

# Calvin Crest Outdoor School

## 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 and 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 a safe, educational, 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. Do not wait until (s)he asks, but volunteer your services. The teacher is responsible for the instructional program during each class period. You are responsible to help guide the behavior of the class 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.

### **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 students.

### **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, including any horseplay. A "hands off" policy protects you and the students.
4. Do not tell inappropriate or sexual stories to the students. If you are unsure whether something is appropriate, please keep the story, joke, or comment to yourself.
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. Watch what you say. Kidding or sarcasm can be 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 schools attending the program.

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. Firearms or weapons of any kind are not permitted at Calvin Crest. Students and cabin leaders are not allowed to have pocket knives. If a student, cabin leader, or teacher is found with a weapon and/or illegal substances in his or her possession, it will be confiscated and the Madera County Sheriff's Department will be contacted. The individual will be removed from Calvin Crest and may be prosecuted, as it is against the law to have a weapon or illegal substances on a school site.
5. Alcoholic beverages and drugs are not allowed on the Calvin Crest grounds. Cabin leaders and teachers who are over 18 are strongly discouraged from smoking tobacco during their stay. If it is necessary for a person who is of age to smoke, they are only permitted to do so by the luggage platform in the parking lot and out of the sight of the students. Cigarette butts should be disposed of in the metal can to the side of the platform.
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.

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**TO BE COMPLETED BY CABIN LEADER AND RETURNED TO THE SCHOOL:**

I hereby volunteer to participate as a cabin leader at the Calvin Crest Outdoor School. I understand there will be no pay for my services except that I will receive room and board. I also understand that I will be living with the students, that I will accompany the classes on activities and will be responsible for them for most of the 24-hour day. My performance will be evaluated and recorded by the Outdoor Education staff. I have read and understand all cabin leader policies.

Cabin Leader's Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_