

# FORT ZUMWALT SCHOOL DISTRICT OUTDOOR EDUCATION PARENT HANDBOOK



July, 2019

## **NOTICE OF NONDISCRIMINATION**

Applicants for admission or employment, students, parents of elementary and secondary school students, employees, sources of referral and applicants for employment, and all professional organizations that have entered into agreements with the Fort Zumwalt School District are hereby notified that the School District does not discriminate on the basis of race, color, national origin, sex, age, or disability in admission or access to, or treatment or employment in, its programs and activities. In addition, the School District provides equal access to the Boy Scouts of America and other designated youth groups. Information on additional prohibited behavior is outlined in Board of Education Policy AC.

Any person having inquiries concerning the Fort Zumwalt School District's compliance with the laws and regulations implementing Title VI of the Civil Rights Act of 1964 (Title VI), Title IX of the Education Amendments of 1972 (Title IX), the Age Discrimination Act, Section 504 of the Rehabilitation Act of 1973 (Section 504), Title II of the Americans with Disabilities Act of 1990 (ADA) or the Boy Scouts of America Equal Access Act, is directed to the respective Compliance Coordinator listed below, who oversees the School District's efforts to comply with the laws and regulations implementing the laws and regulations cited above.

The Fort Zumwalt School District has established grievance procedures for persons unable to resolve problems arising under the statutes above. The School District's Compliance Coordinator will provide information regarding those procedures upon request.

Any person who is unable to resolve a problem or grievance arising under any of the laws and regulations cited above may also contact the Office for Civil Rights:

One Petticoat Lane, 1010 Walnut Street, Suite 320

Kansas City, MO 64106

Telephone: (816) 268-0550

Facsimile: (816) 268-0559

Email: [OCR.KansasCity@ed.gov](mailto:OCR.KansasCity@ed.gov)

### **COMPLIANCE COORDINATORS**

**Dr. Henry St. Pierre, Assistant Superintendent for Personnel  
Compliance Coordinator for Staff Complaints  
555 E. Terra Lane, O'Fallon, Missouri  
636-272-6620**

**Dr. Laura Smith, Assistant Superintendent for Special Services  
Compliance Coordinator for 504 Complaints  
555 E. Terra Lane, O'Fallon, Missouri  
636-272-6620**

**Mr. Jeremy Moore, Assistant Superintendent for Student Services  
Compliance Coordinator for Student Complaints  
555 E. Terra Lane, O'Fallon, Missouri  
636-272-6620**

## PHILOSOPHY AND BELIEFS

Outdoor Education has long been an accepted and valued part of the curriculum of schools throughout the United States. This type of laboratory experience gives students an opportunity to participate first hand in activities that previously could only be discussed in a classroom. Learning by direct experience is an important phase to the total education of a child.

The Fort Zumwalt Outdoor Education Program is a fifth grade curriculum designed to provide fifth grade students with the opportunity to grow through cooperative activities with others and team challenges. This camp experience helps students develop an appreciation of nature and the outdoor environment, a realization that the success of an individual is contingent on the success of the group and the success of the groups is dependent on the participation of each individual. Activities designed to promote this experience have been developed and incorporated into the Outdoor Education curriculum.

We believe that the Outdoor Education Program will:

1. Provide an opportunity for students to have experiences in democratic social living.
2. Help students to become more self-sufficient and self-reliant by encouraging their participation in meaningful, cooperative work experiences.
3. Help students to understand and appreciate the physical and natural environment.
4. Provide opportunities for practicing conservation of natural resources and learning how to improve our ecology.
5. Provide activities that help students express themselves creatively and develop their own initiative.
6. Open up new areas of interest by stimulating their intellectual curiosity in the search of knowledge.
7. Develop untapped leadership abilities and potentials.
8. Provide for open-ended decisions.
9. Provide an opportunity to reinforce a student's self-esteem.

## CURRICULUM FOR LIVING

All students will develop an understanding of:

1. The natural environment and the interrelatedness of all living things
2. Group living through:
  - a. Sharing responsibilities:
    - Cabin clean up
    - Purposeful work experiences in camp and dining hall
  - b. Learning to abide by decisions of the group
  - c. Applying equality in human relationships
  - d. Knowing what needs to be done and doing it without prompting
  - e. Sharing in decision-making pertinent to the welfare of the group
  - f. Having respect for personal and public property
  - g. Experiencing the spirit of unity and satisfaction in group achievement
  - h. Recognizing individual effort
  - i. Sharing talents and efforts to help others

CAMP REQUIREMENTS  
DEPARTMENT OF NATURAL RESOURCES

1. Insurance: Group insurance coverage is carried by the district. It is advisable that each family makes sure that they have insurance coverage on their child before the child participates in the camp program. The district's limited accident coverage may not be sufficient to cover a major accident nor does it cover recurring illnesses, such as asthma, bronchitis, etc. The district's insurance is for accidents only.
2. Dining Hall Supervision: One high school counselor per table.
3. Staff: One adult for 10 campers.
4. Maintenance: Campers are responsible for keeping the area clean and organized. Daily inspection will be made.
5. Supervision: Students should never be left alone to move about the camp at any time during the camp experience. In most situations, students will travel in homeroom or cabin groups, in other situations they should be assigned a "buddy" to accompany them if they need to go to the clinic/dining hall/etc.
6. Emergencies: A nurse is on staff at all times. In case of an emergency, parents should call their home school during the day. During evening times or in emergency situations, parents should call the emergency contact number provided by their elementary school.
7. Check In: Students should be delivered to the campsite between 3:30 and 4:30 P.M. on Sunday. Students should restrict their luggage to one bag plus their sleeping gear. Students will be required to carry their own belongings to and from their cabin (which may be as far as 300 yards from the drop off point).
8. Before Leaving Camp on Thursday: All cabins must be swept and mopped; all trash picked up and properly discarded; all outside areas cleaned; all restrooms cleaned and restocked for the next week.
9. Basic Camp Regulations:
  - a. Pick no flowers, no marring of trees, no wildlife can be caught.
  - b. Do not write on and/or deface any building or scenery.
  - c. Camp curfew – 10:00 p.m.
10. Return to School: Buses will return all campers to their home school at approximately 6:00 p.m. on Thursday evening. Please make arrangements to meet your child at school.

## EQUIPMENT LIST

PLEASE LABEL EVERYTHING WITH CHILD'S NAME

### Necessities

1 Extra trash bag  
1 fitted style twin sheet  
Deodorant  
1 Pair of comfortable shoes that can get muddy  
Rain poncho (cheap, plastic)  
envelopes Sleeping bag or blankets/sheets  
Pillow  
Pillow case  
5 changes of underwear  
5 t-shirts and/or sweatshirts  
4 pairs of pants and/or sweats  
2 pairs of pajamas  
6 pairs of socks  
1 heavy jacket  
1 towels  
2 washcloths  
1 bar of soap  
1 toothbrush and toothpaste  
1 bottle of shampoo  
1 comb  
1 laundry bag for dirty clothes  
1 flashlight with new batteries  
1 notebook, 2 pencils, 1 pen  
Reading books  
Insect repellent (non-aerosol)  
Bandana  
Sunscreen  
Water bottle or canteen  
Small bottle of hand sanitizer  
Shower shoes/flip flops

### Optional

Camera – disposable only  
1 Hat  
1 pair waterproof shoes  
Old backpack  
Stamped, addressed

### **DO NOT BRING**

Money  
Gum or food  
Electronic devices of any kind  
Swimsuit  
Knife  
Jewelry of any kind  
Watches  
Cell phone  
Perfume/cologne  
Shorts/capris

NOTE: WEARING ATHLETIC SHORTS AT CAMP IS PERMITTED ONLY AS SLEEPWEAR.

SANDALS

SHOULD ONLY BE WORN FOR SHOWERING PURPOSES.

**Important: All students must bring a “Brown Bag” dinner (including a drink) for Sunday evening. Your child will receive a snack before bedtime on Sunday. The first meal served at camp is breakfast on Monday morning.**

TYPICAL WEEKLONG SCHEDULE  
(Approximate)  
Times will vary by building

Sunday

3:30-4:30 pm	Arrive at camp
4:30-5:15 pm	Hog Call – Cabin Orientation
5:15-5:45 pm	Sack dinner (brought from home, including drink)
5:45-6:15 pm	Stow gear in cabins – review cabin rules
6:30-8:00 pm	Small and large group games
8:00-8:45 pm	Group activity
8:45-9:30 pm	Opening campfire
9:30-10:00 pm	Wash-up, snacks, lights out

Monday, Tuesday, Wednesday

7:15 am	Rise and shine
8:15 am	Flag raising & pledge
8:15-8:45 am	Breakfast
9:00-noon	Academic period
12:00-12:15 pm	Clean-up for lunch
12:15-1:00 pm	Lunch
1:00-2:00 pm	Cabin clean-up, rest period, writing
2:00-5:00 pm	Academic period
5:00-5:15 pm	Clean-up for dinner
5:15-6:00 pm	Dinner
6:00-6:30 pm	Rest, journal writing
6:30-9:00 pm	Evening activities
9:00-9:30 pm	Wash-up, snacks, lights out

Thursday

7:15 am	Rise and shine
8:15 am	Flag raising & pledge
9:00-noon	Academic period
12:00-12:15 pm	Clean-up for lunch
12:15-1:00 pm	Lunch
1:00-2:30 pm	Cabin clean-up, area clean-up, move out
2:30-4:30 pm	Camp Olympics
4:30-5:00 pm	Dinner
5:30 pm	Load buses; return to school

Friday - NO SCHOOL FOR 5<sup>TH</sup> GRADE CAMPERS, COUNSELORS, AND CAMP STAFF

## DAILY LIFE IN THE CABINS

The outlined daily program should not be set up so formally that there is no option for choice and initiative. Students should have the opportunity to make choices. In group living, however, there must be group and individual responsibilities as suggested below:

### Cabins

1. Bed making before breakfast
2. Sweep floor daily
3. Pick up clothes and put personal articles in their proper place
4. Check grounds around cabin for litter
5. Report any items needing repair immediately

### Work Assignments

Students will be assigned to take care of the bathrooms, grounds, cabin, and dining hall. A work team may be composed of one cabin group or smaller/larger numbers. Clean up teams will rotate so that each student serves in some capacity.

### Basic Camp Regulations

1. Pick no flowers, no marring of trees, no wildlife can be caught
2. Do not write on/or deface any building or scenery
3. Camp curfew – No later than 10:00 pm

### Maintenance

Campers are responsible for keeping the area clean and organized.

### Supervision

Students should never be left alone to move about the camp at any time during the camp experience. In most situations, students will travel in homeroom or cabin groups, in other situations they should be assigned an adult to accompany them if they need to go to the clinic/dining hall/etc.

## IMPORTANT PARENT INFORMATION

### Emergencies

A nurse is on staff at all times. In case of an emergency, parents should call their home school during the day.

During evening times or in emergency situations, parents should call the emergency number provided by their school.

### Check In

Students should be delivered to the campsite between 3:30-4:30 pm on Sunday. Parents are asked to be brief when dropping off their camper. Students should restrict their luggage to one bag plus their sleeping gear. Students will be required to carry their own belongings to and from their cabin (this may be as far as 300 yards from the drop off point).

Any campers bringing medication – please see attached forms with procedures to follow and a list of medication that will be provided by staff.

### Return to School

Buses will return all campers to their home school around 6:00 pm on Thursday evening. Please make arrangements to meet your child at school.

### Insurance

Group insurance coverage is carried by the district. It is advisable that each family makes sure that they have insurance coverage on their child before the child participates in the camp program. The district's limited accident coverage may not be sufficient to cover a major accident nor does it cover recurring illnesses, such as asthma, bronchitis, etc. The district's insurance is for accidents only.

### Staff

One adult for 10 campers

### Food Allergies/Special Needs

Please provide all information on the Health Information Sheet.



5th GRADE CAMP  
CLINIC REMINDERS

1. Health Information Sheet (Green/Double-Sided)

Please complete this required form and check any health conditions pertaining to your child. This form must be signed at the bottom.

2. Over the Counter Medication Form (Green/Double-Sided)

Over the counter medications listed on this form may be used at the direction of the camp nurse to treat minor injuries or illnesses. These medications are provided by the school district. Please do not send them with your child to camp! any medications that you do not want your child to receive must be crossed out. This required form must be completed and signed at the bottom.

3. Permission For Medication At Camp Form (Yellow)

We recognize that some students may require medication for chronic or short-term illnesses during camp to enable them to remain at camp and participate in their education.

- A. If you **will not** be sending medication to camp for your child, please check the box at the bottom of this form and sign.
  
- B. If you **will** be sending medication to camp for your child, medication will be administered provided this form is completed and signed. Medication must be provided in the original container with current administration instructions printed on the label. Medication must be supplied to the elementary building in a **labeled zip lock bag** by \_\_\_\_\_.  
No medications will be accepted upon arrival at camp!

\*\*Medication normally kept in your child's Elementary Building Clinic **will not** be sent to camp unless arrangements are made with the school nurse prior to camp!

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## DISTRICT ADMINISTRATIVE OFFICES

555 E. Terra Lane  
O'Fallon, Missouri 63366

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Information furnished on this form is necessary to provide the best conditions of care for your child.

STUDENT NAME \_\_\_\_\_ TEACHER \_\_\_\_\_  
First Last

PARENT/GUARDIAN \_\_\_\_\_ HOME PHONE \_\_\_\_\_

ADDRESS \_\_\_\_\_ CELL PHONE \_\_\_\_\_

PARENT EMPLOYER  
NAME & ADDRESS \_\_\_\_\_

Father Employer	Address	Phone
Mother Employer	Address	Phone

PHYSICIAN \_\_\_\_\_  
Name Address Phone

Check any conditions pertaining to your child. Explain below the type of reaction, medication used or any special instructions.

<input type="checkbox"/> Allergies to food	<input type="checkbox"/> ADD/ADHD
<input type="checkbox"/> Allergies, seasonal (include bug bites)	<input type="checkbox"/> Fears/Anxieties
<input type="checkbox"/> Asthma	<input type="checkbox"/> Never experienced a night away from home
<input type="checkbox"/> Diabetes	<input type="checkbox"/> Sleep Walker
<input type="checkbox"/> Seizure Disorder	<input type="checkbox"/> Enuresis (bed wetting)
<input type="checkbox"/> Heart Condition	<input type="checkbox"/> Other needs (explain below)

Explanations: \_\_\_\_\_

Medications currently taking: \_\_\_\_\_

ALL MEDICINE THAT WILL BE TAKEN AT CAMP MUST BE CHECKED IN WITH THE NURSE. **ALL** PRESCRIPTION AND OVER THE COUNTER MEDICATIONS MUST BE IN THE ORIGINAL CONTAINERS AND CLEARLY LABELED WITH SPECIFIC INSTRUCTIONS.

I hereby authorize the nurse or any member of the administrative and/or outdoor education staff to transport my child to the hospital, and to hospitalize him/her for an emergency. Furthermore, I hereby authorize the physician(s) to carry out any diagnostic procedure or emergency care pertinent to the immediate illness that is deemed imperative in the treatment of my child. Parents will be notified in case of emergency.

Signature of Parent/Guardian: \_\_\_\_\_ Date: \_\_\_\_\_

### Board of Education

Mike Swaringim** President	Erica Powers* Vice President	Mike MacCormack*** Member	John Callahan* Member	Craig Moore* Member	Tommy George, Jr.* Member	Thomas Emmons Member
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\*Certified Board Member/\*\*Advanced Board Member/\*\*Master Certified Board Member

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### OVER THE COUNTER MEDICATION

STUDENT NAME: \_\_\_\_\_

BIRTH DATE: \_\_\_\_\_

TEACHER: \_\_\_\_\_

During the course of your child's stay at camp, the need for certain ingested or topical medications may be required in the treatment of minor injuries or illnesses. Such conditions may include sore throat, cough, headache, stomach ache, minor cuts and scratches, blisters, etc.

The products that we use at camp are listed below. If there are any medications listed that you do NOT want your child to receive while at camp, please cross them out.

NOTE: The medications listed below are provided by the camp nursing staff and are NOT to be sent with your child, unless your child requires the medication on a daily basis.

#### TOPICAL

- Allergy Eye Drops
- Powder
- Muscle Rub
- Rubbing Alcohol
- Hand Sanitizer
- Caladryl
- Sterile Eye Wash
- Hydrocortisone Cream
- Triple Antibiotic Ointment
- Hand Lotion
- Sting-Kill/Afterbite
- Vaseline
- Anbesol/Orajel

#### INGESTED

- Claritin
- Cough Syrup
- Tums
- Throat Spray/Chloraseptic
- Ibuprofen Jr. Chewable
- Tylenol Jr. Chewable
- Benadryl Liquid

\*All Oral/Ingested medication will be given according to the manufactures printed instructions for age/weight. Generics may be substituted for brand name products.

I hereby give my permission for \_\_\_\_\_ to receive any of the ingested or topical medications listed above, EXCEPT THOSE CROSSED OUT, during his/her stay.

Date: \_\_\_\_\_

Parent Signature

#### Board of Education

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### PERMISSIONS FOR MEDICATION AT CAMP

This form is required for all students attending camp whether taking medications or not. Please list all daily or occasional medications your child will need at camp on the form below. Prescription meds must be in the original bottle with student's name and current dosage listed on the label. Over the counter meds need to be in the original containers and must be age appropriate for your child according to the dosing directions listed on the package. If your child needs non FDA approved supplemental medications administered during their stay at camp please contact the building nurse for approval. Please indicate at the bottom of the form if your child will NOT be taking any medications at camp. Please go over the information on this form with your child.

Name of Student: \_\_\_\_\_ Teacher: \_\_\_\_\_

Condition _____	Condition _____
Medication _____	Medication _____
Dosage _____	Dosage _____
Check times to be taken:	Check times to be taken:
___ Breakfast	___ Breakfast
___ Lunch	___ Lunch
___ Dinner	___ Dinner
___ Bedtime	___ Bedtime
___ Only as needed	___ Only as needed

Condition _____	Condition _____
Medication _____	Medication _____
Dosage _____	Dosage _____
Check times to be taken:	Check times to be taken:
___ Breakfast	___ Breakfast
___ Lunch	___ Lunch
___ Dinner	___ Dinner
___ Bedtime	___ Bedtime
___ Only as needed	___ Only as needed

Comments: \_\_\_\_\_

\_\_\_ My child will not be taking any medications at camp.

\_\_\_\_\_ Date: \_\_\_\_\_

Parent Signature

Board of Education

- |                               |                                 |                              |                          |                        |                              |                         |
|-------------------------------|---------------------------------|------------------------------|--------------------------|------------------------|------------------------------|-------------------------|
| Mike Swaringim**<br>President | Erica Powers*<br>Vice President | Mike MacCormack***<br>Member | John Callahan*<br>Member | Craig Moore*<br>Member | Tommy George, Jr.*<br>Member | Thomas Emmons<br>Member |
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Dear Parent,

Since your child has a \_\_\_\_\_ food allergy, we are providing you with a copy of the menu that will be served at 5<sup>th</sup> grade camp this year.

For additional information regarding food served at camp please see Fort Zumwalt School District website under camp menu.

Let me know of any items listed that should NOT be offered to your child due to health concerns. Please return this information to the school clinic as soon as possible so we can notify the food services staff and allow them enough time to prepare.

Sincerely,

School Nurse

Board of Education

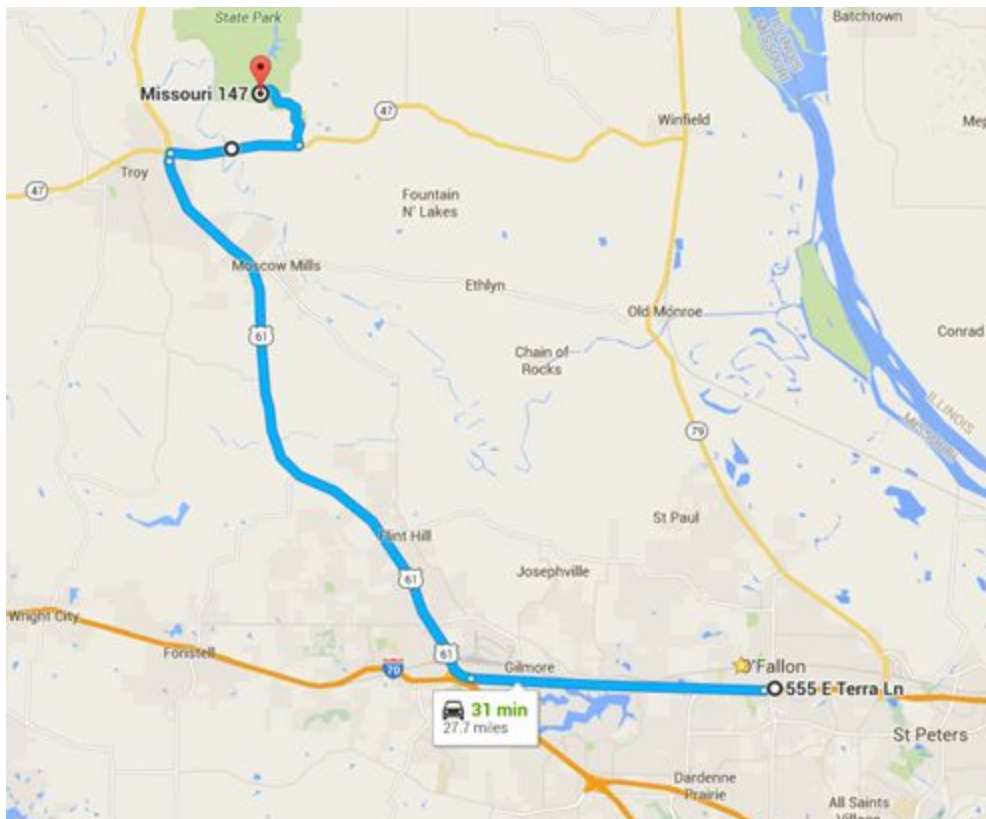
Mike Swaringim\*\* President    Erica Powers\* Vice President    Mike MacCormack\*\*\* Member    John Callahan\* Member    Craig Moore\* Member    Tommy George, Jr.\* Member    Thomas Emmons Member

\*Certified Board Member/\*\*Advanced Board Member/\*\*\*/Master Certified Board Member

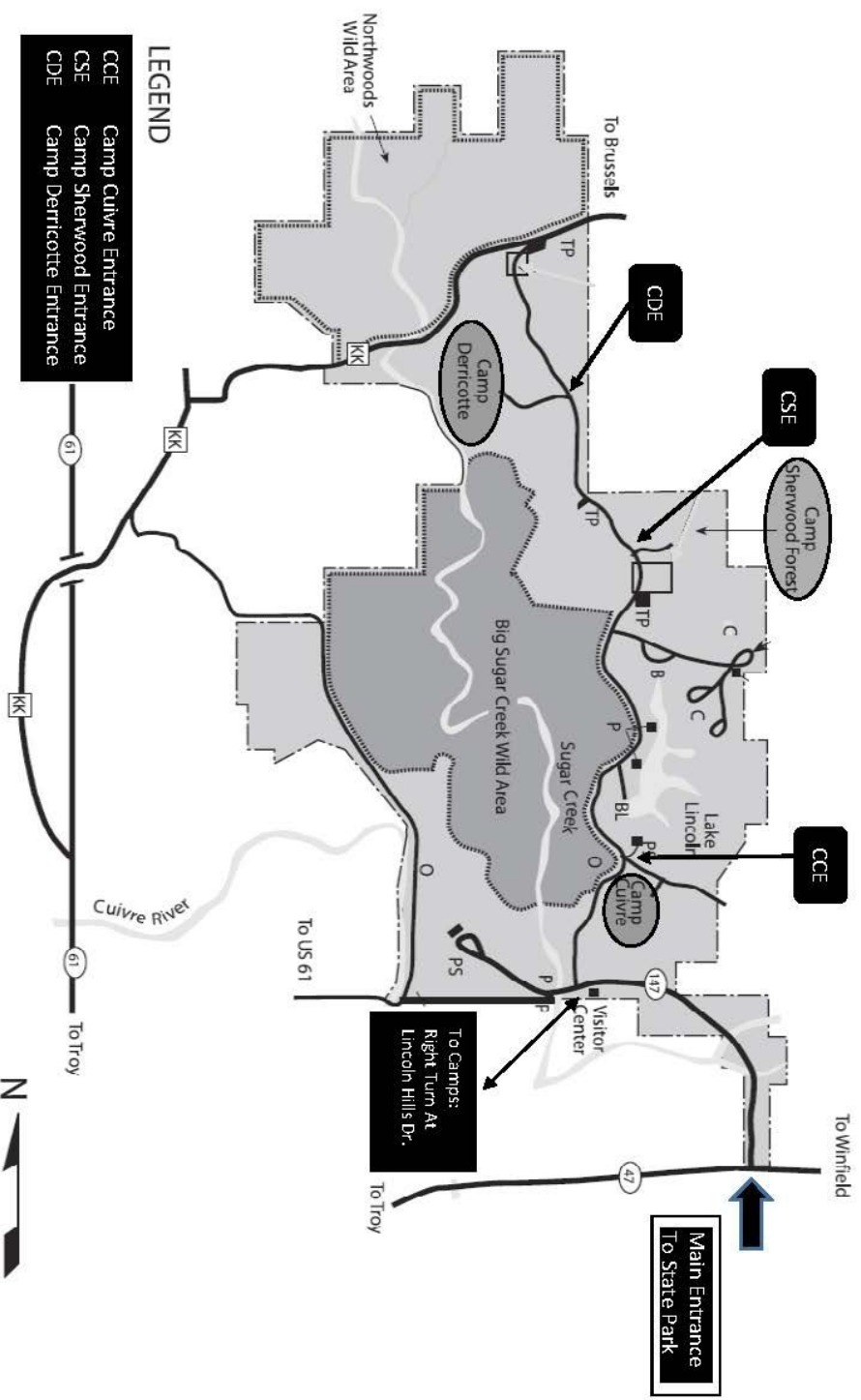
## **DIRECTIONS TO CUIVRE RIVER STATE PARK FROM O'FALLON**

**NOTE: The speed limit is STRICTLY enforced in the park. Rangers will issue tickets.**

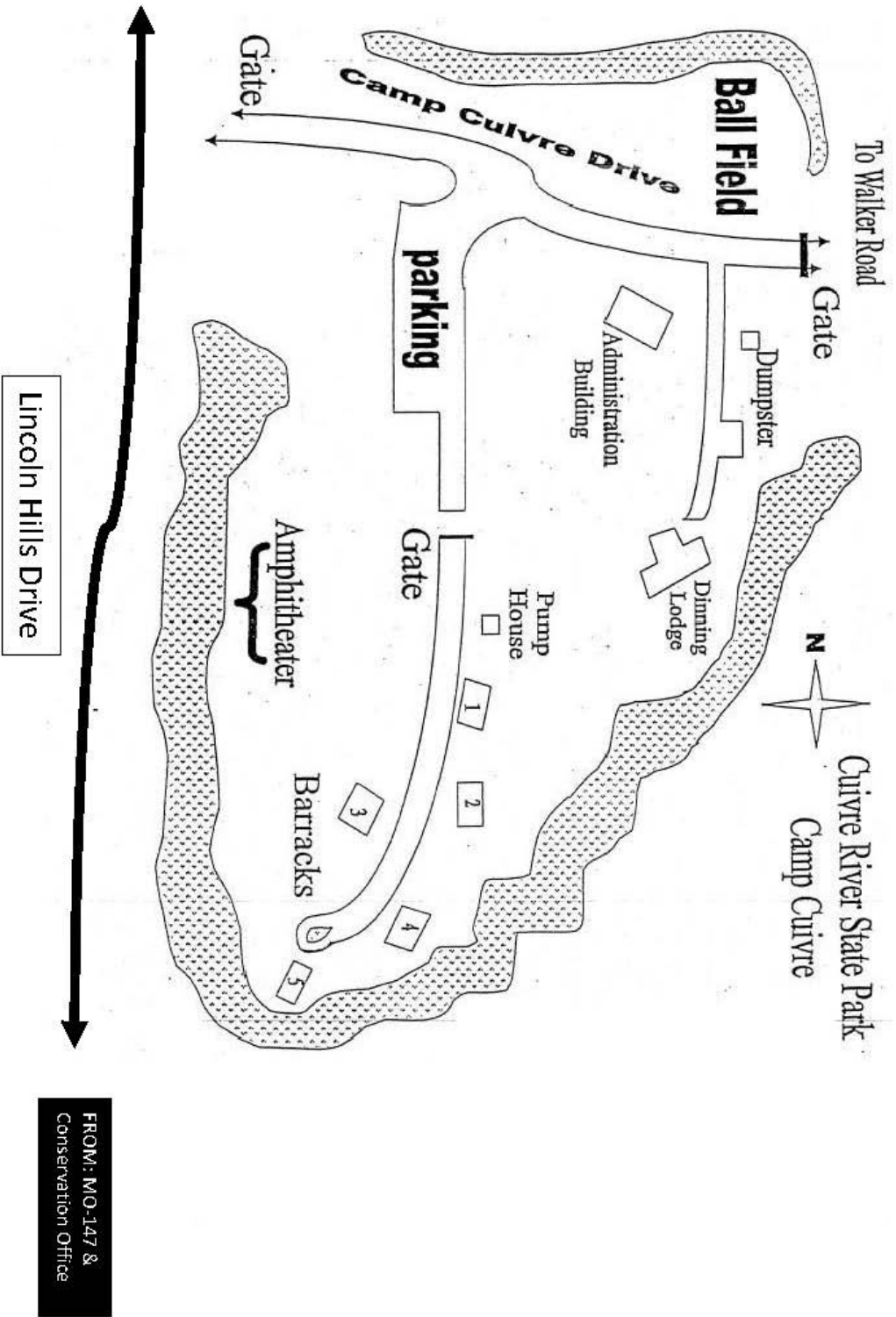
1. From O'Fallon: Map provided starts at Ft. Zumwalt District Office – 555 East Terra Lane.
2. Take Interstate 70 West to Hannibal/US-61N, Exit 210B.
3. Stay on Hwy. 61N for fifteen (15) miles.
4. Take the Troy/Winfield MO-47 Exit.
5. Turn right onto Hwy. 47.
6. Stay on Hwy. 47 for three (3) miles.
7. Turn left on MO-147 (Cuivre River State Park Entrance).
8. Follow MO-147 for two (2) miles to Lincoln Hills Road (Conservation Office will be on your left).
9. Turn right and follow Lincoln Hills Road to appropriate campground:
  - a. Camp Cuivre Entrance is less than a mile (0.5) on Lincoln Hills Road.
  - b. Camp Sherwood Entrance is approx. 2.7 miles on Lincoln Hills Road.
  - c. Camp Derricotte Entrance is approx. 3.8 miles on Lincoln Hills Road.



# CUIVRE RIVER STATE PARK



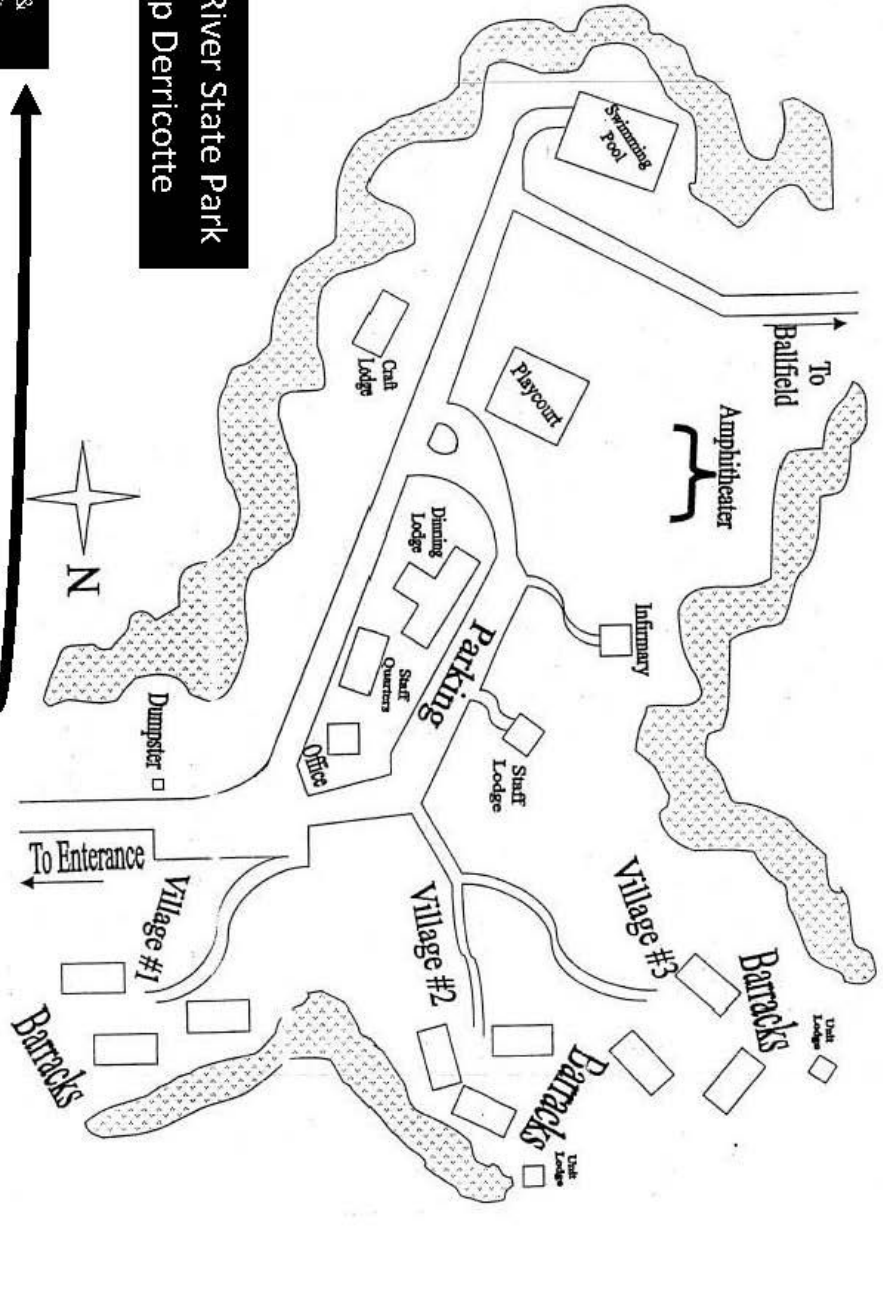




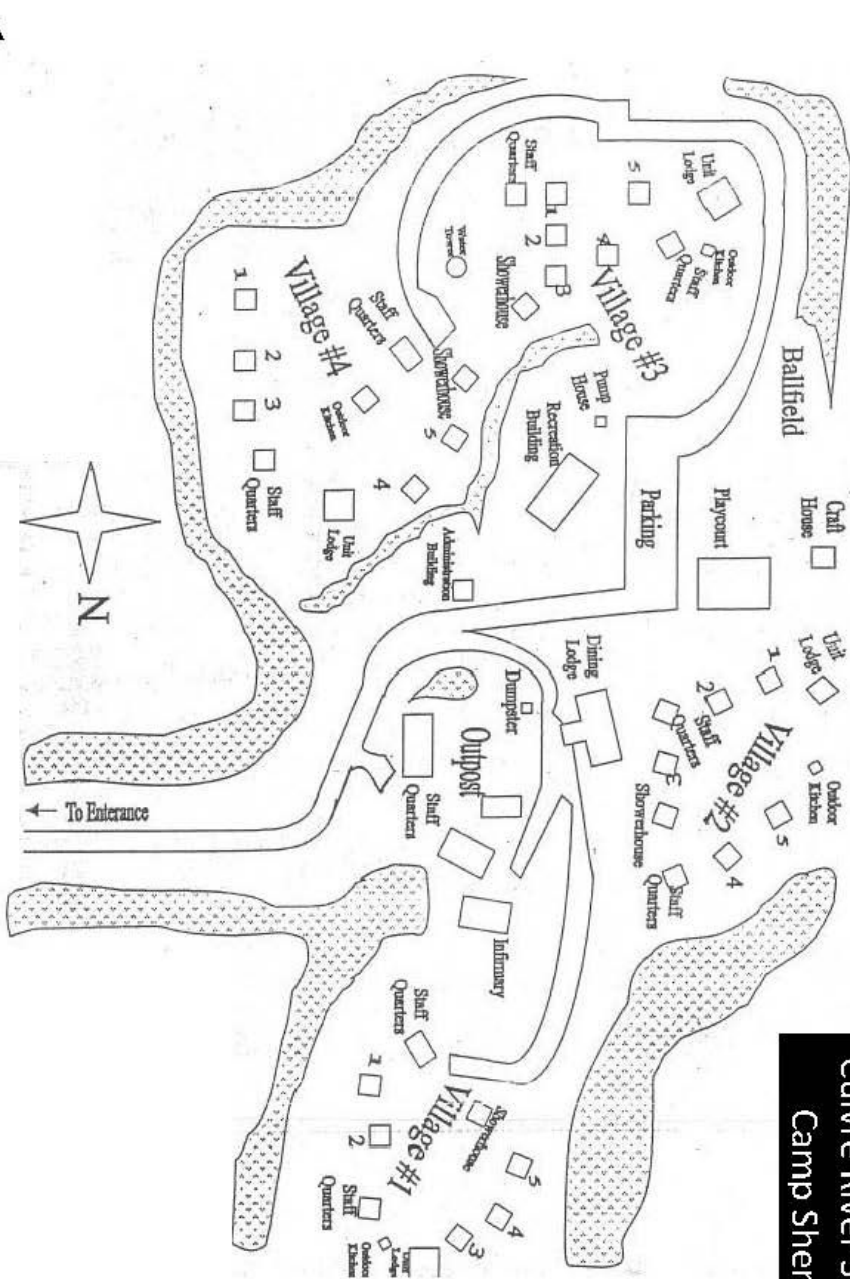
**Cuivre River State Park  
Camp Derricotte**

**FROM: MO-147 &  
Conservation Office**

**Lincoln Hills Drive**



**Cuivre River State Park  
Camp Sherwood**



**Lincoln Hills Drive**

**FROM: MO-147 &  
Conservation Office**