Please duplicate and distribute the attached handouts to each teacher and chaperone who will accompany your students to Alton Jones. Please encourage all teachers and chaperones to read the packet thoroughly and to come with questions. When the group arrives, there will be a teacher and chaperone meeting to discuss scheduling and responsibilities more. Health history forms (included with “handouts for students”) must be completed for each chaperone under the age of 18.

Enclosed:

- Letter to chaperones
- General Chaperone Responsibilities
- A Copy of the Cabin Binder and Information for Chaperones
Dear Chaperones,

THANK YOU FOR YOUR INVOLVEMENT! Your help will really make a difference for the students visiting the W. Alton Jones Campus. We realize it is not easy to take time out to participate in this type of program. We appreciate your time and effort.

Our goal is to provide a high quality educational experience for students. While students are here they will learn about the environment, sharpen their outdoor skills, and strengthen their relationship with their schoolmates.

Our Field Teachers will plan and execute the educational programming and will supervise tables at lunch. We need you to help with supervision. Specifically, you will be asked to help supervise students:

- At night in their cabin from 9:00 PM to 8:00 AM
- At cabin time from 4:00 PM to 5:00 PM
- At breakfast (8:00 AM), dinner (5:00 PM), and snack
- Recreation time after each meal

We also invite you to accompany students on their lessons with field teachers, although this is not required. Your help with major discipline problems will be greatly appreciated.

There is a lot to remember while at Alton Jones. The enclosed information is designed to help clarify your role. Please read through all of this material and familiarize yourself with our policies. A more detailed booklet of information is available upon request. However, do not feel that you have to memorize all of this information. We will be here to help. We will remind you of our policies when your group arrives and a campus representative will be on call throughout your program.

Thank you again and I hope you enjoy your visit to Alton Jones.

Sincerely,

John Jacques
Manager
Environmental Education Center
GENERAL CHAPERONE RESPONSIBILITIES AND EXPECTATIONS FOR STUDENTS

As a chaperone you will be expected to:

1. **Create A Positive Learning Atmosphere.** Encourage students to be positive, optimistic and treat everyone with respect.

2. **Help Preserve Our Property.** Do not damage, pick or collect living things, and do not litter. Students learn best by example.

3. **Support Our Field Teachers.** Please refer to the campus as an outdoor SCHOOL with field TEACHERS. This helps the students realize that the experience is not simply a recreational vacation away from school, but rather a unique learning experience.

4. **Supervise Cabins.** You will be responsible for supervising students in cabins from 4:00 PM to 5:00 PM and 9:00 PM to 8:00 AM. Here are some guidelines:
   - Students may not enter cabins without an adult present. Food, gum, candy, beverages, battery operated or electric devices and smoking are not allowed.
   - This program is an extension of school and therefore it is essential that the students get a proper nights rest. Do not encourage or allow late night activities that will keep students up. Visiting (or “raiding”) other cabins, day or night, is strictly forbidden.
   - Fire alarm pull boxes are located near front EXIT doors. If the alarm sounds, everyone must IMMEDIATELY and QUIETLY leave the building and line up in the recreation field with their cabin group so chaperones can do a head count to confirm student safety.
   - Enforce quite hours (10:00 PM to 7:00 AM).
   - Keep cabins clean.

5. **Supervise Meals at Breakfast, Dinner, and Snack.** In order to encourage group cohesiveness we serve meals family style. Each table will have a student help serve and cleanup which will rotate with each meal. Food is passed around and shared just as if you were eating with a big family at home. One adult is needed for each table of students. Students eat with their field groups. Please help us enforce table manners and keep the noise relatively low in the dining hall.

6. **Supervise Recreation Time.** Recreation time is free play outside after each meal. It gives students time to unwind and socialize before the next lesson and it gives Field Teachers time to prepare and gather materials. Please supervise students in the recreation field outside the main lodge. Volleyball, bocce, soccer, foursquare, and other field games and equipment are available. We encourage you to organize cooperative games. Please help keep activities under control. Since recreation time is free play, it is when students are most prone to being injured.

7. **Assist With Supervision During Lessons.** We invite you to accompany field groups. This is not required and if you prefer you may stay back at the main lodge or in your cabin. However, your positive involvement can add a spark to the students experience. The W. Alton Jones Campus Field Teachers will handle basic discipline during field sessions, but please be ready to assist with group control or emergencies if they ask for your help. We ask parents to accompany a field
group other than the one with their son or daughter in it. Evenings are a time when your assistance is especially appreciated as many of our activities are done outside in the dark or in large groups. Remember programs take place outside rain, snow, or shine, so come prepared if you plan to join the students outside. Please Note: if there is not one chaperone/teacher per field group, one must stay at the main lodge to act as contact person and assist with medical or discipline problems that may arise.

ADDITIONAL CAMPUS POLICIES

1. **Smokers Use Designated Areas.** There is no smoking allowed in any of the buildings, on the trails or while you are accompanying a field group. If you smoke, please use a receptacle for the ashes and cigarette butts and smoke in the parking lot of the main lodge out of view of the students.

2. **Alcoholic Beverages Are Not Allowed.** Adults visiting the campus with school groups are not allowed to bring or consume alcoholic beverages.

3. **Weapons,** including pocket knives and toy weapons are not allowed.

4. **Camp Pranks** (such as cabin raids, shaving cream fights, practical jokes, and scary stories) are not allowed. It is important to set a good example and provide a safe, supportive, educational environment for the students.

*Thank You For Putting In The Extra Time And Effort To Help Make This Program Possible*
Cabin Binders and More Information for Chaperones
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Welcome Letter
Medical and Emergency Procedures
Ticks and Your Child
General Policies
Daily Schedule
Mealtime
Recreation Time
Lesson Participation
Supervising Cabins
Cabin Rules and Procedures
Sample Shower Schedule
Homesickness
Behavior Agreement
Brief History of W. Alton Jones
Lesson Goals and Objectives
Stories
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There is a lot to remember while at Alton Jones. The enclosed information is designed to help clarify your role. Please read through all of this material and familiarize yourself with our policies. A more detailed booklet of information is available upon request. However, do not feel that you have to memorize all of this information. We will be here to help. We will remind you of our policies when your group arrives and a campus representative will be on call throughout your program.

Thank you again and I hope you enjoy your visit to Alton Jones.

Sincerely,

John Jacques, Manager
Environmental Education Center
MEDICAL AND EMERGENCY PROCEDURES

The nurse’s office is located in the Environmental Education Center and is open at all times during your stay. Cabin binders should stay in your cabin during your stay, there is confidential student information that you will need as a chaperone.

BE SURE TO KNOW

- Location of phones and numbers including Nurses home and cell phone and School Programs Coordinators cell phone (on white board in the nurses office and in cabin binders)
- Location of first aid kits
- Location of fire extinguishers
- Location of student medical forms
- Location of extra linens and trash bags
- PLEASE DO NOT CALL PARENTS. Before any communication with parents, the Nurse and School Programs Coordinator should be notified.
- DO NOT medicate students and keeps your own medication away from students.
- Please make sure students are leaving the cabin prepared (appropriate clothing, epi-pens and inhalers, water bottles etc.).

ILLNESSES AND INJURIES NOT REQUIRING RESCUE

- If a student gets injured or vomits and **DOES NOT** feel better in the middle of the night, one chaperone **MUST** bring the student to the nurses office and notify the Nurse (School Programs Coordinator will be called if instructed by the Nurse). Use this policy **ONLY** if the student can be transported **WITHOUT** increased discomfort, injury, or respiratory complications.
- If a student gets sick in the middle of the night but feels better afterward, you **MUST** notify the Nurse the following morning before breakfast.

ILLNESS AND INJURIES REQUIRING RESCUE

- Please dial 9-911 from the nurse’s office phone. If you are not able to get to the nurses office please use your cell phone or the closest phone.
- **CALL** the School Programs Coordinator (will help prep for and communicate with rescue, and will contact parents).
- If a student does need to be transported, a copy of the health form and a teacher from the school **MUST** accompany them.
TICKS AND YOUR CHILD

Backlegged ticks, also known as deer ticks (*Ixodes scapularis*), which can carry Lyme Disease as well as the less common Human Granulocytic Ehrlichiosis and Bebesiosis, are prevalent in Rhode Island. Disease carrying ticks have been found in 43 states and are common in many parts of the Northeast. Caution is appropriate for anyone spending time in the outdoors. Here are answers to some commonly asked questions about ticks.

**What is the likelihood of my child getting a tick-borne disease at Alton Jones?** It is unlikely that your child will get a tick-borne disease from attending a program at the URI W. Alton Jones Campus. We work diligently to minimize risks and provide maximum protection for each child who attends our programs. We feel it is important to keep parents informed so that if a child displays symptoms, a prompt diagnosis can be made and proper treatment can be given.

**What measures are taken to prevent tick bites?** While the risk of getting a tick-borne illness at W. Alton Jones is low, we take a proactive approach. We teach children to be aware of ticks and methods of tick-bite prevention. We talk to them about ticks at their first orientation meeting. We teach them how to check themselves for ticks and frequently remind them to do so. We work to keep our trails trimmed back and we make every effort to avoid high-tick areas.

**What if a tick bites my child?** In the event that an embedded tick is found on a child, a trained staff member will promptly remove the tick. It is possible for an infected tick to be embedded for up to 48 hours before transmitting a disease. Prompt tick removal will reduce the likelihood of disease transmission. We call the parents of any child who is bitten by a tick so that they can help monitor the child for symptoms once they are home.

**What are the symptoms of tick-borne diseases?** We encourage all parents and children to become familiar with the symptoms since a tick bite can go undetected. If any symptoms occur, contact your doctor and tell them that your child may have been exposed to ticks. Many symptoms are flu-like while tick-borne diseases are most likely to occur outside of the normal flu season.

- **Lyme Disease:** Early symptoms generally appear within a week and include an expanding (often but not always bulls-eye shaped) skin rash that can be, but is not always, near the bite site. The rash occurs in 60% to 80% of all cases, appears 3 days to 1 month after the bite, and confirms a diagnosis of Lyme Disease. Also watch for chills, fever, headache, stiff neck, fatigue, swollen lymph nodes, dizziness, and aching joints and muscles. Another possible symptom is swelling and pain in the joints, especially the knees. These symptoms may not seem serious enough to warrant initial concern. Lyme Disease is the most common tick-borne disease and is treatable with antibiotics.

- **Human Granulocytic Ehrlichiosis (HGE):** Symptoms include fever, headache, malaise, chills, sweating, muscle aches, nausea and vomiting. Symptoms may be severe and it is sometimes initially misdiagnosed as meningitis. This disease is rare but has been increasing in recent years. It is treatable with tetracycline derivative drugs (used with caution since some drugs will permanently stain children's teeth).
- **Babesiosis**: Symptoms are generally mild or go unnoticed and may require no treatment but can be severe in rare cases. Symptoms occur within 1 to 4 weeks and include a gradual onset of malaise, loss of appetite, and fatigue followed within a week or so by fever, drenching sweats, shaking chills, nausea, vomiting, headache, muscle pain, weakness, and depression. This disease is extremely rare particularly in children, however, people with impaired immune systems or those who have had their spleen removed are at risk of severe and possibly fatal reactions.

**What can parents do to help prevent tick bites?** Insect repellents can be sprayed on clothing or skin to help prevent tick bites. Be sure that the label says it is affective against ticks and that it contains 30% or less of the chemical DEET since that is the maximum concentration currently recommended for children. Light colored clothing helps in locating ticks. Keeping ticks off children and removing them before they bite or transmit a disease are the key to prevention.

Assist us in tick bite prevention by helping your son or daughter thoroughly check themselves for ticks as soon as they return home. Remove any embedded ticks with tweezers. Launder dirty clothing promptly and dry at high temperatures. Know and watch for symptoms of tick-borne diseases.

Please call 401-874-8148 if you have any further questions or if your child contracts a tick-borne disease and you believe it was from attending a program at Alton Jones (we try to keep track of cases). We welcome your comments.
GENERAL CAMPUS POLICIES AND INFORMATION

CHAPERONE RESPONSIBILITIES AND EXPECTATIONS FOR STUDENTS

Create a Positive Learning Atmosphere. Encourage students to be positive, cheerful, and treat everyone with respect. We do not tolerate put-downs or fights. We are an educational institution and expect students to act appropriately.

Help Preserve Our Property. Do not damage, pick or collect living things, and do not litter. Be a conservationist, and encourage students to do the same.

Support Our Field Teachers. Please refer to the campus as an outdoor SCHOOL with Field TEACHERS, instead of a “camp” with “counselors.” This helps the students realize that the experience is not simply a recreational vacation away from school, but rather, a unique learning experience. Students are expected to follow directions from all field teachers, visiting teachers, and chaperones.

Collect Items that are Not Allowed. Students are NOT allowed to bring the following items to the campus: gum, candy, soda, food, knives, baseball bats, radios, iPods, electronic games, flashlights, hair dryers, curling irons, or other electronic or battery operated devices. If you discover any of these items, please hold them during the program and return them to the student upon departure.

Smokers Used Designated Areas. There is no smoking allowed in any of the buildings or while you are accompanying a field group. If you must smoke, please use a receptacle for the ashes and smoke in the parking lot outside of the main lodge. Please be courteous of non-smokers and dispose of your cigarette butts properly.

Alcoholic Beverages are Not Allowed. Adults visiting the campus with groups in residence are not allowed to bring or consume alcoholic beverages.

Going on a Hike. We encourage chaperones to go on hikes if they have the opportunity. When hiking out on your own, please let someone know where you are going and take a map too... there is additional wilderness adjacent to the W. Alton Jones property.

Late Arriving Chaperones. Please review these responsibilities with chaperones coming in at later times.

Important Places to Know. Please refer to the map included for the following areas: Environmental Education Center (EEC), nurses office, cabins, fire extinguishers, and phones. In case of emergencies and for your general knowledge, be familiar with the immediate area.
School Programs Daily Schedule

All times in **RED** indicate when chaperones are responsible for the students.

- **7:00 AM - 7:50 AM**: Wake up and get ready for the day
- **8:00 AM - 9:00 AM**: Breakfast and Recreation Time
- **9:00 AM - 12:00 PM**: Morning Lesson
- **12:00 PM - 12:45 PM**: Lunch
- **12:45 PM - 1:00 PM**: Recreation Time
- **1:00 PM - 4:00 PM**: Afternoon Lesson
- **4:00 PM - 5:00 PM**: Cabin Time
- **5:00 PM - 6:15 PM**: Dinner and Recreation Time
- **6:15 PM - 9:00 PM**: Evening Program
- **9:00 PM - 10:00 PM**: Back to cabin and get ready for bed
- **10:00 PM - 7:00 AM**: Lights out and quiet time
MEALTIME SUPERVISION

**Family Style Meals.** In order to encourage group cohesiveness we serve meals family style. Each table will have a student as a maple (server) and two students as vultures (clean-up) which will rotate with each meal. Food is passed and shared just as if you were eating with a big family at home.

**Enforce Table Manners and Noise Level.** One adult is needed for each table of students (students eat with their field groups). Please help us keep the noise level relatively low in the dining hall. Students can talk quietly with people AT THEIR OWN TABLE. Please enforce the use of appropriate table manners at the table. Students MUST wash their hands before eating.

**Follow Instructions.** Listen to and follow specific instructions from the W. Alton Jones staff member who is running the meal. During the first meal we will give the most thorough explanations of meal procedures, so it is best to pay attention at that time. At other meals a Field Teacher will give brief announcements and instructions.

**Know the Hand Signal.** At W. Alton Jones, when a Field Teacher raises his or her hand in front of the group, students are expected to raise their hands and be quiet as quickly as possible. We explain this rule to students when they first arrive.

**Keep Students at the Table.** Students must ask your permission to leave the table, and many only leave for medication or bathrooms. No more than two should be up from the table at any one time.

**Discourage Food Waste.** Encourage students not to waste food and to take only what they need. They can always have seconds. If portions are larger than appetites, take the initiative to cut them in half. Additionally, please make sure students separate food waste from trash when cleaning up the table. We discourage wasting food, but whatever is leftover will be fed to pigs at a local pig farm.

**Mealtime Medications.** Most medications are given at mealtimes. Remind students who need to take medications at mealtimes to go to the nurses office to get them. Students may also need to see the nurse for a recheck so please remind students to go see the nurse.

**Dismissal.** Have students help wipe off the table and then wait (seated) for further instructions for the Field Teacher about where to go next. Make sure students stack chairs neatly in the designated locations.
SUPERVISION OF RECREATION TIME

**Recreation Supervision.** Recreation happens after every meal and takes place in the recreation field or the skeet field. Recreation time is when most of the injuries happen since this is the unstructured portion of the day. We ask that all chaperones go out to supervise recreation time. The chaperones will be dismissed from the meals first so they can go out and be there when the students come out.

**Spread Out.** Please spread out around the field in order to watch all the groups of kids. Recreation time is when most injuries happen so please keep a close watch on student activities. It is very helpful if the chaperones help organize a couple of games for the students.

**Take Care of Equipment and Facilities.** Please watch to make sure the students are not damaging the recreation equipment. Make sure the students use the equipment away from the main building to prevent damage, such as window breakage. When recreation time is over, please make sure students return all equipment to the recreation box.

All recreation equipment is stored in the bin closest to the compass circle. The other storage bins around the building are off limits to students. If any recreation equipment needs to be replaced or a ball needs to be inflated please let one of the Alton Jones staff members know.

**Other Notes.** The bell will ring 5 minutes before recreation time is actually over. This is the time for students to use the bathroom, fill their water bottles, put away all recreation equipment, and to see the nurse.
PARTICIPATION DURING LESSONS

Come Along. We invite all chaperones to accompany the field groups but following is not mandatory. Seeing the students outside of school or home is as exciting for you as it is for them to see you out with their field groups. The W. Alton Jones Field Teachers will take care of all the teaching and discipline so please enjoy yourselves.

Parent/Child Groups. We ask that parents do not accompany the field groups that their child is in. We have found that it affects the dynamics of the groups and draws the students attention away from the lesson and focuses it on the parent.

Medical/Behavioral Issues. All of the Field Teachers are certified in CPR and First Aid. The Field Teachers will deal with all the minor injuries in their groups but may ask the chaperone to walk the student back to the Environmental Education Center. In the same regard, the Field Teachers will handle all the discipline in the group, but if it is distracting from the group they may ask you to walk the School Programs Coordinator. We ask if there is not one adult for every group that one adult stay back at the Environmental Education Center to help with medical or behavioral issues.

Evening Programs. We encourage you to stay for the evening programs and to help with group management or be part of the activity. Some evening programs may require chaperones to participate. If your school is scheduled to participate in such programs, please have at least one adult assigned to each field group prior to the program taking place.
SUPERVISING CABINS

Dismissal. Corresponding cabin cones will be spread out around the compass circle. Once all announcements have been made, all students will be dismisses to their cabin cone where the cabin chaperones will meet them. Once all students are accounted for, the group may head back to the cabins.

Nurses Office. Please make sure before heading to the cabin that all students that need to check in with the nurse or get medications have done so.

Proper Sleep is Essential. The Environmental Education Center is a school and therefore, it is essential that the students get a proper nights rest. Do not encourage or allow latte night activities that will keep students up. A great tool to settle students down before bed it to read a story to them. We have books available in the office that you may sign out. If a student is an early riser, encourage them to stay in their beds quietly until it is time for everyone else to wake up (we suggest keeping a book handy). Visiting (or “raiding”) other cabins, day or night, is strictly forbidden. Cabins are never coed, not even for visits.

Cabin Time. We suggest 4:00 PM to 5:00 PM cabin time is a rest time for students. This rest time could include taking a nap, playing cards, writing a letter home, writing in a journal, taking a shower, or quietly talking with bunk mates. We have some items for the students to use such as cards, board games, and books in the environmental Education Center. Just ask a member of the W. Alton Jones staff and they will see what is available. Please make sure everything is put back in its proper place and returned to the Environmental Education Center.

Fire Alarm System. There are 2 alarm systems in each of the cabins. The first is a smoke/carbon monoxide detector. If this goes off you should IMMEDIATELY and QUIETLY leave the building, take attendance, and you MUST call the School Programs Coordinator. The second is a fire alarm. Fire alarm pull boxes are located near front EXIT doors. If the alarm sounds in one cabin, the fire alarms in the other cabins will sound. Everyone must IMMEDIATELY and QUIETLY leave the building and line up in the recreation field with their cabin group so chaperones can do a head count to confirm student safety. You MUST call the School Programs Coordinator. The fire departments is automatically notified. False alarms carry heavy penalties. To prevent alarms, fans in the bathrooms need to be turned on when showers are being taken so that steam does not trip the smoke detectors.
**Thermostats.** Heat controls are only for the chaperones to handle. Please turn the heat down to 65 when you leave the cabin.

**Lights and Locks.** The outside lights are on a photosensitive automatic switch; make sure the inside switch is turned to “on.” The switch is in the chaperones room to the left of the outside door. Make sure it is on for the 4:00 PM cabin time. The locks on the cabins are generally only used to lock the cabins when they are not in use. Upon special request a key may be provided for the chaperone during their stay. Please make sure that call lights are off and all doors are closed when you exit the cabins. NOTE: doors can be opened from the inside when they are locked.

**Keep Cabins Neat.** Students should keep possessions organized. Encourage students to show respect for the cabin by cleaning up after themselves. Students should respect each other’s possessions. Before departure, supervise cabin clean up. Brooms and dust pans are in each cabin. Have students claim lost and found items. On your last morning all luggage will be placed along the fence before you meet at the compass circle for breakfast. NOTE: groups will be held financially responsible for any damage done to the cabins (including graffiti).

**No Medications.** No student medications are allowed in the cabins except for epi-pens or inhalers.

**Conserve Our Resources.** Make sure students do not let faucets drip, take short showers, and turn off all lights when they leave the cabin.

**Quiet Hours.** No one is to leave the cabin after 9:00 PM. After lights out, students must stay in their own beds quietly. No loud talking before wake-up time. QUIET HOURS ARE: 10:00 AM to 7:00 AM.

**Dress For The Weather.** Make sure students get dressed for the weather in the morning. This cannot be over emphasized. Students will spend time outside even if it’s cold or raining. Head cover, gloves, raingear, and water repellent shoes or boots are very important. Students should take everything with them in the morning that they’ll need for the entire day since they will not be back until 4:00 PM. After cabin time, at 5:00 PM they should also take everything with them that they will need for the evening.
**EEC CABIN RULES AND PROCEDURES**

Please reread these rules to the students in your cabin before bed on the first night. If there is a rule that is not listed that you would like to implement during your stay, please feel free to add it.

1. An adult must be present before entering the cabin.
2. Food, gum, candy and beverages are not allowed in the cabin.
3. You may only enter your assigned cabin. Cabins are never coed not even for visits.
4. **Fire Alarms:** located near EXIT doors. If the alarm sounds, IMMEDIATELY and QUIETLY leave the building and line up in the recreation field with your group so the chaperone can do a head count.
5. **Fans:** bathroom fans should be on while taking showers.
6. **Heat Controls:** chaperones are the only ones to handle the controls (located outside of the chaperone room). Please keep the temperature comfortable for the students and turn down the thermostat to 65 when leaving the cabin. Also, please keep all clothes and luggage away from the vents.
7. Students are not allowed in the chaperone rooms.
8. Outside lights come on automatically when it gets dark.
9. Please keep your belongings organized, and pick up after yourself. Please respect other people’s property by only touching your luggage.
10. **No medications** are allowed in the cabins, except for epi-pens and inhalers. If you have any over the counter medications please turn them into the nurse or another W. Alton Jones staff member and they will administer them when necessary.
11. Conserve our resources! Please turn off faucets and lights when you leave the cabin.
12. **Cabin Time:** during cabin time, 4:00 PM to 5:00 PM, please use this time as a quiet time to read, write letters, shower, change clothes, and get ready for the evening.
13. By 9:00 PM, everyone will be back in his or her cabins, once they are in they cannot leave unless they are brought back to the Environmental Education Center with an adult.
14. Lights Out! Lights out is at 10:00 PM. Once lights are out and kids are in bed they should stay in bed until 7:00 AM the next morning.
15. Please make sure to bring EVERYTHING you are going to need for the day with you when you leave your cabin (this includes water bottle, jackets, and epi-pens/inhalers).
16. Before departure (you must be moved out of your cabin by breakfast on the last day) cabins must be cleaned. Brooms and dustpans are in each cabin. Please make sure students claim all lost and found.
17. Please be respectful of your cabin mates and your cabin. Groups will be fines for graffiti and other damage.
HOMESICKNESS

Every homesick child is an individual case and needs individual attention and sincere care. Homesickness should also be treated quickly. If you have any questions about homesickness, seek out the School Programs Coordinator, a teacher, or a W. Alton Jones staff member for help. There should be no students crying for hours at a time with no steps being made to try to appease the child’s concerns.

BE ALERT. Use your eyes and ears for any sign of homesickness. Possible signs of a homesick student are:

- Withdrawing from group activities
- Difficulty getting their full attention
- Crying, complaining, not feeling well, or the student tells you or other students that they are homesick

IF YOU KNOW A STUDENT IS HOMESICK

- Do not allow anyone to ridicule the student
- Listen to the student’s concern
- Emphasize with the child’s concerns, we have all been there in some way
- Give them time to talk and express themselves, maybe you will find the root of the problem and can fix the problem with an easy solution
- Let them know they are not alone and that it is normal to miss home
- Encourage student to find a buddy
- Try and engage the student in activities to get their mind off of home
- Check in with that student often to let them know that you are there for them

IF STUDENT IS STILL HOMESICK BY THE FOLLOWING MORNING

Contact the School Programs Coordinator form W. Alton Jones. You should not call the parents. Arrangements can be made by the W. Alton Jones staff to talk with parents to find out any insights they may have. It may be a good idea to talk with them the night before. Only under special and rare circumstances will we have homesick students speak to their parents. More often than not, when a homesick student speaks to a parent, the situation becomes more difficult to handle.

Please remember a homesick student is not your fault. Try not to take it personally. Also, try not to solve the problem alone. Seek out help if you seem like you are getting nowhere.
BEHAVIOR AND STRIKES

- All student must read and sign the behavior agreement form (see attached form) before attending their program at W. Alton Jones.
- Strikes are given if students are not listening, not following the rules, bullying, creating a dangerous situation for them or another student, or any other actions you feel warrant a strike.
- Strikes can be given by school teachers, W. Alton Jones field teachers, the School Programs Coordinator, and parent chaperones.
- If you give a strike please let the students Field Teacher and the School Programs Coordinator know so everyone is on the same page and so that we can record the strike in the log book.

Strikes:

1. Strike One: student gets a warning
2. Strike Two: student sits out of session and a disciplinary meeting with the School Programs Coordinator
3. Strike Three: the School Programs Coordinator or teacher calls home to communicate the child behavior. The parent speaks with the child.
4. Strike Four: the parent must pick up the child
UNIVERSITY OF RHODE ISLAND W. ALTON JONES CAMPUS  
ENVIRONMENTAL EDUCATION CENTER  

BEHAVIOR AGREEMENT  

Student’s Name ___________________________  School ____________  Date ____________

At Alton Jones, we strive to create a caring and supportive community. We want all students to feel safe, welcomed and accepted. Following and abiding by the rules and guidelines ensures a memorable experience. Students are expected to respect themselves, others and the environment. Inappropriate behavior negatively affects everyone. 

In addition to Alton Jones rules, all school rules continue to apply. Since the Alton Jones experience passes so quickly we try to deal with behavior issues before they snowball. We have developed a clear four-strike system of consequences for inappropriate behavior. It is used when a child has gone beyond acceptable limits.

1. Strike One: Student gets a warning.

2. Strike Two: Student sits out of a session and has a disciplinary meeting with the Alton Jones Coordinator or schoolteacher.

3. Strike Three: The Coordinator or teacher calls home to communicate the child’s behavior. The parent speaks with the child.

4. Strike Four: The parent must pick up the child.

The severity of the offense may demand a second, third, or fourth strike remedy. This progressive discipline System, combined with positive reinforcement, is designed to put behavior decisions in the student's hands. It is meant to give a student plenty of chances to change. The goal is to change negative behavior in order to prevent a child from being sent home.

I know that how I act affects the experience of people around me. I have read and understand this behavior agreement. I know that proper behavior is expected of me and that if I act badly, I could be sent home. I pledge that I will follow the rules and treat others with respect.

Student Signature ___________________________  Date ____________

I have read and understand the behavior agreement as outlined. I understand that proper behavior is expected and that inappropriate behavior could potentially lead to my child being sent home and that no refund will be given. I understand that in addition to not following rules, a child may be sent home if they are acting or talking about acting in a way that is physically or emotionally unsafe to themselves or others. I have discussed this behavior agreement with my child and have impressed upon him/her the importance of following the rules and behaving appropriately.

Parent/Guardian Signature ___________________________  Date ____________