



# The Role of Teachers and Chaperones

## MOSS RESIDENTIAL PROGRAMS

**Thank you** for being a part of your students' experience! MOSS cannot run programs without teachers and chaperones. Through **diligent supervision** and **program support**, we can ensure **all** program participants have the best MOSS experience possible and students remain healthy and happy! We are excited for MOSS Staff and Graduate Student Field Instructors, Chaperones, and Teachers to collaborate and be allies to ensure all students have a positive MOSS experience where they feel like they belong and are protected.

The Field Instructors at MOSS are Graduate Students, so that means they are learning and practicing how to facilitate outdoor science experiences. Please support them in their own learning by being attentive, helpful, and not disruptive during programming. If you have concerns regarding instruction, please contact the MOSS Program Coordinator ([ekochevar@uidaho.edu](mailto:ekochevar@uidaho.edu)).

If you have questions prior to arrival, contact the K12 Program Coordinator, Dylan, <[dmporster@uidaho.edu](mailto:dmporster@uidaho.edu)>. A Chaperone Meeting will occur on the first day of the program to address guidelines, questions and concerns. Please study this document prior to your arrival to aid in your preparation and understanding of MOSS.

In addition to this document, you may view the [University of Idaho's Protecting of Minors Standards](#). MOSS instructors are Authorized Adults per these standards. Please support them in supervising and ensuring safety of minors in MOSS programs.

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# SUPERVISION

Teachers and Chaperones are ultimately responsible for student supervision and student well-being at all times. All policies maintained by your school administration (including student discipline) apply while you are participating in MOSS programs.

## Goals of Supervision

1. To offer the opportunity for each participant to succeed
2. To ensure the safety and health of all participants
3. To offer the opportunity to experience the benefits of the learning process
4. To allow participants to build a cooperative framework in the social and academic aspects of the program

## Your role as CABIN AND FREE TIME SUPERVISOR

- Teachers and chaperones provide supervision during any free time, meals, field preparation, cleanup activities and at night. Students should never be unsupervised.
- Discourage rough play, rude behavior and unnecessary competition. Include all students in activities.
- Support the MOSS philosophy of using positive encouragement.
- Enforce boundaries
  - Students may not be in a cabin or at the lakefront without an adult
  - Swimming is allowed only if approved by participating teachers. MOSS does not supply a lifeguard during School Residential Programs
  - Students may not enter another cabin unless invited by the supervisor of that cabin
  - Students must stay within the designated Free Time boundaries (within MOSS campus or as determined by teachers)

Refer to the [Example MOSS Schedule](#) as you read through details of your roles as Cabin and Free Time Supervisor and Program Support below. You will take on both roles while at MOSS.

Connect with a MOSS Field Instructor or Staff Member for behavior management suggestions and strategies for supervising students.

## Specific duties:

- Free Time Monitoring (4:00-Dinner): you will have an opportunity to sign up for monitoring Free Time during the Chaperone Meeting.
- Meal Serving: you will sign up to serve dinner and breakfast. Kitchen Staff will assist with mealtime instructions and organization.
- Evening Program Monitoring (6:00-7:30pm): Your presence is helpful for encouraging positive student behavior and transitioning between activities.
- Shower Time Supervision: Chaperones stand outside of the showers during shower time to enforce campus rules and encourage students to be stewards of the shower facility.
- Quiet Hours (9:30pm-7:00am)
- If you are not assigned to monitor Free Time or Evening Program, you may use that time as you please (within the UI Code of Conduct).

## Your role as PROGRAM SUPPORT

- MOSS field instructors are responsible for instruction, field day details and evening program logistics.
- At least one teacher or chaperone accompanies each instructional group in the field each day (roughly 9:00am-4pm) to help with group management and safety.
- You are a role model for the students. Think about everything you say and do before you say or do it. Please maintain a positive attitude about hiking, being cold, etc.
- We encourage chaperones to participate in the field activities and instructional time. Please understand that students working through tasks themselves enriches their experience.
- Be prepared to walk or snowshoe 1-3 miles each day while accompanying instructional groups in the field or be prepared to drive a personal vehicle further into the park to accompany the instructional groups.

# PROGRAM RULES AND POLICIES

These rules and policies apply to all MOSS Residential Program participants (students, teachers and chaperones). Violation of these policies, particularly those that relate to an individual's physical or mental health and well-being are the grounds for immediate dismissal from our programs. In the event of a dismissal, parents or guardians are responsible for making transportation arrangements to pick up their child.

All program participants must abide by the University of Idaho Student Code of Conduct, Articles II through IX at <http://www.webs.uidaho.edu/fsh/2300.html>; the behavioral expectations of the Activity; and all applicable city, state and federal laws. Failure to do so may be considered grounds for denying my/my dependent's participation in the Activity.

## Chaperone Survey QR Code

Please scan the image below and fill out the Chaperone Survey toward the end of your program!



# EMERGENCY RESPONSE GUIDE

## Emergencies

**To receive emergency text alerts for this week only, text @89d96ke to 81010**

### Universal Response

- Call 911 first
  - Relay the following information:
    1. What is the emergency?
    2. Where is the emergency?  
MOSS Address: 1800 University Lane, McCall, ID 83638
    3. Who are the involved parties?
      - a. Injured person: name, age, gender, etc.
      - b. Adult or person staying with the injured party: name, expertise, etc.
    4. What action has been taken thus far?
- Call the On-Call MOSS Program Coordinator and relay the same information
- The PC will send a REMIND alert to all campus residents and program participants.
- **AED** and **Epi Pens** are located in MOSS Dining Lodge, MOSS Classroom, and in the entrance to the Women's side of the Shower Facility.

## Health and Medical Procedures

- Parents release their students to the school during MOSS programs. Thus, teachers and chaperones are responsible for all participant medical needs.
- Teachers will select a "health officer" who is responsible for collecting all medication and ensuring that each student receives attention as appropriate.
- Review medical issues of students in your groups with the teachers in advance of your arrival and make note of any potential medical concerns.
- At MOSS, we currently do not have the capacity to provide a dedicated sick space for program participants. If a student is feeling unwell and showing signs of not getting better, we kindly ask that they prioritize their health and consider returning home to rest and recover.

## Basic First Aid

- All minor first aid will be given by a teacher or a MOSS field instructor.
- MOSS field instructors have first aid and CPR training and carry basic first aid kits.
- MOSS field instructors will not perform or assist in procedures beyond the scope of their training.
- MOSS does not administer over-the-counter or prescription medication to program participants.

## Lockdown & Active Shooter Procedure

A **REMIND** alert will be sent to all on-campus residents and program participants.

- Instructors, chaperones and all students should immediately take one of three steps: 1) run 2) hide 3) fight.
- Once in a safe location, call 911.
- See here: [Active Shooter Event Quick Response Guide](#)

## Evacuation Procedure

A **REMIND** alert will be sent to all on-campus residents and program participants.

- Gather and move your students to the MOSS parking lot.
- Wait for further instructions from MOSS Staff, school's lead teacher, or Fire/Police Department

## Lost Student Procedure

- Notify the main office immediately.
- Do **not** initially call 911
- Office staff will coordinate a search effort with the help of other trained MOSS personnel
- A **REMIND** alert will go out to all on campus residents and program participants.