

An Information Booklet for

CABIN LEADERS

Calvin Crest Outdoor School

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Information and Policies for the CABIN LEADER

You have been selected as a cabin leader for Outdoor Education at Calvin Crest Outdoor School. This position carries a tremendous responsibility. You hold a key position in the entire program. You are as important to the Outdoor Education program as the Calvin Crest staff and the classroom teacher. Therefore, you are placed on a professional level as part of a professional team working together towards a common goal: **to provide an educational, safe, and fun experience for the students involved.**

ROLE OF THE CABIN LEADER

Since this is a 24-hour-a-day school, students must be supervised virtually every minute. As a cabin leader, your main responsibility is one of supervision. At no time are you to leave your group unsupervised. If you must leave your group, do so in the care of another cabin leader, teacher, or Calvin Crest staff person. If none of these people are available, take your group with you. Also, part of supervising the students is making sure that the rules of Calvin Crest are enforced. For the safety of all those participating, insist that all rules be followed. The success of the program largely rests on the attitude, actions, words, and enthusiasm of the cabin leader. Calvin Crest appreciates your time and efforts in making this week enjoyable and fun, as well as educational for the students.

THE TEACHER

A large part of the instruction will be done by the regular classroom teacher. You are responsible to the teacher in assisting him/her in any way that you can. Ask if you can help. Volunteer your services. Do not wait until (s)he asks. The teacher is responsible for the instructional program during each class period. You are responsible to help guide the behavior of the teaching group while on the trail. Please help the students maintain their attention on the teacher. Any distraction takes away from the educational experience for the students. Your example, enthusiasm and assistance are greatly appreciated during this time.

THE OUTDOOR EDUCATION DIRECTOR

The administration and supervision of the Outdoor Education program and the safety and welfare of the individuals connected with the program is the responsibility of the director. To maintain this responsibility, the director must have the complete cooperation of the teachers and cabin leaders. You, as a cabin leader, are responsible to the director and teachers for the safety and welfare of the children in your group.

DISCIPLINE AND BEHAVIOR

When dealing with students, the cabin leader is required to maintain a high level of professionalism. The following policies and standards are expected from all who are involved with the Outdoor Education program.

A. Discipline Standards

1. Do not yell at students. Talk normally.
2. Do not embarrass a student in front of others. Talk privately to "resolve a problem.
3. Do not touch students. A "hands off" policy protects you and the student. Even horseplay can lead to problems.
4. Do not tell inappropriate or sexual stories to the students.
5. If you are uncertain how to handle a problem, or if you lose control of your group, always go to a teacher, or Calvin Crest staff person for help.

B. Helpful Techniques For Handling Your Cabin

1. Establish standards and authority quickly. Be firm at first. Do not be a "buddy."
2. Be on the alert for behavior problems.
3. Treat the students with respect. "Please" and "Thank you" go a long way.
4. Do not lecture. Make it short and easily understood.
5. Be consistent. Do not change rules, or change your mind simply to please the students.
6. Learn and use the names of your students the very first day. Remember their names.
7. Show an interest in each student. Try to get to know them.
8. Be patient and understanding (especially with difficult or unpopular students).
9. Kidding or sarcasm can be very easily misunderstood and hurtful.

FINAL RULES FOR CABIN LEADERS

The level of professional standards at Calvin Crest are the same for all who are supervising students. Most rules that we must follow are dictated by state law, with the rest being established by the Calvin Crest Outdoor School and the elementary schools.

1. No cabin leader will leave Calvin Crest grounds without the knowledge of the director.
2. No cabin leader will leave his/her assigned students without another adult or cabin leader being left in charge.
3. No cabin leader (18 years or under) will come to or leave Calvin Crest Outdoor School by means other than a school bus or transportation agreed upon by the elementary school involved and his/her parents.
4. No tobacco products are permitted at any time.
5. No alcoholic beverages or drugs are permitted at any time. (*Please see note on weapons and illegal substances in Equipment/Clothing List) ..
6. Behavior and dress standards established by your school apply during Outdoor Education.
7. The use of abusive or foul language is not permitted.
8. The use of physical force when dealing with students is not permitted and will not be tolerated.