



TEACHER HANDBOOK

Whiskeytown Environmental School
Shasta County Board of Education
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IMPORTANT ITEMS TO REVIEW PRIOR TO YOUR ARRIVAL



at Whiskeytown Environmental School

- Return all forms by dates specified on the Important Forms/WES Procedure List
- Include a **CURRENT CLASS ROSTER** (in Excel format separating first and last names, if at all possible) with the Student Health Forms of those students scheduled to attend Whiskeytown Environmental School. This helps us track and obtain missing health forms thus preventing last minute confusion.
- Review with the students the five student/cabin counselor expectations (listed on pages 5 & 6)

Please note: A representative from WES will contact your school two (2) weeks prior to your arrival for an updated boy/girl count and will e-mail or fax the Cabin Assignment forms to you the week prior to your arrival.

- **Fax or e-mail Cabin Assignments (first and last names by cabin, typed) at least two days prior to your arrival).**

BRING WITH YOU THE DAY YOU ARRIVE:

- All medications in zip lock bags. Include **Request for Medication to be Taken During School Hours Form (included in the Student Health Information Form Packet)

REMEMBER: ALL the medication and medical procedures outlined pertain to high school cabin counselors your school has recruited as well

WHISKEYTOWN ENVIRONMENTAL SCHOOL

MISSION

To provide a quality environmental education program which develops increased awareness and appreciation of our natural environment, fosters social responsibility for effectively managing and preserving our natural resources, and develops a community atmosphere in which all participants work in harmony to show respect for self, others, and the environment.

LOCATION: Whiskeytown Environmental School is located at the NEED Camp, twelve miles west of Redding in the Whiskeytown National Recreation Area, two miles below Clair A. Hill/Whiskeytown Dam. The environment near the facility is mixed forest of Manzanita, pine, and oak. Nearby are deep canyons with tall ferns, fresh water ponds, many streams, Whiskeytown Lake, and an active beaver pond that attracts great blue herons, ducks, and many other animals. Deer graze on the lawn and bald eagles nest and feed within the area.

PROGRAM: During the 1960's, the National Environmental Education Development programs (NEED Camps) were developed in National Parks throughout the United States. In 1970, Ray Darby, the Shasta County Superintendent of Schools and Leone Mitchell, the superintendent of Whiskeytown National Recreation Area, collaborated to develop the NEED program in the Whiskeytown-Shasta-Trinity National Recreation Area. The specific program, called Whiskeytown Environmental School, is one of the few surviving NEED Camps.

Whiskeytown Environmental School (WES) is a five-day, residential outdoor school. The facility is owned and maintained by the National Park Service while the educational program is still provided by the Shasta County Office of Education.

WES is a state accredited Residential Outdoor Science School (ROSS). In order to qualify as a ROSS, certain criteria must be met. This includes providing safe facilities for the feeding and lodging of staff and students and having adequate educational equipment and supplies.

WES provides an environmental education program which cannot be duplicated in the traditional classroom setting. While incorporating State Science Standards, the curriculum helps students understand the interrelationships between the environment and human beings. WES also provides a community atmosphere where students learn how to live and interact harmoniously with others.

FACILITIES: The facility consists of eighteen cabins, showers, restrooms, dining room, kitchen, office, an indoor classroom, and teaching shelters. Each cabin houses eight students and one cabin counselor. The cabins are equipped with lights and heaters and have twin bunk beds with mattresses.

STAFF: The WES staff consists of a director, an environmental education coordinator, administrative assistant, health clerk, naturalists, custodian/maintenance, and cooks. The instructional staff has backgrounds in fields such as life sciences, physical sciences, wildlife biology, natural resources, and education. They are trained and experienced in working with children in an outdoor setting. They are certified in first aid and CPR and well trained to handle disciplinary, emotional, and emergency situations.

Two or three cabin counselors assist each naturalist while hiking. Cabin counselors can be recruited from local high schools and colleges. Other sources include Humboldt State University, student teachers, and parents from your schools. We encourage you to recruit parents as cabin counselors. Please see Cabin Counselor Recruitment Information booklet for guidelines for cabin counselor recruitment.

WHISKEYTOWN ENVIRONMENTAL SCHOOL CURRICULUM AND ENVIRONMENTAL CONCEPTS

As a certified Residential Outdoor Science School (ROSS) program, WES is required to align its curriculum with current California State Science Standards. Curriculum standards are regularly assessed and upgraded to meet educational standards.

WES' curriculum is centered around observation, appreciation, and the five environmental concepts listed below. The concepts are taught through a learning-by-doing approach with a variety of scientific experiments, investigations, games, observations, and action-oriented activities.

STANDARDS

Each naturalist teaches lessons based on selected California State Science Standards for 5th or 6th grade. To view the standards go to <http://www.score.k12.ca.us>. Click on science, then click on standards and framework. The specific science standards taught at WES are: 5th Grade: 2e, 2f, 2g, 3a, 3b, 3c, 3d, 6a, & 6g. 6th Grade: 2a, 2b, 2d, 5a, 5b, 5c, 5e & 7a.



OBSERVATION/APPRECIATION

Observation skills are emphasized throughout the week. Students use sensory awareness to notice similarities and differences in their surroundings. As they increase their observation skills, they become more adept at identifying flora and fauna. **Appreciation** of nature and respect for life is fostered through positive experiences in the outdoors.

WHISKEYTOWN ENVIRONMENTAL SCHOOL UNIFYING CONCEPT

All ecosystems are composed of interdependent biotic and abiotic components that change over time.

SUB CONCEPTS

1. **CHANGE:** All things are constantly changing. Natural history, geologic history, succession, and the past and present use of the environment by humans are used as examples of change
2. **ADAPTATION:** All living forms have structures and behaviors that enable them to live in their environment. Those individuals best adapted to their environment have a greater chance at survival.
3. **CYCLES AND RECYCLING:** All natural things are part of a cycle. Water cycles, rock and soil cycles, and food cycles are used to teach this concept. The procedures for recycling our natural resources are also discussed and demonstrated.
4. **INTERDEPENDENCE:** A sound environment must have a healthy balance of all its components. When one part is disturbed, everything is affected.
5. **ECOLOGICAL RESPONSIBILITY:** Daily living has an impact on our natural environment. Personal choices can increase or decrease that impact. Through exploring differing views of current environmental issues, the students become more aware of their impact and begin to take responsibility for their actions.

INSTRUCTIONAL HIKES

The students experience up to five environmental educational hikes throughout the week. A variety of activities are conducted on these hikes that teach the five basic WES concepts (see above). Two or three cabin groups will be consolidated into an instructional group for the hikes and these groups will work with the same instructor during the week. You are encouraged to participate in at least one hike during the week.

CABIN COUNSELORS

Even with thorough screening, it is inevitable that occasional problems will arise with cabin counselors. Sometimes we don't find out about the problems until late in the week because students are afraid to tell us. Cabin counselors that serve as good role models will help guarantee a positive experience for students. Since we want to provide the best possible experience for your students, we have implemented a few measures that will help us determine if there are problems with cabin counselors.

On Tuesday afternoons, we ask the visiting teachers to have the students answer the following questions. This provides the students with a safe avenue to express their concerns:

1. What is the most important thing you've learned at camp?
2. What activity was the most fun?
3. What activity was the least fun?
4. How do you get along with your cabin mates?
5. What is your counselor like?
6. What advice would you give someone who wanted to be a counselor?

We also require that you go over the following expectations with students. We want students to feel comfortable letting us know if a cabin counselor breaks any of the following major rules or makes the students uncomfortable. In reviewing these expectations, be cautious not to frighten the students or parents. Also make sure the students understand that outlining these expectations is not a license for them to manipulate cabin counselors.

Student/Cabin Counselor Expectations

Discuss with students before attending WES:

1. Students are expected to stay with the cabin counselors at all times.
2. Students are expected to follow their cabin counselor's directions.
3. Cabin counselors are expected to follow the rules. They will be sent home for breaking major rules, i.e., sneaking out of their cabin at night, using physical force, or any inappropriate physical contact.

4. Everyone at WES (students, cabin counselors, staff and teachers) are expected to treat one another with respect and kindness.
5. Everyone at WES is responsible for working as a team to help make it the best possible week for all participants. If an individual is jeopardizing the experience for others, it will be addressed. Cabin counselors are instructed to inform the WES staff of any individuals negatively affecting the experience for the group. Students also are expected to let their teachers or a WES staff member know if their cabin mates or cabin counselor is negatively affecting the group.

Cabin Roster Forms

A representative will e-mail or fax you the Student Cabin Roster forms the week prior to your arrival. The forms indicate the number of students from your school assigned to each cabin. We suggest you communicate with the visiting teachers from the schools accompanying your school to discuss cabin assignments. Compatible groupings of students will help ensure a successful week. **This form should be returned to WES no later than the Thursday prior to your arrival.**

Teacher Morning Duties—Day One

- Inform the staff if there are any changes in student count and cabin assignments. Inform kitchen staff of any birthdays that will take place during the week.
- The WES staff will collect the medications from you upon arrival. If you have any questions regarding medications, please call us. **It is extremely important that the medications procedures are properly followed.** Make sure that parents send all medications and that they include the correct dosages, frequencies, and physician signature.
- During the teacher orientation meeting, it is important for all teachers to divide the daily teacher responsibilities among themselves by signing up on the Supervisory Duty Schedule. Two teachers are required for most duties.



Teacher Daily Responsibilities at WES

Distributing Medications

- Visiting teachers are responsible for assisting in the distribution of prescribed medications under the direction of the WES health clerk or lead staff.
- The cabin counselors will bring the students down to the office for medications, but only WES staff and visiting teachers are allowed to dispense any medication.
- The prescription medication sheet will be posted on a clipboard located on the health clerk's desk.
- Teachers not participating in upper lawn supervision may be asked to locate students who have not shown up for their medications.

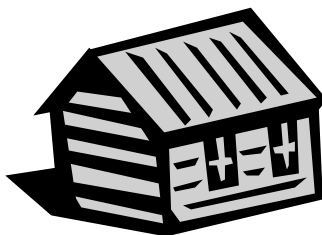
Morning/Wake-Up

- Teachers wake up cabins scheduled for 6:30 am showers. Teachers wake the remaining cabin groups at 7 am. Students and counselors waking up prior to 7 am should not disturb other cabin group members. Only the cabins assigned for showers are allowed out of the cabin before 6:30 am (unless they have to use the bathroom).
- Teachers supervise the upper lawn area until the flag salute.

Cabin Checks

Complete cabin checks Monday and Tuesday afternoon, Wednesday and Thursday mornings (while the students are hiking).

- Post the completed cabin check forms in the teachers' lounge.
- During the first day's evening announcements (at 5:15 pm) explain to the students the process teachers used in the cabin checks and how students can improve their scores.



Mail



Student's Name/School
Whiskeytown Environmental School
P.O. Box 645
Shasta CA 96087

- **Address for student mail:**
- A WES staff member will collect the mail from the Shasta Post Office every morning. A teacher or WES staff member will be assigned to deliver the outgoing mail.
- Teachers distribute incoming mail to students.
- Remind students to bring stamps and envelopes if they intend to write letters.

Upper Lawn Supervision

There are various times during the day when teachers are needed to patrol the cabins and upper lawn area to assist with supervision and help monitor behavior. **UPPER LAWN SUPERVISION IS A VITAL PART OF THE TEACHERS' ROLE AT WES.** The following required supervision hours are times that have proven to be potential problem areas regarding behavior and/or accidents.

- Wake-up/showers and dress (6:30—7:45 am)
- After breakfast (8:30—9 am)
- After lunch (Monday 1-1:30 pm and Tuesday, 1-1:30 pm)
- Cabin time (2-2:30 pm Wednesday and Thursday)
- Cabin group activity (6-7 pm)
- Bedtime (9 pm until students are settled/asleep)



Cabin Time

Every day after instructional hikes, the students will return to their cabins with their counselor to change clothes and relax. At this time teachers should contact cabins who were listed on the cabin check form to re-clean their cabins.

Teacher Class Activity

- Tuesday, Wednesday and Thursday: 2:30 pm—4:00 pm
- Teachers choose their own activities for this time period and are required to bring their own materials. Please call us if you would like suggestions for your teacher time activities. We have some prepared activities you could conduct here, e.g., scavenger hunt, historical cemetery hike.

- Some participating teachers like to share their class time. This can be accomplished by organizing the classes into rotating units among the teachers. This enables students to benefit from different activities and teachers.
- If you need specific materials or equipment (slide projector, art supplies, DVD player, LCD projector or microscopes), let us know in advance.

Parent Visitation

- To ensure parents are comfortable with their children attending WES, we encourage them to visit. We have developed a visiting schedule that helps minimize homesickness and fosters students' independence. Classroom teachers are assigned a time for their students' parents to visit on Wednesdays or Thursdays from 4-5 pm.
- Parent visitation is not offered for a 2.5 day program.
- Please inform parents it is important to come during their designated day and time to facilitate smooth scheduling. Let them know that limiting it to one designated visit time helps develop independence, which is an important aspect of the students' experience at WES.
- A notice for your class's designated time should come out two weeks prior to your attendance.

Recreation

- A variety of activities are offered during recreation.
- Teachers assist the WES staff in general supervision of recreation, help monitor safety, and welcome visiting parents.
- Since students are not required to be with their own counselors during recreation time, it is essential for visiting teachers to assist with grounds supervision.

Cabin Group Activity

- Counselors will be given specific activities to direct with their cabin group each night from 6-7 pm (Monday, National Park journal page; Tuesday, skit; Wednesday, skit; Thursday, song, rap or poem).
- Teacher supervision is extremely important during this time to make sure students complete their assigned project. All cabin members must be in their cabins working on their projects. During the daylight savings time, they can work outside as long as they are

focused on their task and not recreating. Individual groups may need help in organizing their projects.

Evening Program (Judging, General Supervision)

- The programs begin at 7 pm and end around 9 pm.
- On Wednesday or the third evening during 4-day weeks, teachers have the option to judge cabin skits. Judging forms are available in the office.
- During the evening program, teacher assistance is needed for general supervision. The WES staff will facilitate the program, but your input and participation are certainly welcome. Please coordinate with the WES staff if there are things you want to contribute.

Bedtime/Night Check

- Bedtime varies depending on when the evening program ends. As a general rule, students are given 15 minutes to prepare for bed, brush teeth, put on sleepwear, and 10 minutes for a quiet reading or discussion time before lights have to be out.
- Teachers supervise the upper lawn area until all cabin groups are settled and give cabin groups the following bedtime rating:

A = Quickly settled
B = Fairly quickly settled
C = Slow to settle

These ratings determine which groups go to breakfast first.

- We try to maintain a strict bedtime procedure. Any student or counselor who is out of their cabin after bedtime without permission could be sent home.

Friday Morning Cabin Recognition/Evaluations

- Most visiting schools like to present cabin group awards. The teachers determine award categories for cabin groups, fill out the award certificates, and distribute them to the cabin groups at the amphitheater. Please feel free to create additional categories.

- If you plan on giving out cabin awards, it might help to contact the teachers or schools attending with you so you can coordinate prizes. It could be disappointing for students from one school to receive awards while students from another school get nothing.
- **Be sure that you complete your teacher evaluation and turn it into the office before you leave on Friday.** Your input is very important to us. We use the information to make program improvements.
- Be sure to take students' workbooks and student/parent evaluations when you leave.
- After lunchtime medications are administered, **pick up your students' medication from the health clerk.**

Discipline

- Disciplinary matters are handled jointly among counselors, WES staff, and teachers. Each person tries to make sure that things are running smoothly for the students.
- Since there are so many people who are concerned about the student's welfare (i.e., cabin counselors, WES naturalists, visiting teachers, principal), it is extremely important that we all work together as a team. We need to inform one another of any potential problems among students. This will enable us to meet the students' needs and to approach problems with consistency.
- If you have any concerns about the way a counselor is handling his/her cabin group, please inform us. This is a learning experience for the counselors too as many of them are high school students; however, our ultimate responsibility is to the safety and happiness of the elementary students. Counselors are required to provide appropriate role modeling and a nurturing environment.

It is essential that you communicate any student or counselor problems to the assigned WES naturalist at the first opportunity.

IMPORTANT INFORMATION ON MEDICATIONS AND SPECIAL HEALTH CONDITIONS. PLEASE READ CAREFULLY.

Medications are administered according to Shasta County Board of Education Policy 5141.21 with legal reference. Educational Code: 49408 Emergency Information, 49423 Administration of Prescribed Medication for Pupil, and 49480 Notice to School by parent or Guardian: Consultation with Physician.

Any student, including high school cabin counselors, receiving “medication” MUST have the “School Medication Authorization Form” (attachment of Student Health Information Form Packet), SIGNED BY BOTH PARENT AND PHYSICIAN FOR EACH MEDICATION SENT. We realize the use of this form may be an inconvenience to some parents, but is necessary for their child’s health and welfare.

We CANNOT administer PRN (as needed) medications. The only medications that are given on an “as needed” basis are Metered Dose Inhalers (used to deliver medications for children with asthma), EpiPens, and antihistamines for bee sting reaction ONLY. Tylenol, aspirin, and cough syrup are not given out “as needed”, even if parent supplies the medication.

Medications must be in the original container and prescribed in the child’s name.

Specific times for administration of medication MUST be stated on the form (refer to form, “time schedule” e.g., 12:00 noon, 8:00 pm). **Statements such as “as needed” or “for a headache” will not be accepted.**

Please note: The term “medication” pertains to prescription and over-the-counter (OTC) products such as Tylenol, cough drops, topical ointments/creams, and vitamins.

All medications will be kept in a locked cabinet. Students are no more than a few minutes away from their medications while at the facility. Naturalists carry any needed medications, including inhaler, with them on all hikes. **If a child carries his/her own inhaler, two inhalers must be sent (one to be carried by the student; one to be locked in the medication cabinet).** This will ensure we have a back-up in case one is lost.



SPECIAL HEALTH CONDITIONS

Students/high school cabin counselors who have “Specialized Health Care Procedures” **must be accompanied on all hikes by an authorized school representative or parent** who has received specific training and education in the procedures. The school representative might be an aide, healthcare person, or teacher. This person is responsible for monitoring and providing all necessary health care and management and must be on site at all times. An exception would be an EpiPen procedure that conforms to Shasta County Education Guidelines as outlined by California Education Code 49423. This statement pertains to special health conditions such as severe asthma, diabetes, heart condition, and epilepsy.

Bee Sting Reaction Requiring an EpiPen

If any student has or has the potential of going into anaphylactic shock, an EpiPen kit must be carried on hikes.

NOTE:

According to Shasta County Office of Education Guidelines, we cannot administer an EpiPen under directions which say “wait to see if symptoms develop, and then, if necessary, administer the EpiPen.” **We will administer the EpiPen as soon as the child is stung.**

If possible, the students should be responsible for administration of their own EpiPen. If student is unable to administer the EpiPen, a WES staff person who has received training in this procedure will administer the EpiPen.

A copy of the “Specialized Health Care Procedure” form dealing with anaphylactic reactions may be obtained upon request; call WES at 225-0118. **This form will require both parent and physician signatures.** If the instructions do not conform to the Shasta County Office of Education guidelines, we may request that the visiting school send a designated in-serviced person.



4. **For the safety of the child, 911 will automatically be called.**
5. If the child has an ANA-KIT, **he/she must be accompanied by a parent or authorized school representative who is responsible for monitoring and providing any necessary health care.** This person must accompany the child on all hikes and on the site at all times. Parent must call WES before their child attends.

Diabetes

A student or high school cabin counselor who has diabetes **MUST** have a “**Specialized Health Care Procedure**” form. He/she must be accompanied on all hikes by a parent or authorized school representative who has received training and education in the procedures. This person is responsible for monitoring and providing all necessary healthcare and management and must be on site at all times. Following these guidelines ensures that we are meeting California Education Code 49423.5.

Parent must call WES **three weeks** before their child attends to obtain a “Diagnosed Chronic Medical Condition” form. This form is completed by the parent and physician, and then mailed to WES. This is reviewed by the Shasta County Office of Education School Nurse.

Migraine Headache and Other Chronic Medical Conditions

Parents should call WES at least **three weeks** before their child attends to obtain a “Diagnosed Chronic Medical Condition” form. This form is completed by the parent and physician, and then mailed to WES. This is reviewed by the Shasta County Office of Education school nurse.

Medications

Teachers need to collect all medications from students prior to arrival at WES.

- Each student’s medications must be put in a zip lock bag with a completed “School Medication Authorization Form”, **signed by both parent and physician**, for each medication sent. (See attachment in the Student Health Information Packet).

Collection of Health Information & Special Health Conditions Forms

The Health Information and Special Health Conditions forms (attachment in the Student Health Information Packet) are devised to provide us with the information we need to properly care for each student.

- **BOTH the Health Information Form and Special Needs Information form (if needed) must be sent to WES no later than TWO WEEKS prior to your school's attendance.**

A \$4.00 late charge will be assessed per late health form. We will review the forms and contact parents if we have questions.

- Make sure that there is a form for each child and that it is properly completed and **SIGNED. Please alphabetize.**

Special Problems

- After we receive the Health Information and Special Needs Information forms, we will document problems onto a Special Concerns form for staff information.
- When you arrive on Monday, we will ask you to review this to see if you know of any discrepancies or if you know of other special problems that parents have failed to indicate to us.
- From the Health Information Forms, we will make a list of bedwetters, sleep walkers, and non-swimmers.
- **Please complete the Special Needs Information Forms and return them two weeks prior to your arrival. This date is also listed on the enclosed Important WES Papers/Procedures List.** These are extremely important in assisting us to provide the best educational program for your students. These will not be posted on the Special Concerns list, but will be made available for naturalists to review. Teachers will be given an opportunity to discuss specific problems personally with the student's individual WES naturalist and cabin counselor. Some problems, such as not being able to write, are important for the naturalists to know.

HEALTH

Each teacher needs to read and sign the health/supervision contract sent to your school. Please check with your principal or school secretary.

First Aid

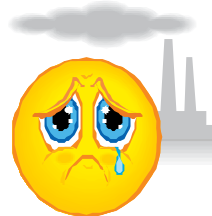
- Teachers or WES naturalists can administer general first aid. All WES naturalists are required to have first aid certification and CPR.
- First aid supplies are available in the health room.
- Any and all first aid given (taking a temperature, applying ice to a swollen ankle, etc.) must be recorded in the **Health Records Log**.

Hospital Procedures

- Parents are responsible for picking up their ill or injured child. When they are unable to do so, it is the classroom teacher's responsibility for taking students to a doctor or the hospital and notifying the parents. When possible, parents should be consulted first. Not only does this inform the parents of the situation, but also gives them an opportunity to decide where to send their child. When the parents are involved in the decision making process, they are less likely to criticize the outcome. In the case of a sick or injured cabin counselor, we will notify the parents, but teachers are responsible for taking them to the hospital.
- Be sure to take the student's health form and insurance form, and sign the student out on the "check-out list." (The staff will assist with filling out the accident report and insurance forms.)

Homesickness

- This is a problem frequently encountered when students are away from home for a week. If a child complains of physical symptoms and we suspect it is due to homesickness, they still must be brought to the health room for evaluation.
- Homesickness can cause actual physical symptoms.



- We do everything we can to encourage the students to adjust to their new environment and to meet the challenge of finishing the week. When a student is homesick, you can help by alerting the parents before they visit and stressing with them the importance of their child finishing his/her week at WES. You can also help by greeting visiting parents and talking with them.

Student Phone Calls

The WES phone is used to conduct business serving approximately 100 schools, 3,000 elementary students and 500 cabin counselors so we can only allow students to call home in emergencies. If students need to call home in non-emergency situations, we direct them to their classroom teacher. We ask that parents also call only in emergencies.

Between 8 am and 5 pm: 530-225-0111 - office
 After 5 pm: 530-225-0118 - health room
 After 10 pm: 530-225-0013 - teacher room



Students Leaving

- Students may not leave the grounds without proper release procedures.
- Sometimes a parent may want to take their child home. We have to ensure that we are not releasing the child to someone who does not have legal custody.
- Unless the teacher knows the visitor is the legal parent or guardian, we will check identification.
- A check-out form (available in the health office) must be filled out and **signed by a WES staff member and the child's legal guardian or preapproved designee whenever a child leaves the facility.**
- The parent or guardian may designate someone else to pick up their child by informing the WES staff in advance with a written, SIGNED note. We will check the signature against the health form signature. Therefore, the same parent that signed the health form must write the note.
- The student must also be signed out on the "Check-Out List", and signed back in if he/she returns.

VISITING TEACHERS' DAILY DUTIES

Please read the descriptions below and then sign up for duties. Let us know if the explanation does not adequately describe the duty or if we can assist you in any other way. Please post this form on the visiting teachers' bulletin board.

	Monday	Tuesday	Wednesday	Thursday	Friday
<p>Wake students up and upper lawn supervision: Students from designated cabins may get up for showers at 6:30, but not earlier. Please make sure all cabin groups are awake by 7:00 a.m., remembering to knock on door before entering any cabin. Cabin groups are to remain in the upper lawn area, except for the assigned cabin group that reports to the cafeteria/flag pole at 7:30 to meet a naturalist for the weather report.</p>		Showers: #1-4, 9- 12 6:30 -7:45 2 teachers	Showers: #5-8, 13-18 6:30 - 7:45 2 teachers	Showers: #1-4, 9-12 6:30 -7:45 2 teachers	Showers: #5-8, 13-18 6:30 - 7:45 2 teachers
<p>Upper lawn supervision: Supervise students in the upper-lawn area once students begin to leave cafeteria after breakfast. Students should prepare for the instructional hike (dress appropriately, use restrooms, fill water bottles). If they have done so, they may play Frisbee, etc., on upper lawn with cabin group and counselor until the bell rings (the exception is Friday).</p>		8:30 -9:00 2 teachers	8:30 - 9:00 2 teachers	8:30 - 9:00 2 teachers	8:30 - 9:00 2 teachers
<p>Cabin checks: On Monday afternoon, check for torn screens or broken windows or other pre-existing damages so your school is not billed erroneously on Friday. For the rest of the week, check cabins for cleanliness and for wet sleeping bags while students are out on instructional hikes. Every day complete a Cabin Check form and post on refrigerator in cafeteria by 12:30. Cabin groups who have not passed inspection will have to re-clean and be rechecked after they eat lunch.</p>		9:30-11:30 2 teachers	9:30 - 11:30 2 teachers	9:30 -11:30 2 teachers	
<p>Afternoon upper lawn supervision and cabin recheck: Supervise students in upper-lawn area once students begin to leave cafeteria after lunch. Students should be preparing for next activity. Cabin groups who did not pass morning cabin checks should re-clean and be rechecked during this time. Conferences and work detail will be conducted during cabin time. (Continued on next page)</p>		2:00 – 2:30 2 teachers	2:00 - 2:30 2 teachers	2:00 - 2:30 2 teachers	

VISITING TEACHERS' DAILY DUTIES (Continued)

Please read the descriptions below and then sign up for duties. Let us know if the explanation does not adequately describe the duty or if we can assist you in any other way. Please post this form on the visiting teachers' bulletin board.

	Monday	Tuesday	Wednesday	Thursday	Friday
Cabin counselor meeting: Join WES teacher and the cabin counselors for the first part of the meeting.	2:30 - 3:00	1:15 - 1:45			
Teacher time with students: Please sign up on the chart located on teachers' bulletin board.		2:30 - 4:00 Teacher Time	2:30 - 4:00 Teacher Time	2:30 - 4:00 Teacher Time	
Recreation/Parent Visitation: Help supervise recreation. Wednesday and Thursday recreation time is also parent visitation time.		4:00 - 5:10	4:00 - 5:00 Parent Visitation	4:00 - 5:00 Parent Visitation	
Upper lawn supervision and cabin check in: Supervise upper-lawn area once students begin to leave cafeteria after dinner. Please also check in with each cabin group to see if students are on task and behaving appropriately.	6:00 - 7:00 2 teachers	6:00 - 7:00 2 teachers	6:00 - 7:00 2 teachers	6:00 - 7:00 2 teachers	
Supervision during evening programs: You are welcome to participate in any and all evening programs. We do need your help in a few areas; two teachers to help prepare snacks on Tuesday night; and at least one teacher from each school to judge skits on Wednesday and rap/poem/songs on Thursday.	7:00 - 9:00 snack	7:00 - 9:00 snack	7:00 - 9:00 snack	7:00 - 9:00 snack	
9:00 p.m. until students are quiet: Students are given 30 minutes after leaving evening program to get into bed, turn off lights and be quiet. Please rank cabin groups from quietest to loudest on the Night Check form (only one form is needed for entire week). Place completed form in upper basket on lower office desk; the next morning WES staff uses the information to establish who lines up first, second, etc., for breakfast. WES staff will return the form to desk basket after breakfast.	9:00 p.m. until students are quiet.	9:00 p.m. until students are quiet.	9:00 p.m. until students are quiet.	9:00 p.m. until students are quiet.	

**FRIDAY DUTIES
– ALL TEACHERS –
PLEASE READ BEFORE FRIDAY**

Choose groups for awards/recognitions. You can recognize groups without handing out certificates. The ceremony is from 11:00 – 11:30 am in the amphitheater (or cafeteria if raining).

At the end of the ceremony, please hand out mail and lost and found items. Let students know to go to volleyball after lunch to load up the buses and to say good-bye.

Dismiss groups at 11:30 to line up for lunch. (Lunch setup cabin group will need to be in cafeteria by 1:15).

If our regular Friday schedule does not meet your needs, please let us know by Tuesday morning so we can make the necessary schedule changes.

Remember to pick up student journals after lunch. They will be on the desk in the teachers' lounge.

After lunch, medications will be ready for pick-up from the Health Clerk.

Please complete an evaluation of the WES program and leave it in the top basket on the desk in the teachers' lounge.

When you return to your school, please distribute the Student/Parent Evaluations and return them when completed.

**Thank You For Your Help This Week!
We couldn't have done it without you!!!**

Have a safe trip home.

Whiskeytown Environmental School Staff

