



Teacher / Chaperone Guidelines Day Programs

Thank you for acting as a chaperone for your students. Together we will create an unforgettable experience for the whole group. This program will be a great opportunity to see your students and children in a new light. Because of your hands-on participation, you will be able to continue the ideas and lessons into your classrooms and beyond. We understand that you may not be specifically trained as we are, so we hope this guide will help prepare you for the trip.

- **Safety is our first priority:** IO instructors are trained in the most up-to-date group management and facilitation procedures.
- **Co-leading:** You will be working as a co-leader with your Inside Out instructor(s) and you will have an active role in the outcome of your trip. We ask that you be willing to observe, learn, and teach along with the IO staff.
- **Student's Experience:** There will be many leadership opportunities and the group will be encouraged to make collaborative decisions. This will often mean that instructors will be less directive in order to have students figure things out as well as allowing students to make mistakes leading to some natural consequences. Physical and emotional safety as well as time constraints will be taken into account to maintain a healthy learning environment and IO instructors will intervene if necessary. We ask that you follow the lead of the Inside Out instructor at these times.

If you have questions about the information below, please call us at 828-697-5295 before the trip.

Before your trip

- **Trip Coordinator:** Your Trip Coordinator is the go-to for information. They will handle all the paperwork and communicate directly with Inside Out. Check with your Trip Coordinator about whether you or Inside Out is responsible for providing lunch. Please let your Trip Coordinator know about any allergies or dietary restrictions for yourself and they will get the information to us.
- **What to pack:** Along with these guidelines you will receive a packing list. This is the same list the students will see. Please follow the list.
- **Gear:** Please bring a daypack with a full water bottle, rain gear, and lunch (if students are bring their own lunch).

Arrival

- **Groups:** After your school or organization has arrived, the students will be divided into their groups. Your Trip Coordinator will have made these decisions before you leave, but often the students find out their group upon arrival.
- **Meeting:** At this time you will meet with your Inside Out instructor who will begin working with the group at their assigned activity.
- **Your support:** Often the chaperones and teachers are learning right along with the students. As you learn, we ask that you help the students stay focused and assist them with the process. During teambuilding challenges, please let the students problem solve together without your assistance. This is where the real learning happens! During Inside Out's teambuilding exercises, students are encouraged to take the lead rather than deferring to the adults to make decisions. If additional hints or support are needed for students to solve a challenge, please check with the Inside Out instructor before doing so.

During Programming

- **Attitude:** One of the reasons for students to participate in a program like Inside Out is for the challenge of the experience. This takes everyone out of their comfort zones where maximum learning can occur. Teachers and chaperones are encouraged to model how to remain calm even when feeling frustrated. This will help students practice self-regulation and healthy communication with one another.
- **Weather:** Weather is unpredictable. No matter what the forecast says, pay attention to the packing list and bring the rain gear and warm clothes listed. Being prepared is the most important thing when heading out for an outdoor learning experience.
- **Respect:** Whether our classroom is at a state park or schoolyard, we treat our host facilities with respect and try not to disturb the flora and fauna as much as possible. We ask for support in this endeavor and for your help in reminding students to leave the facility better than the way we found it.

Inside Out Instructors

We take pride in finding the best outdoor leaders available. Our instructors are trained in backcountry emergency medical care, Inside Out values and procedures, and Leave No Trace ethics. Please know that every instructor is different and there will be variation between leadership styles. That being said, if you have concerns about your instructor's style, tone, or safety please bring it to our attention as soon as possible.

Leave No Trace

Leave No Trace, commonly referred to as LNT, is a set of ethics that help people leave less of an impact in the forests they use. The following ethics are especially important for Inside Out groups

- **“Pack it in - pack it out”:** Everything that goes into the woods needs to come out with us, including trash. Even if there are trash cans at the facility we are using, the Inside Out staff may ask that you pack out your trash or utilize specific trash receptacles to
- **Be considerate of other visitors:** Often Inside Out day programs take place in public facilities where other users may be recreating. Please help your participants be mindful of other visitors and share the trails. Please encourage participants to utilize their “inside voice” when possible and to remain focused on their own group’s work even when passing another group along the trail.

Emergencies and Evacuations

- **CPR/First Aid:** We take many safety precautions during Inside Out programs. Each Inside Out instructor is certified in at least CPR and First Aid, with many of them holding more advanced wilderness medicine certifications.
- **First Aid Kit:** All Inside Out instructors carry a first aid kit with basic first aid supplies. Please feel welcome to ask your Inside Out instructor for assistance when treating any injury or illness.
- **Emergencies:** In case of emergency or evacuation, please coordinate with your Inside Out instructor to maintain a safe environment for the students, call 911 if needed, and respond to the emergency.

Finishing Up

- **Review:** Inside Out instructors will facilitate a reflection and debrief of the activities conducted throughout the day. We welcome you to share your thoughts during this time with the students.

**Thank you in advance for your commitment to
having a safe and meaningful experience!**