

Teacher and Chaperone Guidelines

WELCOME to the Mountain Trail Outdoor School! We are excited to have your group visit our school. To ensure a safe, educational, and fun experience, we will need your help in a few areas.

Cabins:

1. Establish any ground rules with the students that were not covered in the initial orientation. These might include lights out, showers times, etc.
2. Make sure the lights are off and the windows are closed if the heat is on, or when you are not in the cabins.
3. Report any maintenance emergencies to Meghan Hull, Director of MTOS or the admin on call. Each cabin should have a plunger, which will take care of many problems. Please report minor maintenance needs to any MTOS staff member.
4. Do NOT allow the students to have any food or drinks in the cabin (other than water).
5. Departing Day: Make sure the linens and towels are piled separately in the common room, students have packed their belongings, the bathrooms are free of soap/shampoo bottles/etc., the cabins have been swept, and the trash has been taken out.

Programs:

1. Help discipline when needed.
2. Feel free to participate in programs, but let the students answer first, especially during the Cooperation course.
3. Stay with your activity group for the entire period—you never know when you might be needed.

Meals:

1. Hopping: if your group is hopping, report to the dining hall 15 minutes before the start of the meal to set the tables. The group will also need to stay after the meal and sweep around the tables.
2. First meal: have one chaperone per table to help the students with their table manners and clean-up
3. There is coffee and tea available throughout the day for adults. Make sure to bring back any coffee cups that leave the dining hall

Free time:

1. Anytime the students are not in class or in the cabins, they are allowed to play in the recreation area (Unless otherwise decided by the school). As primary supervisors during this time, the lead teacher will schedule to have a few adults on watch near the basketball courts during free time.
2. Do not allow students to wander out of the recreation area without adult supervision.

Main Office (Brain Wood Center):

1. There is a phone in the office infirmary for you to use. Do not let students use the phones—(unless for emergencies with adult supervision).
2. The MTOS instructors carry extensive First Aid kits and can give out any needed items. Additional supplies are stored in the Health Center of the Brian Wood Center.

Emergency:

1. There is always a MTOS administrator on duty and carrying a cell phone. You can reach that person by dialing **828-606-7035** on the office phone.
2. In the event of an accident or emergency:
 - a. During office hours, (7:45am—5pm) locate a MTOS instructor or administrator. That person will help with assessment and implementing the emergency action plan. Until 5pm, staff are located in the Brian Wood Center.
 - b. After office hours, (5:00pm—7:45am) contact a MTOS instructor or administrator via phone. The sign outside the BWC on the back porch (closest to Andrews Dining Hall) will list the Admin on call each night. That person will help with assessment and implementing the emergency action plan.

**PLEASE LET US KNOW WHAT WE CAN DO TO HELP YOU
WHILE YOUR GROUP IS VISITING!**