



CHAPERONES AND GROUP LEADERS: PROGRAM ROLES AND RESPONSIBILITIES

Positive student-led experience is the primary focus of our expeditions. While adults are encouraged to participate in all aspects of the program, we also ask that you encourage student ownership. Be prepared for the students to impress you with how well they can accomplish their goals as a team when they collaborate! In addition to ensuring a positive student-led experience, you'll also help create and maintain a safe environment for exploring and learning, while keeping students physically and emotionally safe on the vessel and on shore.

To be able to care of others, you must also first take care of yourself. Be sure you also stay warm, dry and hydrated. If you don't feel you can fulfill the responsibilities of being a chaperone, it is important for the safety of the crew and students that someone else fills the role. If you have any questions or concerns about the expectations below, please contact the Education Director. Thank you for offering you time and energy!

TEACHER RESPONSIBILITIES (IN ADDITION TO CHAPERONE RESPONSIBILITIES LISTED BELOW):

- Ensure students have and take **prescribed medications**. Make a plan for evening/morning medication distribution for **each Watch Group**. Share and confirm the plan with the crew members responsible for onboard medical response, which may include the Program Coordinator, the Captain and/or the Mate.
- Assist educators in the **science discussions** during science watch and during all-group watch meetings. These moments are a great opportunity to draw connections between the program and what your students experience in the classroom.

CHAPERONE RESPONSIBILITIES:

- Assist in **following and enforcing safety rules** (see below).
- Know station bill **responsibilities for emergencies** (primarily crowd control, muster on cabin top and headcount report to Captain or Mate).
- Monitor students for **warmth, dryness, and dehydration**. Remind students to be proactive about hydration since it is often overlooked. Many injuries during a program can be attributed to being too wet, too cold and/or too dehydrated.
- Assist with **galley tasks** whenever possible. These tasks can include helping with group dishes, monitoring lunch, helping prepare lunch or snack, or general galley cleanup.
- Assist with the **donning of raingear**. This is a task that needs many helping hands and often must be done quickly to keep students dry, warm and healthy!
- Assist staff with **taking photos with the Salish Sea Expeditions camera** throughout the Expedition.
- Assist with Watch supervision during **Exploration** activity and crew check-ins/meetings (see below).
- It is very helpful to assist with **evening activities**, which include tent set-up, student supervision during dinner prep, hikes, beach exploration & games, and **getting students into bed and settled down for lights out**.

SPECIAL CONSIDERATIONS & REQUESTS

Station Bill

During the safety orientation at the beginning of the Expedition you will be made aware of the **Station Bill** which designates the responsibilities of the crew, teachers and chaperones. The **Station Bill** is a document posted with emergency response tasks for all the crew. The crew has specific duties assigned in the event of an emergency. You will be made aware of the crew, teacher and chaperone responsibilities during the safety briefing.

Accident or Injury

Anytime there is an injury during the program, a crew member should be informed immediately. Follow-up to be sure the Program Coordinator and Captain are made aware of the situation. The crew is trained in emergency medical situations.

Lunch & Exploration Activity Time

It is important for the teachers and chaperones to supervise students during this activity time.

What: Exploration is a chance for teachers or chaperones to engage directly with the students and teach about a special interest of theirs and expose students to new topics. This is also a good time to capitalize on activities that use different learning styles such as drawing, math, spatial or observation activities etc. Explorations can also be a time for student relaxation and reflection. It can be just as engaging to tell a story, play low energy games or encourage journal writing.

When: There are two sittings for lunch, organized by Watch Groups, which are named Wind and Water Watch (students are assigned to one of these two groups for the duration of the Research Expedition). While one Watch Group is eating, the other Watch Group will engage in an "Exploration" activity. During this Exploration time, the Salish Sea Expeditions team will be meeting in the cockpit area of the sailing vessel. These meetings play an important role for debriefing and discussing the plan for the afternoon with the Captain, as well as communicating any pertinent and relevant program and participant information.

GENERAL SAFETY GUIDELINES & SITUATIONS

These rules will be explained further onboard, and we'll ask for your support in enforcing them. Thanks in advance for your help!

We have a no cell phone policy. Students are informed that after the first warning a crew member, teacher or chaperone will confiscate and stow phones till the end of program.

On the boat:

- One hand for your life, one hand for the boat. Be aware of handholds that are sturdy & reliable.
- Lifejackets (PFDs) are to be worn and buckled whenever on deck and must be the outer-most layer.
- Go up and down the companionways like you would a ladder, facing the ladder.
- WALK at all times on deck or below.
- Work and walk on the windward or "high" side when boat is heeling (tipping).
- Anything being deployed (science gear, buckets, etc.) must be secured to boat.
- Where to be, where not to be:
 - Avoid leaning on lifelines, as they are not sturdy and you can lose your balance and fall overboard. Arms and legs must stay inside lifelines at all times.
 - Refrain from touching or standing on any lines, sails or other equipment onboard unless instructed to do so.
 - Stay clear of any lines that are under tension. While rare, they can snap.
 - Standing on the cabin top or in front of companionway while underway is prohibited.
 - During docking, all students must be sitting and quiet on the cabin top and on the side of boat furthest away from the dock

On shore:

- Shoes on at all times.
- Check in with staff before leaving campsite area.
- Conduct headcounts early and often to account for students.
- Students stay in tents after official lights out. If they need to use the restroom, they must bring a buddy.
- We are a sailing and science program, not a swimming program. No Swimming

Dinghy/Small Boats:

- Only crew can drive the outboard motor.
- Stay seated at all times.
- Life jackets must be worn and buckled.

Hiking/Beach Exploration:

- Extra eyes and hands are always helpful.
- Teachers/chaperones will be asked by the staff to hike or lead a hike with interested students (with staff accompaniment), if they're comfortable in that role.

Galley & Cooking:

- Help manage student behavior, location & interaction in the galley area.
- A staff member must light stove and carefully supervise all stove use.
- Keep an eye on water usage and conserve propane at all times.
- Only staff allowed access into the refrigeration and hanging food storage hammocks

Sleeping:

- Tents. There are enough tents such that students are divided by gender. It is helpful to assist in managing the set-up and breakdown of the tents. Some tents are more complex than others to set-up, so allow students to take the lead and figure it out, though an extra pair of hands might be helpful.
- On boat. There are two separate sleeping quarters aboard and if the ratio is appropriate, boys and girls can be in separate quarters. If it is not possible to separate by gender, two adults will be assigned in any mixed cabin situation. The teachers and other adults will be included in the decision-making.

STUDENT BEHAVIOR

Student behavior comes in many forms, as you likely know. Please help provide oversight in group settings and assist the crew with student dynamics. The crew is trained to deal with typical and minor behavioral disruptions.

If a student becomes disruptive to the program or jeopardizes the safety of anyone, bring it to the immediate attention of the Program Coordinator, the Captain and/or the Mate. The Program Coordinator in collaboration with the appropriate crew and group leader will determine the best course of action.

All students read and sign a Student Contract prior to their Expedition. Example included on next page.

STUDENT CONTRACT - EXAMPLE



Congratulations! You are about to embark on an AMAZING, FUN, UNIQUE and AWESOME adventure. You will likely experience things you never have before! You will take the helm of a 62-foot sailing vessel, become a salty oceanographer collecting samples with scientific equipment, prepare meals for your class mates, sleep on islands, see wildlife, navigate channels, analyze data, play games and MUCH MORE!

ADVENTURE is defined as “an exciting and unusual experience” and “a bold, usually risky undertaking of unknown outcome.” Sounds exciting right? It is! We will work together as a team as we face new and exciting challenges. We will rely on each other, both staff and students, to maintain the safety of ourselves and the group as a whole. It may be cold, windy and rainy, or it may be clear and calm. You will be asked to challenge yourself and accomplish new feats. You will be in close quarters with your classmates... or several days. You will be asked to leave your phone and all electronics at home. We are building the parts and pieces for an incredible and memorable experience that would be impossible without these challenges.

So, GET EXCITED and GET READY and please complete the following...

I _____ have read and acknowledge the challenges listed above.

- I agree to participate fully in all aspects of my trip and be open to new and different experiences.
- I agree to respect the authority of the teachers, chaperones, and Salish Sea Expeditions crew, and the rules of the vessel Carlyn, and I understand that these rules exist for the benefit of my group.
- I will take responsibility for my own safety and comfort and will be proactive in ensuring both.
- I agree to leave my phone and other electronics at home.

In addition, I understand I may ask questions of Salish Sea Expeditions Crew regarding any concerns. I recognize that I am voluntarily embarking on this expedition.

Student Signature _____ **Date** _____