.
7. Develop rapport with students.
8. Count students regularly.
9. Keep students in sight.

### **Teamwork:**

1. Care for instructional materials and equipment.
2. Ask questions when needing information.
3. Attend to task.
4. Interact in a friendly, cheerful manner.
5. Adapt to changes in schedule or routine.
6. Refer problems to Program Leader or Field Instructor.
7. Provide support and encouragement to peers.
8. Use appropriate behavior with other Student Leaders



# **OUTDOOR SCHOOL POLICIES FOR STUDENT LEADERS**

## **General Policies Pertaining to Student Leaders**

1. No pets are allowed on the Outdoor School site.
2. You are expected to remain on the Outdoor School site during your week. Any exceptions must be cleared with the Outdoor School office before you arrive on site.
3. Liquor, drugs, weapons and sexual behavior are **ABSOLUTELY FORBIDDEN** on site. This rule is strictly enforced and there are no exceptions or “second chances.”
4. Multnomah Education Service District provides transportation to and from the Outdoor School site. You are encouraged to use this transportation since it is safe, free, and efficient. If you **need to drive to the site** during your week at Outdoor School, **please contact the Outdoor School office (257-1600) ahead of time to request permission. The bus transportation schedule is included in your permission slip packet.**
5. A Student Leader **cannot initiate contact** with a sixth grade student in any way after their week at Outdoor School has closed. If the student contacts you, you must obtain permission from the student’s parent(s) or guardian prior to responding to the contact. Contacts in the form of letter writing are encouraged.

## **Tobacco Use at Outdoor School**

Tobacco use is prohibited, effective January 1, 2006 as required by Oregon law.

No staff member or student is permitted to use tobacco at any time, on district premises, in district vehicles or at any MESD sponsored event.

Tobacco advertising and possession of tobacco paraphernalia, at any time, is also prohibited in all district-sponsored publications and at all district sponsored events.

Definitions:

1. “District premises” means any building, facility, school grounds, athletic grounds or parking lot owned, leased, rented or chartered by the district.
2. “District vehicle” means any vehicle owned, leased, rented or chartered by the district.
3. “Tobacco” means any lighted or unlighted cigarette, cigar, pipe, bidi, clove cigarette and any other smoking product, as well as spit tobacco, also known as smokeless, dip, chew and snuff in any form.
4. “Tobacco paraphernalia” means any clothing, bag, hat or other personal item that displays, promotes or advertises a tobacco product.
5. “Use of tobacco” means to smoke, inhale, dip or chew tobacco.

Notice will be given to students, families, staff and visitors of the tobacco-free policy in handbooks, newsletters and on posted signs.



## **Student Leader Discipline Policy**

In the event a Student Leader performs so poorly that disciplinary measures are warranted, the following procedure should be considered.

The Site Supervisor will conduct a frank discussion of the problem with the Student Leader. Should the problem persist, it may be advisable to remove the Student Leader from the site. This will happen only if, in the judgment of the Site Supervisor, the presence of the Student Leader has a negative effect on the children.

**Should removal be necessary**, the Coordinator, or the Supervisor/Consultant is notified immediately. The Student Leader's counselor at the high school also must be informed of a Student Leader's return, as the student is no longer excused from school. Transportation should be arranged by the Site Supervisor to transport the Student Leader back to home. For reduced risk and liability, two staff members will act as a team for purposes of Student Leaders and/or student transportation. Parents must be informed prior to transporting the student.

## **Insurance**

The Outdoor School has secured accident insurance coverage for all participating students.

## **Visiting the Sixth Grade Classroom**

We discourage high school students visiting sixth grade classrooms. High school students missed their **own** classes to make the visits, and the sixth grade class schedule is disrupted when the visit occurs.

The policy, at this time, is that visits to sixth grade classes by Student Leaders **ARE NOT ALLOWED** by Outdoor School. Please do not try to contact teachers to arrange classroom visits, as they are also aware of this policy.

Visits to children in their homes can sometimes cause problems and **are not** encouraged by Outdoor School. Student Leaders may visit children in their homes **ONLY** with parental invitation or prior parental permission. Please do not make "surprise" home visits. Student Leaders **must not** transport children in their cars or in their family cars at any time! Student Leader contact with children after the conclusion of Outdoor School should only be in the form of letters, and initiated by the children, **not** the Student Leader.

Thank you for your cooperation in this manner!

## Visiting the Outdoor School Site

After you have participated for one week at Outdoor School, you might enjoy visiting the site for an evening. Because each week at Outdoor School is a separate week, and very special for those people on-site at that time, we ask that you abide by some visitation rules:

1. Limit your visit to the hours from dinner to the end of campfire. Plan to leave after campfire.
2. Call the site ahead of time to arrange for the visit, bearing in mind that the number of Student Leaders visiting at one time is limited. **YOU MUST HAVE THE PERMISSION OF THE SITE SUPERVISOR.**
3. If your plans change, call the site back and inform them that you will not be visiting.
4. Remember that Student Leaders can visit on Tuesday and Wednesday nights **only**. The cost of dinner is \$5.00 for everyone visiting.
5. Please abide by all Outdoor School rules by being attentive and quiet at all activities in which you participate...remember that there are other Student Leaders there who need your support as much as you needed support when you were a Student Leader. Consequently, please don't take part in those activities that should be done by the current group of High School Student Leaders...such as: leading songs at campfire; being guests; 7:00-8:00 p.m. Student Leader meeting, and the evening social time. **Remember, you are a visitor and it is not your week!**
6. Bear in mind that it is a regular Outdoor School week and that the staff is glad to see you, but they don't have much spare time to sit and visit.
7. The number of visits each session is at the discretion of the Site Supervisor.
8. You may be turned away if you do not have prior permission from the Site Supervisor.

## Working with the Sixth Grade Students: What's Appropriate?

O.K.	NOT O.K.
<ul style="list-style-type: none"><li>• Side hugs</li><li>• High fives</li><li>• Tap on shoulder</li><li>• Pats on back</li><li>• Hand shakes</li></ul>	<ul style="list-style-type: none"><li>• Full body hugs</li><li>• Kissing</li><li>• Pats on head</li><li>• Pats on buttock</li><li>• Running laps</li><li>• Push ups</li><li>• Sit ups</li><li>• Wrestling</li><li>• Rough housing</li><li>• Play fighting</li></ul>

## Working with other Student Leaders: What is Appropriate?

O.K.	NOT O.K.
<ul style="list-style-type: none"><li>• Talking to each other</li><li>• Short side hugs</li><li>• High fives</li><li>• Sitting next to each other with air space</li><li>• Appropriate conversation and subject matter</li></ul>	<ul style="list-style-type: none"><li>• Sitting next to each other with no air space</li><li>• Back Rubs</li><li>• Exchanging clothing</li><li>• Full body hugs</li><li>• Kissing</li><li>• Holding hands</li><li>• "Exclusive" friends</li><li>• Any sexually related words, conversations, jokes or looks</li><li>• Travel with one other person to secluded areas</li><li>• Negative inferences, comments, slurs referring to race, physical appearance and or attributes</li><li>• Profanity in any form</li></ul>

There are topics of conversations and ways of interaction that may be appropriate in the High School environment that are **NOT appropriate at Outdoor School**. Please keep in mind that: **OUTDOOR SCHOOL IS A**

**Drug Free Zone**

**Tobacco Free Zone**

**Alcohol Free Zone**

**Sex Free Zone**

**Violence Free Zone**

**Discussing these topics at Outdoor School is not okay.** If students are engaged in a discussion of these topics please redirect them towards more appropriate conversation.

## **WHO WANTS TO BE A STUDENT LEADER?**

If you are interested in becoming a Student Leader it is important that you consider carefully the following criteria for yourself:

1. Would like to work with sixth grade students?
2. Can you be away from your high school for one week?
3. Are you a pleasant person to be around?
4. Can you provide leadership with young people?
5. Are you the type of person that parents would trust to take care of their children? (Do you have high personal standards?)
6. Do you enjoy the out-of-doors?
7. Do you have an interest in science?
8. Do you feel you can meet the Student Leader Expectations?

A positive answer to the above criteria should ensure a unique and highly gratifying experience for you, one that cannot be duplicated during your school career.

At each high school a staff member(s) has been designated as the Outdoor School's primary contact person. Information from the Multnomah Outdoor School office is sent through this contact that may pass it on to other faculty members. Initial selection of Student Leaders is the responsibility of the high school contact(s). Screening by high school personnel will vary from school to school. However, passing grades, completion of all homework, and a good attendance record are prerequisites for all students wishing to become Student Leaders.

The staff at the Outdoor School site makes the final selection of Student Leaders when you attend the two-day workshop. The staff will evaluate your performance using the list of Student Leader Expectations. If, in the judgment of the site staff, it would be in the best interest of Outdoor School that you not attend, you will be notified by your high school contact. At the conclusion of the two-day workshop all accepted Student Leaders' names are sent to the appropriate high school where the high school counselor has the final option on approval. In the event you are not approved by your high school you will be notified.

# **OUTDOOR SCHOOL RULES FOR ALL STUDENT BEHAVIOR**

Outdoor School is school in the out-of-doors and the rules at your school apply while you are there. It is important that you and the students remember that in order to learn and have fun everyone is responsible for demonstrating appropriate behavior. Everyone will be responsible for the following:

1. using behavior that will help them learn on field study times;
  - a. listening to and following instructions
  - b. cooperating and participating in activities
  - c. respecting the rights of others to participate and learn
2. getting along with adults, student leaders and other students;
3. participating in all activities;
4. cooperating with all students and staff;
5. respecting the rights and belongings of others;
6. listening to and following instructions;
7. using appropriate language;
8. following the Outdoor School rules for behavior and safety.

When students are at Outdoor School there are some behaviors that are considered serious problems. These include:

1. swearing;
2. refusing to follow instructions or directions;
3. bullying, pushing, shoving, intimidating other students;
4. behaving in a stubborn manner to staff;
5. play fighting and physical horseplay;
6. disrupting Outdoor School activities;
7. refusing to participate in Outdoor School activities.

Behaviors that threaten other students and staff or put the student or other students and staff in danger will:

1. mean that the student will be sent home immediately;
2. be reported to the student's school and further consequences may result.

Behaviors that will result in being sent home and may result in further consequences include:

1. violent acts against staff or students;
2. theft or vandalism;
3. possession of alcohol, tobacco products, narcotics, or dangerous drugs;
4. possession of a weapon;
5. overt sexual behaviors toward students or staff;
6. running away from supervision.

## **SAFETY RULES FOR OUTDOOR SCHOOL**

An important component of any discipline plan is the provision made for the safety of the student population. Student safety is an essential issue in a residential Outdoor School program and one that the staff has emphasized heavily. The Outdoor School staff in cooperation has formulated the following rules for student safety with sixth-grade students and teachers. The specific wording of each rule was designed by sixth-graders who had attended Outdoor School, so that future sixth graders would easily understand them. All students at Outdoor School sites are expected to comply with these rules at all times during their stay. Outdoor School staffs are expected to uniformly and consistently enforce these safety rules at all times with all students.

### **PLEASE:**

1. Stay with your group. If you are on resource, stay with your class. If you are in the cabin area, stay with your cabin group.
2. Walk with your assigned “buddy” when you are moving around the site.
3. Stay out of streams and ponds. It’s safer for you and better for the environment.
4. Leave all rocks, sticks, and cones on the ground. Throwing things can harm others and disturb the wildlife.
5. **WALK** wherever you go. There are rocks, roots, and other things on the trails that make it important for you to walk slowly and carefully. Also, quick movements frighten wildlife!
6. Stay in your cabin during **ALL CABIN TIMES**. If you need to see the nurse or leave the cabin, talk to your Student Leader first.
7. Wear your nametag at all times. People want to know who you are and they like to call you by your name.
8. Practice the “Environmental Manners” and “Cabin Etiquette”. Leave the Outdoor School site in the same condition that you found it.
9. Be a good listener. Listen carefully ... when staff members talk, they are saying something you need to hear!
10. Contact a staff member, immediately, if someone is sick or hurt.
11. Take to Outdoor School only those items that are mentioned on your packing list. All personal possessions that are not allowed in your school, are also not allowed at Outdoor School. So ... please leave those things at home!

## **HEALTH, SAFETY, EMERGENCY PROCEDURES FOR STUDENT LEADERS**

### **Medication**

The Nurse depends upon **YOU** to get your students to the medication times. The Program Leaders and other staff will help but the real responsibility is yours.

Please be sure that you and your students wash your hands with **soap and water** before each meal and after campfire. Dry your hands on paper towels.

### **Illness/Injury**

The Nurse will see all illnesses and/or injuries.

Do not move the injured/ill person if:

1. He or she appears seriously ill/injured or involved in an apparently serious accident or;
2. One or more of the following signs are present:
  - a. Trouble breathing
  - b. Look bad
  - c. Severe pain
  - d. Unconsciousness
  - e. Unable to remember the accident
  - f. Confused as to who or where they are
  - g. Severe bleeding
  - h. The person seems dull, "drunk", stumbles when walking, listless
  - i. The person appears to be having a seizure.

In the above circumstances the most qualified staff member will remain with the victim and give instruction to on-lookers. Send one person for the Nurse (or two students) with the following information:

- a. Where the victim is;
- b. Who is hurt;
- c. Who is staying with the victim.

Only the site Nurse may call an emergency unit. If the Nurse is not available, the Site Supervisor makes this decision.

### **Bee Stings**

All students exposed to bee stings are to be seen by the Nurse.

### **Diabetes**

Please talk with the nurse about symptoms.

*The nurse has extra clothes, sleeping bags, pillows, safety pins, and toothbrushes, shoelaces, combs, towels, and washcloths, bar soap for showers, sanitary napkins, and large and small plastic bags. See the nurse for check out procedures.*

## THINGS TO MAKE

It can be fun using homemade medals, bookmarks, bunk markers, badges, and nametag decorations for the children in your cabin. Remember to bring enough for everyone, which means you should take at least twelve of each item with you to Outdoor School if you **choose** to make something special. Student Leaders may choose to take something special for each child that is homemade. However, this is clearly optional and nothing required by Outdoor School.

### Bunk Markers

Materials you need: Old magazines, calendars, Sunday comics, construction paper or white paper, glue or paste, masking tape, felt pens.

Cut out pictures of animals, forests, mountains or other items of interest out of old magazines and calendars. Take construction paper or plain white paper and cut it into different shapes (clouds, squares, rectangles, etc.). Paste or glue the pictures onto your paper. Leave room to write the child's name. Bring masking tape and mark each child's bunk with your bunk markers. This will help you learn each child's name quickly (even at bedtime when they're not wearing name tags).

### Name Tag Decorations

Do not put anything on the face of your students' nametags! You will have a chance Thursday night to decorate their tags and then, and only then may you mark on the face of their tags.

Student Leaders often bring pens and paint, or beads to decorate tags. If you forget, you can borrow from others, and if you have extra please share!

Materials Needed: Ribbon, construction paper, pictures, Sunday comics, rubber stamp, tape, peel and stick address labels.

Bring six-inch pieces of ribbon (2 yards or 6 feet = 12 students) to tie around the nametag string to decorate your students' nametags.

Cut small pieces of paper or construction paper (approximately 1.5 inches for square shapes, or cut circles, triangles, etc.). Cut out small pictures, comic strip characters, or use a rubber stamp to decorate the paper. Take tape and tape your decoration to the nametag string.

Use peel and stick address labels. Decorate them with stickers, small pictures, rubber stamps or comic strip characters. Wrap the label around the nametag string.



## Bookmarks

Materials you need: Old magazines, pictures, heavy paper, paste, and scissors.

Cut out pictures from an old magazine. Cut two strips of paper the length you wish for your bookmark. Paste the picture at the top of one strip. Then cut around the lower half of the picture. Paste the first strip of paper on top of the second strip, leaving open the place where you cut so that the bottom of the picture will hook over the page. Trim excess paper from the top and sides of the picture.

Here's How And When, Keiser, Armilda B.  
Friendship Press. New York, 1963

## **How to Make Your Cabin a Home!**

You can bring things to decorate your cabin. This makes your cabin unique and gives students the idea that you brought things to make the cabin a special place for the week.

1. Rug or mat for wiping shoes before students come in the cabin.
2. Posters (PG Rated) or pictures from old calendars to decorate the walls.
3. Bring decorating items and let the students decorate. Decorative lights (plug in only when Student Leaders are in the cabin), crepe paper streamers, tape, flags, crayons, paper, scissors, etc.

## **Cabin Unity**

As a show of cabin spirit at Field Day, on Thursday, you might want to arrive on the scene with a unifying theme. Some cabins wear all the same color, others wear their clothes inside out. There are a few guidelines to keep in mind:

Students and student leaders are encouraged to show their cabin unity, and often Student Leaders will bring articles of clothing or use other non-permanent methods of identifying the members of their cabin as members of a team. The time following field study normally taken up by snack is available for cabins to get ready for Field Day. Notice this is a very short amount of time, and cabin unity displays should not become so involved that they delay Field Day.

Inappropriate cabin unity items include, but are not limited to:

- Using pens to mark skin or clothing.
- Ripping or tearing clothing
- Hair coloring.
- Violent or offensive slogans
- Going without pants, or shirts, etc.
- Wearing of live animals.

## WHAT IS OKAY?

- Wear the same color.
- Ask permission to pull some English Ivy and wear it as crowns.
- Turn your clothes inside out.
- Wear hats.
- Make and carry a banner.
- Develop a Cabin Cheer.
- Wear miss-matched shoes.
- Develop a “Group Walk” and use it to get from place to place during Field Day.

See the section on “Things to Make” for more ideas that take advanced planning.

## **Cabin Unity Items to Make at Home**

There are a number of items you can make at home for your cabin’s Field Day experience. Remember to make enough for all the possible number of students in your cabin (usually no more than 12!) and one more for your Cabin Partner.

### Head Bands:

Using either pieces of paper or cloth cut strips 2-3 inches wide and three feet long. In the center of each strip place your symbol or message. You may use paints, inks or the dreaded puffy paint. Remember these may get wet or sweaty, so test them to make sure they won’t run or stain.

An easy variation of the Headband is the Crown. Burger King gives away crowns for free! You can turn them inside out and write on them to your hearts content.

### Nametag Strings

Bring shoelace, or fabric or some other item that can be comfortably worn and strung through the holes in a nametag.

### Sashes

Use fabric such as bed sheets or a similarly easily cut fabric to make strips six inches wide by four feet long. Drape them over each students' left shoulder and safety pin together by their right hip. you can write on them or sew on a patch.

### Thrift Store Unity

You’d be amazed how cheaply neckties, similarly colored shirts, hats, or other inexpensive items from thrift stores can become unification emblems!

## **CHECKLIST OF THINGS TO DO BEFORE YOUR OUTDOOR SCHOOL WEEK**

- Yellow copy of teacher signatures turned into your Attendance Office
- Health History Form and permission slip packed someplace accessible to show to staff when you arrive at the Multnomah ESD for your Outdoor School week.
- This handbook read.
- Teachers, parents and employer reminded when you are going to Outdoor School.
- Homework packed.
- Things to make your cabin a home packed.
- Field Day Cabin Unity Supplies
- All-weather clothes packed.
- Soil sample packed.
- Flashlight and watch with good batteries packed.

### **Permission Slips**

Student Leaders are required to have a completed permission slip to attend Outdoor School. This permission slip, consisting of two copies (one yellow and one blue), must be properly filled out with all the required signatures.

The **yellow copy** is to be **on file in the Attendance Office** of your high school.

The **blue copy** is part of the **4-page Student Leader Health History Form**. Remember to have the **completed blue form accessible** upon your **arrival at the Multnomah ESD**.

No Student Leader will be allowed to participate without having followed proper procedure regarding permission forms. Student Leaders will be sent home from the site if they do not have a signed permission form on file. Student Leaders will not be transported by Outdoor School staff or others to get a form signed.

### **Appropriate Dress for Outdoor School**

When you are a Student Leader at Outdoor School you students, teachers, administrators, and parents observe you. You are asked to be a positive role model for all children on-site and for your peers. You are expected to be neat and clean at all times. Pack clothing that would be appropriate for visiting a classroom and then taking the class on a field trip. You should **not** buy new clothes for this ... borrow or use available clothes that will provide for your safety and help you be an appropriate role model for the children.

The following is **NOT APPROPRIATE FOR OUTDOOR SCHOOL:**

- Loose jewelry that catches on shrubs or plants.
- Clothing with **inappropriate language or printed symbolic references to religion, sex, tobacco, drugs, alcohol, and/or gangs.**
- Cut off clothing or clothing with holes.
- Clothes that are very dirty.
- Clothing without the visible support of undergarments.
- Clothing that is too tight or too large.

When appropriate, shorts weather will be decided by the Site Supervisor. All shorts must extend below the individual's fingertips when arms are relaxed and hanging by the individual's side.

**SUGGESTED CLOTHING AND EQUIPMENT LIST**  
**FOR STUDENT LEADERS**

**BEDDING**

Sleeping bag or three blankets and sheets  
Extra blanket  
Pillow and case

**CLOTHING**

Pajamas  
Slippers  
Shower flip-flops  
Sturdy shoes  
Sturdy boots (waterproof)  
5 pairs socks  
5 shirts  
4 pairs jeans/heavy trousers  
Warm jacket  
3 sweaters or sweatshirts  
Rain coat, hat  
Gloves

**PERSONAL ITEMS**

Bath towels (2 or 3)  
Hand towel  
Wash cloth  
Soap and container  
Comb and brush  
Toothbrush and toothpaste  
Lip salve  
Facial tissue  
Insect repellent - non-aerosol  
Shampoo and conditioner  
Hair dryer  
Sun screen

### OPTIONAL ITEMS

Musical instruments  
Camera and film  
Books with short stories or  
fairy tales and legends  
Posters to decorate the cabin

### RECOMMENDED ITEMS

**Watch** (This is important!)  
**Flashlight**  
2 large plastic garbage bags (for dirty  
clothes)  
Letter writing materials and stamps  
Small container of soil (1/2 cup) from your  
home for the soil ceremony  
Pen and pencils  
**Travel Alarm Clock**

The items represent a **SUGGESTED** list for Student Leaders. Please do not purchase new items just to satisfy the items on the list! You can borrow items from other people...use old, but clean clothes...buy used boots/rain coats from second-hand stores or thrift shops, etc.

### Medications

All student leader medications are stored in the nurse's office. **DO NOT KEEP ANY MEDICATION IN YOUR CABIN.** Report to the office to take your medication. The nurse will keep your medication where you may access it.

### Cell Phones

Cell phones are to be **turned in with contraband** that students bring to Outdoor School. They are kept at the nurse's office and then items are returned on Friday.

### **DO NOT BRING THESE ITEMS!**

The sixth grade students will not be allowed to bring cell phones, radio alarm clocks, CD or MP3 players, hand-held games, two-way radios, comics, card games, gum, money, or pocket knives. Please follow the same guidelines. You may bring extra food for **YOUR OWN CONSUMPTION** only. **PLEASE NOTE: DO NOT BRING ITEMS CONTAINING NUTS, NUT OILS OR PREPARED IN AN AREA THAT NUT PRODUCTS ARE PROCESSED.** Ask the staff where to keep it when you arrive on site. Do not keep it in your cabin!

**Please note! Do not bring valuable or expensive items!**

The Multnomah Education Service District cannot be responsible for lost or stolen property.

## **DIRECTIONS TO THE MULTNOMAH ESD BUILDING**

The Multnomah ESD is the check-in point for all student leaders going to Outdoor School. Buses going to the Outdoor School sites usually leave at 12:00 noon promptly.

### **FROM PORTLAND:**

1. Take 1-84 east toward The Dalles and the Portland Airport.
2. Take the 1-205 northbound exit to Seattle and the Portland Airport.
3. Take Exit 24B, Airport Way East (exit immediately after Portland Airport exit).
4. You will see the brick Multnomah E.S.D. building in front of you as you head east on Airport Way.
5. Turn right on NE Ainsworth Circle (after Courtyard Marriott Hotel on your right, Shilo Inn on your left) and park in the back of the building.

### **FROM 1-5 (SALEM) and 1-84 (THE DALLES):**

1. Take the 1-205 northbound exit to Seattle and the Portland Airport.
2. Take Exit 24B, Airport Way East (exit immediately after Portland Airport exit).
3. You will see the brick Multnomah E.S.D. building in front of you as you head east on N.E. Airport Way.
4. Turn right on NE Ainsworth Circle (after Courtyard Marriott Hotel on your right, Shilo Inn on your left) and park in the back parking lot.

### **FROM 122nd AVENUE:**

1. Travel north on 122nd Avenue (go under overpass, past K-Mart).
2. Turn left at Airport Way at traffic light.
3. Stay on Airport Way and you will see brick Multnomah E.S.D. on left across from the Shilo Inn.

### **FROM 1-205 SOUTHBOUND FROM VANCOUVER:**

1. Take 1-205 south toward Salem.
2. Take Exit 24 Airport Way and the Portland Airport after you cross the Columbia River.
3. Turn left onto Airport Way at the signal light.
4. Move to the right lane. You will see the brick Multnomah E.S.D. building in front of you as you head east on NE Airport Way.
5. Turn right on NE Ainsworth Circle (after Courtyard Marriott Hotel on your right, Shilo Inn on your left) and park in the back parking lot behind building.

## Ten Key Ideas on How to Manage Sixth Grade Students

This is just an introduction to student management. If you can remember these ten guidelines and follow them as soon as you see students, you will be off to a great start at Outdoor School. You will learn more ideas as you meet with the Outdoor School program leaders daily.

1. Ask any returning student leader and they will often tell you the biggest mistake they made was trying to be a friend, buddy or pal with their sixth grade students. There is a reason for the saying, **“Be a leader before being a friend.”** This is especially important when it comes to topics of conversation, language, and following the Outdoor School rules.
2. If you don't know, **ASK A QUESTION AND ASK FOR HELP!** First time student leaders often don't realize that you receive a better evaluation if you know your limits and ask for help.
3. **Don't be afraid to say, “NO!”** If you think that an idea or behavior is inappropriate **be firm** and say, **“NO!”**
4. Talk and communicate with your **personal mentor** (a program leader assigned to help you and your cabin through the week). Also, **talk and communicate with your cabin partner if you are lucky enough to have one or two other high school students with you.**
5. **Remember, even returning student leaders don't know everything!** That is why you meet with your personal mentor daily and you have a student leader meeting every day.
6. **Read the student leader expectations and policies in this handbook before you go to Outdoor School. Follow the same rules that the sixth grade student must follow.**
7. Use **the Student Leader Handbook** that you will receive when you arrive on-site. Take notes and learn the names of the students in your cabin.
8. **Let students know when they are doing a good job! Praise and kind words work!**
9. **Say a personal good night to the students in your cabin when they go to bed. Use their name and use ideas from #8 above.**
10. **Be prepared! Be positive! Be responsible!**