



Staff Handbook

Welcome to summer 2020 and to the Telluride Academy Family. This is the Academy's 40th summer of operations and we are excited that you are a part of it all! Whether you are new to the Academy or returning for your 10th year of employment with us, it is imperative that you read, understand and agree to follow the Academy's 'Best Practices' as documented in this Staff Handbook. Once you have carefully read through this material (including the Job Description), sign and return the *Staff Handbook Contract* (the last page of this document). You may not begin employment with the Academy if you do not agree to work within the guidelines explained in this Handbook. If you have any questions about any information in this document, please contact us at the Academy office. It is our goal to provide you with all the support you need as you prepare for and take on this challenging and rewarding job.

Telluride Academy Mission

"Inspire children and teens through experiential education that promotes physical activity, creative learning, environmental stewardship, responsibility to others and positive life choices."

Core Values and Goals

- Enrich and empower students through experiential education and adventure
- Include children from all socio-economic and ethnic backgrounds
- Include children both with and without Special Needs
- Respect and recognition of each unique individual
- Responsible environmental stewardship

About Our Organization

Telluride Academy is a 40-year old, financially sound non-profit governed by a board of directors. One of the largest youth organizations in Western Colorado, we serve 980+ students (ages of 5 and 18) annually through programs that range from outdoor and environmental enrichment, performing arts, and sciences. The Academy employs four full-time year-round administrative staff, 10-15 after-school staff, and more than 50 summer instructors and specialists. Our annual budget is more than \$1.3M.

The Academy year-round administrative office are located in the Cimarron Complex at the base of Lift 7. In the summer months, we move our operation to the Telluride High School where we lease their classrooms.

Inclusion: All participate and All belong. It is Telluride Academy's goal to serve every child that desires to experience our unique enrichment programming. Through aggressive year-round fundraising we are able to maintain a large tuition assistance fund in order to afford all students the opportunity to attend our programs regardless of their financial background or due to a special need. Children with cognitive, emotional and physical disabilities are not only welcome, but encouraged to participate.

Equal Opportunity: The Telluride Academy is an equal opportunity employer. The officers, directors, committee members, employees and persons served by this corporation shall be selected entirely on a non-discriminatory basis with respect to age, sex, race, religion, national origin and sexual orientation.

Preparing for the Position

All staff are required to visit our staff website upon hire. This is a great place to obtain important program information and will guide you through the steps you MUST take in order to secure your employment with us. All instructors must pass a national background check. Complete instructions for this process can be found on our staff website. This website is also a great location to find answers to your questions and print forms throughout the course of the summer.

To log onto the staff website:

*Visit www.tellurideacademy.org

*Click on "Staff Home" found under the "Employment" tab

*Enter password: dirtndonthurt20

*Follow instructions for completing your background check, Jotform, preliminary trainings and more.

Every Instructor is expected to print off a Field Guide. Your Field Guide is a small book containing important information and tips to help you have a successful summer. You are required to carry it with you as you travel throughout the region on Academy programs.

Instructor Policies & Expectations

This summer, you will be responsible for the education, supervision and the safety of young children. Parents, administrators, and the board of directors are placing a great amount of trust in you to care for children and to keep them safe in their outdoor pursuits. We cannot stress enough the importance of the responsibility that is being delegated to you. You have been chosen for this job because we have a great deal of trust and confidence in you and your sound and responsible decision making abilities.

Job Description: You will find a full Job Description as the last page of this document. It is important that you read, understand and agree to carry out the duties as documented both in that job description and this handbook.

Dress: Instructors are expected to show up daily dressed in a casual but professional manner; a clean Academy staff tee shirt or sweatshirt must be worn on the first day of every session. Clothing which displays items inappropriate for children, with references to, for example, drugs, alcohol, tobacco, or off-color jokes/remarks is not allowed. Appropriate footwear should be worn at all times (closed toed shoes recommended). Always remember: Dress to lead by example.

Attendance: Instructors are required to show up to work on time and prepared for the day's activities. If you must miss work or if you will be late for any reason, you MUST notify the Academy's Program Director immediately.

Drugs and Alcohol: The use of tobacco, alcohol or any illegal substance is strictly forbidden whenever with students or on the job with the Academy, as well as anytime on school property. It is also strictly forbidden to be under the influence of any of the above while with students or on the job. Any major accident or incident that compromises the safety of students or a fellow Instructor will be considered cause for drug testing, the results of which may lead to dismissal without compensation.

Self-Care: Full medical exams are not required to be an Academy Instructor but please keep this important Self Care information in mind. A summer working with the Academy will be a very rewarding experience but will require the very best of you every day. We cannot stress enough the amount of energy and enthusiasm you will need in order to be a successful instructor. Be sure to get plenty of rest the night before programs begin and maintain an excellent level of fitness, as you will need a lot of energy to keep up with your students. When you are out in the field make sure that you are drinking water, applying sunscreen and eating good foods. It is so easy to forget your own needs when you are responsible for the needs of others. When considering a second job keep in mind that the Academy and the safety of its students should be your No. 1 priority. The more positive energy you can put into your program, the better it will be!

Role Model: As an Instructor for Telluride Academy you are a leader within our community. You have the unique and important role of educating and teaching our students important life lessons through your programs and your actions. Instructors are expected to act as Role Models for their students. What is a Role Model? Read our Mission Statement and Core Values (every day doesn't hurt) and make sure all of your actions are in line with these important goals. Remember, Telluride is a small town. Even when you are off work you will find yourself in social situations with Academy families, board members and your students. Don't ever be caught in a situation where you would not want to be observed by your students and/or their families. It is always best to avoid having to defend questionable actions.

Pets: Instructors are not allowed to bring their pets to work with them. Pets are not allowed on either the campus or in the field at any time.

Unacceptable Conduct: Following are general examples of unacceptable conduct and any of the following may constitute grounds for dismissal:

- Participation in any sexual, romantic, or "special" relationships with students
- Public nudity
- Dishonest, unfair or unprofessional dealings with co-workers, including theft or unauthorized possession of Academy or private property.
- Disclosure of confidential information regarding staff or students of the Academy.
- The discussion of the medical details of students except for appropriate situations (ex. communication with a medical professional).
- Insufficient, careless, negligent or substandard work performance and the inability or refusal to perform work as instructed.
- Fighting, arguing or inability to get along or resolve differences with others.
- Rude or unprofessional behavior while representing the Academy either on or off the job.
- Falsification or omission of records, including but not limited to employee records, time records, legal documents, professional documents and accounts payable/receivable.
- Violation of federal, state or local laws.
- Violation of any Academy practices.
- Although not encouraged, relationships between staff members do occur. Please understand that certain behaviors, such as public displays of affection or public discussions of such relationships are unacceptable and may be misunderstood by students, parents, and others. We expect all of our Instructors to act appropriately and respectfully at all times.

Reporting Suspicion of Child Abuse: As Instructors who are charged with working with children you are considered

“Mandatory Reporters” by the state of Colorado. This means that you are required by law to take appropriate steps in reporting suspected child abuse. Instruction on this topic is covered in staff training and staff is always welcome to contact a Telluride Academy administrator for assistance with recognizing signs of suspected abuse and the steps in appropriate reporting.

Harassment: Telluride Academy is committed to maintaining an environment free from all forms of harassment for all members of the Academy community including students, staff, parents and supervisors.

The Academy does not tolerate harassment of individuals based on age, color, creed, mental disability, nationality, physical disability, race, religion, sex, sexual orientation or on the basis of any other condition or characteristic protected by federal, state or local law. Harassment of any member of the Academy community is considered serious misconduct and will be subject to strong disciplinary action, including termination if warranted.

Conduct that has the purpose or effect of interfering with an individual’s learning or work experience and creates an intimidating, hostile or offensive environment is prohibited. In particular, the Academy does not tolerate sexual harassment. Sexual harassment by anyone, whether at the Academy, at work assignments outside the Academy, at Academy-sponsored functions, or elsewhere, is illegal and will not be tolerated. Sexual harassment includes, but is not limited to: unwelcome sexual advances; requests for sexual favors; sexually suggestive remarks, jokes and gestures; or other unwelcome verbal or physical conduct or communication of a sexual nature. Any individual who believes that he or she has been harassed in violation of this policy has the responsibility to discuss it immediately with the executive director or the program director. All discussions will be kept confidential among the administration.

Photo/Video Permission: Employees agree to give Telluride Academy permission, without any further consideration, to authorize the taking and use of pictures, movies, videos, statements or other forms of publicity for future promotion. Telluride Academy maintains the copyrights on any photos taken by Academy staff while on Academy programs.

Staff Meetings & Events: During the summer season weekly staff meetings and events are held. Staff meetings are mandatory! These are traditionally held on the Thursday midway through a two-week session and detailed announcements will be made the week of our meetings. These meetings serve as a forum for staff to share the week’s stories, challenges and successes, as well as participate in staff workshops designed to empower you as instructors. They are also when upcoming session staff assignments are announced. Missing a staff meeting must be excused by an Academy administrator. We also host end of session socials as our way of saying “Thanks” for all of your hard work and energy! Towards the end of the season we will have a mandatory staff clean-up day. This is when we break down, clean and store the majority of our operations and equipment. This is a team effort and your attendance and participation in this event is mandatory and crucial. There are several options for end-of-season clean days you may sign-up for. This is traditionally followed by an end of the year celebration. Details for both the end-of-season staff clean day dates and the staff celebration will be made mid-summer.

Academy Service Hours/End of Season Bonus: During our summer season (as well as pre and post season) there will be opportunities for staff to earn Telluride Academy Service Hours (TASH) for helping with a variety of odd jobs, fundraisers, etc. You will also earn hours for your attendance and participation in our staff meetings and end of the year clean-up day. These hours are tallied throughout the summer and help determine your bonus. We pay \$15 an hour for service hours with total hours to be paid once signed off by an administrator. Bonuses will be released after the season concludes and once all staff undergo an “annual evaluation” that consists of co-instructor evaluations, parent feedback and administrative evaluations. Please be advised that these hours are subject to penalty for a variety of issues such as van and gear damage.

Instructor Do’s and Don’ts: Here are the top 5 in each category.

- Do make safety your first priority

- Do make your students positive overall experience your 2nd priority.
- DO treat all Academy property as it was your own
- DO count your kids every time you get in and out of the van and every few minutes in the field DO make it FUN!
- DON'T ever yell or use negative verbal communication (shut up, loser, lazy etc.)
- DON'T ever backup your van without a spotter
- DON'T ever pull away from any location before conducting a head count
- DON'T ever expel a student without permission from the administration
- DON'T ever leave the school without your fully stocked med kit and field reports.

Your Summer Schedule & Co-Instructor Assignments: All Telluride Academy Instructors are expected to be available to work for the “core” summer season, which begins Session 3 and ends after Session 5 (our busiest sessions). Although not guaranteed, most Instructors can expect to work between 5 and 10 weeks. Final staffing is based on student enrollment. During a typical program, Instructors work between 40-50 hours. Final hours are based on the length of program and number of overnights and explained in detail on our Field Staff Pay Scale.

Juggling 980+ students across 110+ programs is a difficult task. Although the administrative staff strives to make instructor program and co-Instructor assignments in advance, last minute changes are sometimes unavoidable and we ask that you remain flexible.

Creating Your Program

Telluride Academy programs are divided into two general categories: Camp Telluride programs and Specialty programs. Camp Telluride programs are offered almost every session for ages 6 - 9 years old. These programs have no pre-set theme or itinerary. Specialty programs (*Rock On!, Bike, Boat, Belay, Llama Trekking, etc.*) have a pre-arranged theme and usually a handful of scheduled activities that relate to that theme. However, all Academy programs have room for Instructors to plan and create. One of the greatest components of your role as Academy Instructors is the unique opportunity you have to take ownership over your assigned program. Instructors are entrusted with the responsibility of creating safe, fun and exciting itineraries. However, it is your responsibility to know your program. Make sure you are aware of any established details of the program itinerary. Read the program description in your program planning packet (see below). This description is taken from our website and represents what parents and students read when choosing a program. Reviewing this description will help you to better understand the expectations of the student and the parent. It is important that we consistently deliver the experience we have offered. Much of this information will be made available during our staff meetings in the form of Program Planning Packets which include program descriptions, sample itineraries and program “snap shots” that contain detailed information about your program. These are designed to help you and your co-instructor start the planning process and make your program as exceptional as possible.

Telluride Academy encourages all Instructors to be creative with their program planning. We love hearing new ideas about awesome activities and locations as well as inspiring curriculum.

“Challenge by Choice”: We encourage all students to participate in climbing, boating and biking excursions. We believe in a “challenge by choice” environment and do not force participants to try something that they are not comfortable trying. The last thing we want to do is ruin a student’s perception of an activity for the long term. However, we do promote positive encouragement in an effort to get kids to step outside of their comfort zones. We believe that a great deal of growth can come from kids trying new things and overcoming the perceived risks inherent to many of our activities. Even a small amount of participation should be seen as a strong step in the right direction.

Themes: Explorers, My First Camp, Camp Telluride and Camp Telluride Uno's:

The abovementioned programs require you to design your curriculum using a theme and to create activities that coincide with that theme. A creative theme is the guiding force behind many of the activities you will participate in during your program. Your theme should be represented in the form of a fun program name. This name is the "hook" that will often get kids and parents excited for their experience with you.

Following is a short list of Camp Telluride themes that have been used in the past:

Water Warriors, Outlaws, Knee High Naturalists, CSI: Telluride, Survivor, Insect Detectives, Rock Hounds, The Dirty Dozen, Big Time Backyard.....

Activities and Specialists

In addition to the creative themes and ideas you bring to your program's curriculum, there are certain activities that we expect each student to experience (unless they are in a specialty camp where itineraries are pre-planned or they are in a program that does not have an outdoor adventure focus). Those activities include Rock Climbing, Boating, Hiking, Mountain Biking and Camping. Boating and rock climbing activities are facilitated by our boating and climbing directors. During your program planning you will be able to sign up for climbing and boating activities on a variety of days, times and locations throughout the region on our Google Docs Activity Sign-Up page. Overnight locations will also be posted on the activity schedule and must be signed up for in advance. In addition to this core curriculum we also have an Art Director available at different times throughout the course of the summer. All Boating, Climbing and Art availability times will be posted on our Google Docs Activity Sign-Up page. Refer to your program "snapshot" as to whether or not your program is eligible to sign up for any of these specialty activities.

Rock Climbing: It is our goal that MOST Academy groups will rock climb at least once per session, possibly twice if space is available. All climbing activities are overseen by the Academy's rotating Climbing Directors. In addition to the Climbing Directors, a Climbing Assistant or intern is also at every climbing activity to assist both the Climbing Director and the Field Instructors to ensure proper supervision and safety. You are responsible for confirming the climbing activities you have signed your group up for each morning on the day of your session with the Climbing Director. You must also make every effort to contact the Rotating Climbing Director in the event that you are unable to make a pre-arranged climbing session due to weather, vehicle troubles, etc. DO NOT skip these sessions! Some of the places we climb are: Ilium Boulders, Ouray Rotary Wall, Bilk Creek, Society Turn, Unaweep Canyon, Paradox and the THS climbing wall when the weather is bad.

Hiking: All Academy Students should go hiking! The type of hike you do will depend on age of the group. It is not uncommon to see a group of 5-year-old Explorers at the top of Bear Creek eating lunch. There are a number of fabulous places to hike in the immediate area. Some hikes are best for young students; others are best for older students.

****See Staff Website for a list of Age appropriate hiking locations and approximate distances of each***

Boating: It is our goal that MOST groups will also experience some type of boating activity per session. We offer both flat water boating and moving water boating activities. All boating is facilitated by the Academy's Boating Director(s) or with a licensed river outfitter. These individuals are nationally certified instructors with Swift Water certifications. You will assist the Boating Director or Outfitter in all boating activities. Instructors will not use boating sessions as a time to "check out". Staff needs to be either on the water helping with instruction or with students on the shore that are not currently on the water.

When utilizing the Academy's boating program, you are responsible for confirming the boating you have signed up for each morning. You must also make every effort to contact the Boating Director in the event that you are unable to make a pre-arranged boating session due to weather, vehicle troubles, etc. DO NOT skip these sessions!

All students who are scheduled to go on moving water must participate in a flat water clinic before they are allowed to boat in moving water. All instructors participating in moving water programs must read the AQUAcademy handbook.

The Academy uses the Down Valley Pond, the Mountain Village Pond, Trout Lake, Ridgway Reservoir, McPhee Reservoir and Miramonte Reservoir for our various flat-water boating opportunities. Regional rivers such as the San Miguel, Dolores, Gunnison, Animas and Colorado Rivers are used for our moving water sessions.

Mountain Biking: All mountain biking activities will occur within pre-established mountain bike programs. Mountain Biking programs should incorporate bike maintenance, “rules of the road”, proper riding technique and a variety of different types of trails that suit your groups abilities (single track, double track, downhill, etc). It is always recommended that you start out all MTB programs with a local ride on day one to assess your group’s ability level. Appropriately fitting helmets and closed toed shoes must be worn by staff and students at all times. Staff are also required to carry the appropriate equipment for on-trail repairs for both themselves and their students. An Academy MTB gear pack is available for check-out with the Logistics Coordinator. Let Logistics Coordinator know if you need additional equipment.

Sub Contracted Activities (some are FREE)

As you will learn more about in the Program Logistic section of this handbook, each program is given a budget which can be spent on appropriate sub-contracted activities. When contacting any subcontractor let them know you are working with the Telluride Academy and you can provide our non-profit ID number should that help keep the cost down. If you are making a reservation with a licensed outfitter make sure that you obtain any waivers that they may require. These must be signed by parents prior to your participation in any sub-contracted activity

****See Staff Website for List of subcontracted activities, classic camp activities and games***

Rainy day Activities: PREPARE FOR RAIN! At one point or another you will be caught in the rain. Many of the activities listed on our staff website are great for rainy days. Remember, you can always come back to the school for shelter. Your imagination and creativity is your best resource on a rainy day.

Overnight Camping Spots: When planning your program it is essential that you reserve your overnight location early. The most popular locations get reserved quickly. IT IS IMPERATIVE THAT YOU OR YOUR CO-INSTRUCTOR HAVE PREVIOUSLY BEEN TO YOUR CHOSEN OVERNIGHT LOCATION. NO EXCEPTIONS! It is also important that as an instructor you seek out a variety of places throughout the summer for your overnights. Don’t get stuck in the habit of going to the same places over and over. The Academy has many options for overnight locations. However, because we are a “commercial outfitter” in the eyes of the Forest Serve, BLM and Dept of Wildlife, we MUST have a permit for any location we utilize for any activity including camping. If you are unsure if a specific location is included on our land use permit please ask an administrator. Do not assume you are camping in a legitimate location. Violation of our issued permits will greatly jeopardize the future of those permits and ultimately our ability to access public lands. The only exception to this rule is if you are camping in a “pay-to-use” campground or backcountry site. Paying a fee for a camping site is the same as having a permit. These are common throughout National Forest and BLM lands.

We also have access to a handful of private lands that have been generously offered to us by regional land owners. Please respect these locations and leave them better than when you found them.

****See the Staff Website for a detailed list of available Academy Camping Locations***

Program Logistics

As a Field Instructor you have the privilege and responsibility to take ownership over your program and make it your own. We feel that your creativity and passion is the best recipe for successful, safe and engaging programs. If you as an instructor are excited about something then your students will be excited as well.

Program staff assignments will be announced during our mid-session staff meetings. At this time you will find out which program you will be facilitating for the upcoming session and who your co-instructor will be. You will receive Program Planning Packets to assist you with the planning phase. Also at this time you will have access to our online master activity and campout schedule. This is where you will sign up your group for pre-established slots of rock climbing and boating. You must sign up online for these activities before you put them on your itinerary. There will also be a schedule of specialists that you can sign up for as well as your campout location.

Program Packets/Forms: The following items are provided for each pair of Instructors at the start of every week.

- Field Report (emergency contact and medical information about each student)
- Attendance Sheet
- Bank/Budget
- Student Name / Home town List (will be posted on your classroom door by Admin staff)

Field Reports: This very important and CONFIDENTIAL document will contain all the information you will need to know about each student. Information includes medical history, Parent(s)/Guardian(s)/Emergency Contact information, person(s) not authorized to pick up a child, special needs, basic gender/age information and other important details for every child in your Program. Field Reports MUST be with you at ALL TIMES. Not having this in the field with you can be means for dismissal. Initial Field Reports are received during staff meetings in your Program Planning Folder, and updated reports will be delivered as registrations change. Make notes of any allergies, medications, special needs or notes that pertain to individual students and make sure that you have complete information for every child. It is always recommended that you touch base with parents on the first day of a program if you have any questions about how to best care for a child. All Field Reports issued are to be turned in with your Camp Bank at the end of a Program. You will learn more about this important report during staff training.

Attendance Sheets: An 'Attendance Sheet' will be given to you at the beginning of each Program. The Attendance Sheet will include the Student's Name, and who is authorized to pick-up each Student. Each day, you will be required to have arrival and departure times recorded (overnights and travel Programs are exceptions). In addition, Parents/Guardians/persons authorized for pick-up will need to initial at pick-up. If a child is approved to get home on their own, this permission will also be recorded on this sheet either before the start of a Program, or if a Parent/Guardian signs to give this specific permission during the Program. Absent Students are also to be recorded on this sheet. At the end of each Program, please return the Attendance Sheets with your Camp Bank.

Late or Absent Students: If a child does not arrive by 9:30 use your attendance sheet to obtain the contact information and call the parent to determine whether they are sick or just running late. If a student is sick or not attending for any reason, note that on the attendance sheet and contact the office prior to departing that day.

Program Bank/Budget: Each group receives a camp bank to be used at the discretion of the co- instructors. If you are on a two-week program, you will receive one half of your bank on the first day of each week of the session. If you are on a one-week program, you will receive your full budget on Monday. The bank bag should stay in your backpack at all times. Instructors are charged with accounting for all funds spent by collecting a receipt after each purchase. Because of our non-profit status, Academy purchases are tax-exempt and you can often times avoid paying tax by providing our **Tax ID #84-0945670**. A tax exempt letter is also included in your bank bag

Your bank can be used in a variety of ways: This money must cover gas for vehicles when you need to fill up outside of

Telluride, art supplies (that the Academy does not already have), any treats, extra supplies, your overnight campsite fees and sub-contracted activities. If you want to arrange a "big ticket" activity for your group, it is best to figure out that cost and then work back from there. Do not schedule a "big ticket" activity like the Ouray Hot Springs and put it on your itinerary only to discover that you don't have enough money to cover the costs of that activity.

It is acceptable to spend the entirety of your bank but that does not necessarily create a better program for students. Bank funds should never be used for personal consumption (unless you are buying the entire group something). Return your Financial Report Form and any extra money at the end of each session.

Student Names / Hometown List: These lists are posted at entry ways and on your classroom door. It is important to know where your students are coming from and if you have multiple students in your group from the same region or city. This gives you talking points with parents as well as a way to "break the ice" among students in your group.

Use of School Classrooms: The Telluride Academy leases nearly all of the classrooms of the Telluride Middle/High School, which is a great privilege and one that we could lose if we treat the premises irresponsibly. In order to maintain a good relationship with the school district and with district teachers, please take responsibility for the room that you are assigned. Anything that belongs to a teacher that is left in the classroom is strictly off limits – The Academy is charged for anything that is missing or damaged. If you need materials, please visit the art room, staff room, or check with the office. Your classroom should stay organized. It is up to you, your co-instructor and your students to keep your classroom clean!

Please put a tarp on the floor while doing any art projects. Any snacks and/or lunch should be eaten outside if possible. Be sure windows are closed each evening. No art projects involving dye, clay, glue, or other gooey carpet-destructive materials are allowed in the classrooms – use the art room or sidewalks for these projects.

IMPORTANT: Academy Students are not allowed beyond the double doors to the Middle/High School office area.

Per our contract with the Telluride R-1 school district the following rules are strongly enforced and must be adhered to:

- No pets on campus.
- No bikes in the facility.
- No drugs or alcohol on premises.
- No overnight personal vehicles unless Academy has keys.

Staff Room: The staff room contains additional supplies and equipment you may need this summer as well as a mailbox for each staff member. Check your mailbox frequently. There is also a bulletin board for sharing great places to go or information with the rest of the staff. Our Xerox machine is located in the staff room and may be used to make copies of itineraries for parents and print additional copies of any forms you may need throughout the summer.

Art Room/Art Supplies: The Academy uses the high school art room each summer. We fill it with supplies at the beginning of the summer and re-stock it as needed. It is all of our responsibility to keep this room clean and organized – groups should clean up after completing their project. You are welcome to create an art kit to keep in your classroom or bring into the field with you. Please make sure you check out any art supplies with Academy's Art Director. You may only use the art room if scheduled for a session with the Art Director or with specific permission from the Art Director or Program Director.

Typical Daily/ Weekly Schedule

Typical Telluride Academy programs run Monday through Thursday from 9 a.m. to 5 p.m. with Wednesday overnights although there are deviations – please double check your camp details. Instructor hours are typically

8:25a.m (8:00 a.m. on a session start Monday) to 5:15p.m daily, or until all students have been picked up by parents and your classroom room is clean, secured and ready for the next morning.

8:00 a.m. / 8:25 a.m.: Arrive at Telluride Middle/High School. Use this time to open your classroom, make phone calls, go over camp lists and get organized. Be sure to come prepared with your own lunch, water and necessary gear. Your camp's itinerary should now be complete and ready to distribute. If you anticipate any changes to the daily plans listed on your itinerary, now is the time to let the administrative office know.

8:45-9:15 a.m.: Students arrive. Plan an early morning activity each day that engages the group as drop-off continues: not all of them will arrive at the same time. **BOTH INSTRUCTORS MUST BE IN THE ROOM WITH STUDENTS BETWEEN 8:45 AM – 9:15 AM,** to engage the group and answer parent questions. Make sure parents receive a completed itinerary and don't forget to introduce yourself to each parent on the first day.

9:15-9:45 a.m.: This is the time to start the day together and discuss the day's schedule. Please announce the Academy Unplugged policy and collect any cell phones or other electronic devices at this time. These will be stored in your room until parent pick-up at the end of the day. Have some type of morning circle, meeting or briefing so that everyone is clear about the day's activities. Make sure everyone has been signed in on the attendance sheet. On the first day, make sure your students know where the Academy office is located and that it is staffed by people who can help them should the need arise. Feel free to take a short field trip to show them where the office is located. On the first day of camp you should also establish your camp rules. Set the first few and let your students create a few more. This first day of camp is the time to set your expectations for student behavior; see the *Code of Conduct* reference form on the staff website for ideas.

9:45 a.m.-4:30 p.m.: Daily activities: be safe, be creative, and have fun!

4:45 p.m.: Always return to Telluride Middle/High School by 4:45 p.m. Some parents will get very nervous at 5:02 p.m. if their child has not yet returned. If you are going to be unavoidably late, or think there might even be that possibility, call the office and let us know where you are and how late you will be. We will then meet the parents to explain. If you return to school and/or classroom early, be sure to have an organized closing activity that will keep children engaged as parents start to arrive for pick-up. If you are outside during this time, leave a note for parents posted on the white board outside your classroom.

4:45-5:15 p.m.: It is very important that both instructors are in their classrooms at this time. Use this time to remind students of any special gear they'll need, wrap up any lessons or discussions, and discuss the next day's activities. Take the opportunity to promote your camp from within, review what you did that day to give the parents "talking points" with their children (remember, get creative, use the white board). This is your time to finish camp on a high note! Turn in vehicle keys, digital cameras if finished using, and clean out your van and room all in preparation for the next day.

Things to Accomplish Each Day

Monday: If your program has an overnight (most do) Monday is the day to plan your overnight menu selections with your students and go over how to pack for the overnight(s).

Tuesday: Programs with double overnights leave Tuesday morning and return on Thursday by 5 p.m. Staff leaving for a double overnight should plan to grocery shop in the morning before arriving to Academy (or the night prior). Grocery shopping during program hours is NOT permitted and should be done ahead of time unless otherwise noted.

Wednesday: This night is a camping overnight for almost all programs. Staff leaving for an overnight should plan to

grocery shop in the morning before arriving to Academy (or the night prior). Grocery shopping during program hours is NOT permitted and should be done ahead of time unless otherwise noted.

Thursday: All groups need to return by 4:45 p.m. for pick-up. Staff meetings are held the first Thursday evening of each session. At this time, you will receive your next Session's assignment, meet with your new co-instructor, and start to plan your next itinerary. Itineraries will need to be signed off by the Program Director or Executive Director the Friday before the next session begins to be considered complete. Also at this time you will sign up your group for climbing, boating, art and overnight camp spots.

Last day of a Program: You should return to camp early to clean out the inside of your van if it's the end of a Session. Your group should help. Vans must be thoroughly cleaned at the end of every Session and you must receive a sign-off on your van from the Field Director before leaving! You must clean your classroom of all signs of your program. Empty trash, remove art work or banners.

Food:

Students bring a sack lunch every day. Although we cannot control this, we do encourage parents to pack healthy lunches for their children. Regarding the food that the Academy prepares (for overnights and extended trip programs) the selection, preparation and consumption is an important part of the students overall experience. Students will not arrive home at the end of a busy day in good spirits if they have not been fed well. All of the food we prepare should be healthy and nutritious. If a student shows up without lunch check with the office to see if we have any food to help. The Students Parents should also be notified that they are required to pack a lunch.

The following is a general outline of how food works at the Academy.

- Day Programs: Campers bring a sack lunch each day and the Academy provides healthy snacks which are purchased using each camps budget/bank.
- Overnight Programs: Campers bring a sack lunch each day (Mon – Wed). Instructors are responsible for purchasing groceries and preparing the following meals: Wednesday dinner, Thursday breakfast and Thursday lunch.
- Double Overnight Programs: Campers bring a sack lunch each day (Mon – Tues). Instructors are responsible for purchasing groceries and preparing the following meals: Tuesday & Wednesday dinner, Wednesday & Thursday breakfast and Wednesday & Thursday lunch.
- Travel programs (three or more overnights): All food costs included and paid for out of the programs bank/budget. Students bring a sack lunch from home on the first day.

Program Gear:

Telluride Academy provides all group gear & equipment necessary to run a successful summer season. Tents, stoves, tarps, coolers, cookware, water jugs, etc. Logistics Coordinator is responsible for inventorying, issuing and monitoring all gear. Instructor gear is issued at the beginning of each summer season and consists of a First Aid Kit, Kitchen Set, hygiene kit, cooler, roll table, 2 water jugs and 4 tents. Gear is divided among Instructors by the Logistics Coordinator. The First Aid and hygiene kits are required to be carried by the staff at all times while in the field. ALL Instructor Gear is issued at the beginning of the season and will be your responsibility all is in working condition, clean, and restocked if necessary.

While we certainly understand that gear can be ripped, torn or broken throughout the course of a summer, we ask that you take care of the gear you are issued as if it were your own. In the event there is any lost or damaged gear, it will be at the discretion of the Admin Team as to whether the damage or loss will be financially covered by the Academy or the Instructor.

We have an issued instructor gear storage area located in the gear trailer. Each staff member will have an assigned "cubby" for their TA issued gear. Note: It is common during the busy sessions to assign van and gear shares among

staff. We ask that you are flexible with this process, specifically during sessions 4 & 5. Please note that it is NOT acceptable to take someone else's gear, even if you can not find yours. Contact the Logistics Coordinator immediately if your gear has been taken.

Personal Gear: Every Instructor is responsible for bringing their own backpack, sleeping pad, sleeping bag & tent for their personal use throughout the summer. The Academy is not responsible for any damage to this or any other personal gear you choose to bring along. We have great "Pro" deals on gear and information on ordering items can be found on the staff website.

Gear Challenges: The Logistics Coordinator and/or an Intern will be available each morning at 8:15am-8:45am and 9:15am-9:45am behind the high school (from 8:45am-9:15am Instructors are required to be in their classrooms to greet parents and students). In addition to van check-outs, vehicle maintenance, restocking gear or additional gear check-out, the Field Director wants to know about your gear problems as they arise so they can be fixed and returned to the field. Please give plenty of time for this in case parts need to be ordered. Arriving at the school at 8:30am the day you are leaving for your overnight or trip to address these issues is not enough time and you may have to make-do. If you run out of propane,

please let the Logistics Coordinator know immediately as we will need 2 days to get this refilled. If you bring in an empty propane tank on the day of your overnight, you may have to use your camp budget to buy small replacements for the overnight on your own.

Backpacks: Your personal backpack needs to be with you at all times. Both Instructors backpacks should have a charged cell phone and your field guide in it. Between the two Instructors backpacks, there should also be a Hygiene Kit, First Aid Kits, Bank Bag with the camp budget and the Student Field Report.

Gear Issued to Instructors: One 15-passenger; your van needs to be thoroughly vacuumed, interior cleaned and refueled on the final day of your program. On occasion we will require that you share a van with another camp group, and van assignments will likely be switched each session. For these reasons, it is important that vans are cleaned out of all personal gear for the start of each new session. All van keys must be returned to the key board at the end of each day and are never to be brought home by instructors.

Cell phones: All Instructors are required to carry their own cell phone which is your primary means of communication while you are out in the field. If your cell phone plan does not support this use, or if you do not have unlimited text messages, please let the office know. Although cell phone coverage can be spotty in the Telluride region, we ask you to keep your cell phone on or check messages regularly in order to stay in touch with the office. Students are asked to leave their cell phones at home and we also ask all of our Instructors not to take or receive personal calls while on the job. In Reach devices are provided to programs that will be leaving cell phone reception for a long period of time.

Cell phones are NEVER to be used by the driver of an Academy van.

Program Photos: Photographs help tell the story of your student's adventures all summer long. Our goal is to post photos of every single program on our Dropbox so parents can see what their children have been up to. Most Instructors like to use their own cameras and you are certainly welcome and encouraged to do that. Photos for every program are required and must be received before you can receive your bonus check. During staff training you will learn some tips on how to best document your programs through the camera lens. Instructions regarding delivering your photos at the end of each session will be covered in staff training.

Land Use

The Academy has a variety of land use permits that allow us to operate on public lands. Any outfitter or guide who uses public lands for commercial use – and that's Telluride Academy - must obtain a special use permit from the

agency that manages those lands. These permits generate revenue by charging an outfitter based on its use and then uses the revenues for various trail and campground improvement projects. As more and more outfitters and businesses cater to clients seeking outdoor activities, these permits have become increasingly difficult to obtain.

The Academy has permits with the following governmental agencies:

National Forest Service (NFS):

This is the Academy's most extensive permits and covers a large area of Southwest Colorado and Utah. This permit is included in your program's bank and must be carried with you at all times.

Bureau of Land Management (BLM):

The Academy has permits with numerous BLM agencies. They include the Moab, Monticello, Tres Rios, Grand Junction and Uncompahgre districts. If you will be visiting these districts during your program you MUST obtain a copy of the Academy's permit and carry it with you while on BLM lands.

Colorado Department of Wildlife (DOW):

The areas we can use that are managed by the Colorado Department of Wildlife are Miramonte Reservoir near Norwood and Woods Lake. If you would like to do any fishing on these lands or crawdadding, anyone over 18 years of age (Instructors) are required to hold a *Colorado State Fishing License*. They are available at any local gear store or gas station. If fishing is part of your program's itinerary, please use budget to purchase fishing license.

It has taken the Telluride Academy many years and much good will to obtain such an extensive network of permits that are absolutely integral to our programs – for this reason, it is vital that we do everything in our power to treat the lands with respect, stay within the boundaries of our permit areas and ensure that our permit will be renewed for future generations of students. The areas in which we are allowed to conduct activities like camping or hiking are outlined in our permit; we will go over these areas in staff training. Conducting activities outside our permitted area is illegal and could threaten the future of permits. Because of this fact, it is important for you as a field instructor to know where these areas are. If there is an area that you would like to visit but are uncertain if it is included in our permit, check with the office first! Do not visit areas that fall outside of our permits with students. You will find that there are numerous locations that you enjoy on public lands that you feel would be great to visit with your students. However, keep in mind that we are a “commercial outfitter” and are not eligible to visit any locations not listed on our permit. The only exception to this rule occurs when a location such as a National Forest or BLM campground charges a fee. Any time you pay a fee for day or overnight use of an area you are essentially paying for a single use permit and are covered for use. State and National parks where a fee is charged for entrance are also available to you.

Two things that threaten our permits:

- Irresponsible use and/or irresponsible impacts of public lands
- Traveling outside of our permitted boundaries

The section on outdoor ethics that follows was put together largely to make sure we are all teaching and using low impact skills. Teaching responsible environmental stewardship is one of the founding goals of the Telluride Academy and also demonstrates to the Forest Service that we are responsible in our use.

Remember, federal lands belong to all of us. It's up to us to teach and practice treading lightly.

Private Lands

During staff training we will highlight the amazing private lands that Academy families and friends have donated for student use. Their generosity allows the Academy to explore spectacular areas that we would not otherwise have access. A list of the Private Lands available for our use will be reviewed in staff training. A complete list with directions and maps can also be found in your field guide.

Tracking your land use

It is the responsibility of each program to track their daily land use. Land Use forms are included in your program bank and must be turned in complete before you receive your paycheck. Track "User Days" which is determined by the size of your group. Land use must be tracked for all government agencies, private lands, state and national parks, municipalities, etc.

EX: You visit Lizard Head meadows with 11 kids for three hours of hiking. Lizard Head is located on our NFS permit. Your report would include the following:

Use Area = Lizard Head Meadows

Duration = 3 hours

Agency = NFS

User Days = 11

Medical Practices

All Telluride Academy instructors are required to carry a current certification in CPR and Wilderness First Aid training. Telluride Academy hires summer staff based on our belief that they will use good judgment and keep a cool head in an emergency situation. We strongly believe in acting on the conservative side with all medical emergencies. Any injury, both minor and more serious than a minor cut, twist, bruise, stomach and/or headache should be dealt with appropriately. **When in doubt, dial 911.**

The Academy consults with Dr. David Dreitlein from Montrose Memorial Hospital. Dr. Dreitlein is available by phone 24 hours a day. His number can be found on the emergency contact sheet in your Field Guide.

In the case of a medical emergency, we ask all instructors to maintain close contact with the administrative office when possible. This should be your first or second call. By contacting the office, we can quickly get your group the support it needs, meet you in the field or at a medical center or contact family members.

Emergency Action Plan

When you receive your instructor pairing, one of the things you should immediately do is determine which of you has more experience with medical judgment calls. The most experienced instructor will make the medical calls, should any be needed. Instructors with WFR or EMT certifications should automatically be designated as the person making medical decisions in the field. If each of you has WFR, then you may decide to use a team approach in making the correct medical calls. Always be cautious.

Your program roster has all of the medical and contact information you need for each of your students. This report contains very important medical health information like allergies or medical conditions. You must have this report with you at all times. You cannot request medical care for a child without parental consent. For this reason, you will never leave the school without all your Field Reports. The Field Report shows the parents approval for Academy Staff to obtain medical care for their child. A more complete document can also be faxed from the home office directly to the hospital.

If there is a medical emergency that requires Emergency Medical Services:

1. Staff 1 who witnesses the accident, informs staff 2, then assists victim
2. Staff 2 calls 911 and checks on the safety of the rest of the group and determines a plan for the entire groups overall safety.
3. Staff 2 then assists Staff 1 with the victim and begins a patient assessment using SOAP notes.
4. Both staff assist victim until EMS has arrived
5. Call the Academy office. Administrators will call parents and decide on any further plans of

- action. Do not attempt to call the parents yourself in medical emergencies.
6. Academy will follow up with you as soon as possible with a family plan.
 7. Complete an Accident Report and turn into the office before the end of that day.

If there is an injury which is not an emergency but still requires medical attention:

1. Tend to injury and continue to monitor well-being of the group as a whole.
2. One instructor should call Academy office so they can confirm your plan of action and decide who should contact the family.

Chain of command for emergency phone calls, 24 hours a day (all numbers are on your *Emergency Contact Sheet* found in each Field Guide)

1. Program Director – Sophie Fabrizio
2. Executive Director – Luke Brown
3. Telluride Academy Administrative Office

Phone numbers for hospitals, clinics and air rescue services in the surrounding areas are also listed on your Emergency Contact Sheet found in each Field Guide.

Evacuations

The Academy wants all instructors to act cautiously should any medical emergency or situation take place. If you have a question about whether or not to evacuate, call the Telluride Academy office or on-call administrator on your cell phone. How you evacuate a victim is categorized by, “Go Fast” or “Go Slow.” If there is an emergency, we expect you to call 911 and use your first aid knowledge to treat the injured person. If you think a patient should not be moved, do not move them. Call 911 and have medical personnel come to your group.

The following are guidelines for evacuating a student for medical care:

“Go Fast” Evacuations: Life threatening issues including airway obstructions, problems breathing and circulation, spinal immobilization, a head injury, loss of consciousness, shock, third-degree burns and any burns to hands, face and genitals, broken femur or other large bone, allergic reactions: any type of Anaphylaxis shock or heat stroke. Serious medical conditions such as these would institute a call to 911 and transporting the injured person as quickly and safely as possible to the nearest medical center.

“Go Slow” Evacuations:

- Wounds: Anything that needs a stitch or any cut you can open up and look inside. Anything that you think looks worse than a minor abrasion or cut or anything that you think could scar. Be conservative.
- Burns: Any burn with a blister covering 1 percent or more of a student’s total body surface. (1 percent = palm of student’s hand).
- Broken bones: Any injury that has bruising, swelling and point specific pain.
- Sprains and strains: Any injury with evidence of damage, i.e., swelling and bruising.
- Altitude: With Ataxia (inability to coordinate muscular movements) or trouble with breathing.

The Academy has an admirable safety record because our staff is smart, swift and well prepared. We cherish our safety record and we count on all of you to uphold it. Constant supervision and good judgment calls make this happen, year after year.

Here are some tips and guidelines to follow when faced with an emergency situation:

- Positive group dynamics should be practiced in case of a medical emergency.
- Everyone must stay calm and remember to breathe.
- Your good judgment and knowledge are tested as you make the call between calming a child whose symptoms are more psychological than medical and preparing for a trip to the ER with a child whose

condition is at all doubtful to you.

- Remember to talk about and process the situation with the other students. If there is an accident, remember to let other parents know exactly what happened so the story doesn't get blown out of proportion across the dinner table. Make sure to tell the Academy office so that we can help.

Accident Reports: Once you return to the school at the end of the day (or to your campsite in the case of an accident that occurs during an overnight) immediately complete an Accident Report. This is a critical part of your responsibility when an Accident occurs. Not only does our Insurance Company require it but it also helps the Administrative Team communicate clearly to the parents should that need to happen at a further date. Prior to completing the Accident Report, feel free to make notes and document any details you need to in your field guide. Obviously the care of the student during an emergency is your first priority but if you need a place to jot down notes, your SOAP form and your Field guide is the place to do that so they don't get lost.

You will be restocking your medical kit every time you use it. The one thing you forget to replenish will be the one thing you will need in an emergency. It is negligent not to have a fully stocked kit.

Medical Insurance

Students: All students are required to carry their own medical insurance. Telluride Academy has each Student's medical insurance information. Please contact the admin staff if you need to give that information to a hospital or Physician on behalf of a student needing medical care.

Instructors: The Academy carries workmen's compensation insurance to cover all of our employees. If you are injured on the job you should **immediately** contact the Academy's administrative Office to obtain instructions.

Safety Protocol

Keep track of your Students

Keeping track of your students and knowing where they all are 100% of the time is critical. It is your responsibility to make sure each and every student is accounted for all of the time, wherever you go, whatever you do. Every time you get in the van you need to count your kids. Every time you arrive somewhere, either walking or driving you need to count your kids. During activities you need to constantly be counting heads. NEVER leave any group of students unattended, regardless of their age or ability.

Creative ways to count students: these are just a few ideas; add your own creative ideas

- Have students form a sentence with each camper being responsible for a word in the sentence. When you begin the sentence if a word is missing, you know a camper is not there. This is a fun activity to do the first morning of camp.
- Have the group line up in order of height, birthday, age, etc. Take or sing a roll call
- Use the buddy system; make sure everyone's buddy is accounted for.
- Count off; give each student a number and have him or her count off.

Water Safety

Water activities are a great addition to any Academy program. However, they require a great deal of attention, observation, planning and pro-active facilitation to be carried out safely. If you are planning on adding any water activity to your program itinerary make sure you inform parents of the outing and hand out special packing lists required for these activities. Be prepared and make sure your students are prepared with the proper attire. You can use the Packing Lists found on every program page of our website for your own personal reference as well as a resource for sharing packing information with students and parents.

Swimming & Water (Non-Boating) Activities:

- Children can never be by or in water unless an instructor is present and within voice contact
- Meet with students: establish rules and boundaries before any swimming activity.
- Children must be supervised when in water by both Instructors and a lifeguard if at a public pool.
- One staff member should enter the water first and check for hazards.
- Once determined safe, one staff member will serve as the “lookout” while anyone is in the water. The other staff member will either look out as well or supervise from the water.
- No diving or jumping into natural waters at any time for any reason. Cliff jumping is NOT permitted.
- When using a public pool, only use if staffed with certified lifeguards.

Flat Water Boating:

- All students participating in boating, including canoes and rowboats, MUST wear a PFD (Personal Flotation Device) at all times.
- All flat-water boating activities are supervised by the Academy’s trained Flatwater Boating Staff. The safety of the students is the responsibility of both the Boating Staff and Field Instructors.

Moving Water Boating:

- All moving –water boating is supervised by the Academy’s Boating Director(s) who is certified in Swift-Water Rescue and possesses certification in Wilderness First Responder as well as an ACA Kayak Instruction and Rescue (or equivalent).
- All students MUST wear a properly fitting personal flotation device (PFD) when participating in any moving water activity.
- No student is allowed to participate in any moving water boating activities without first participating in a flat water safety lesson.
- For all rafting or kayaking in rivers, creeks and any moving water, Academy utilizes a combination of our own Swift-Water certified staff as well as subcontracted guides that are properly certified for these activities.
- The ratio of staff to student when engaging in any moving water boating is 3 to 1.
- For river boating, the combined air/water temperature must be a minimum of 100 degrees to allow students to participate. The Boating Director will be using their discretion to manage all in-house boating activities and will restrict when appropriate.
- Tubing is an appropriate activity but must be approved by the Boating and/or Program Director prior to planning. Staff ratios need to be addressed and locations and water levels must be checked for safety.
- All staff assigned to a moving water program must read the AQUAcademy Handbook.

Water Emergencies

In addition to the abovementioned emergency protocols detailed above in the Medical Emergency protocol section, the following protocol should be used in the case of a water emergency

1. Staff 1: Who witnessed the accident will inform the other staff member of the emergency and then assist the victim.
2. Staff 2: Will clear the rest of the group from the water and call 911 if necessary.
3. Staff 2: Assist the first staff member with the victim.
4. Staff 1 and 2: Assist victim until EMS arrives or plan evacuation. Call Academy at this time.

Lightning Safety

Best Practices for Lightning Storms: Remember, preparedness is your best tool:

Helpful Information:

- If you are caught above the tree line when lightning approaches, descend quickly; avoid isolated trees. It is better to run into a forest.
- Electrical storms can also develop in the night. To lower your odds of being struck, don't pitch your tent in the open or near the tallest trees in the vicinity.
- Hikers should move quickly into a forest if a car or shelter is not near.
- Drop metal objects like packs with internal or external metal frames.
- Get off horses and bikes.
- If you are caught in an open field, seek a low spot. Crouch with your feet together and head low. Spread out as a group.
- If someone is struck: People who have been hit by lightning carry no electric charge and can be safely attended to. Also, victims who appear to be not breathing can often be revived. If the person is not breathing, begin CPR immediately and call 911.
- Don't sit or lie down - these positions provide much more contact with the ground, providing a wider path for lightning to follow.
- Don't return to an open area too soon - people have been struck by lightning near the end of the storm, which is still a very dangerous time.
- Swimmers, anglers, and boaters should get off lakes or rivers and seek shelter when storms approach. Drop any fishing rods. Boaters who cannot get off the water before the storm hits should crouch low. Once on land, get at least 100 yards away from shore.
- When seeking shelter, never go into a cave.

Lightning at your Camp Site: set up camp early: If a lightning storm begins after camp has been set, get into van and seek safety. If you are not in a van-supported program, follow the 'Helpful Information' below. Most storms will pass quickly and then you can go back to camp. If a lightning storm strikes, and no camp has been set, leave area and either wait for storm to pass and go back to original campsite or find alternative site. Don't just "wait it out" - fill this time with dinner or an activity.

Prior to any location change, you must notify the office or if it is a weekend, the on-call administrator so we can pass along word to parents. If lightning storm is relentless, call the on-call Academy person for possible shelter alternatives.

Climbing Safety Protocols

All climbing excursion will be conducted by one of our Climbing Directors. Field Instructors will help to facilitate a safe and engaging climbing environment. All Academy instructors are put through a climbing safety workshop prior to the start of our season. This workshop is carried out by one of the SPI certified rotating Climbing Directors and requires that all staff demonstrate an understanding of the terminology, gear and belay techniques utilized during climbing sessions.

ALL student climbers as well as the "belayer" are required to wear an *International Climbing and Mountaineering Federation (UIAA)-certified climbing helmet* provided by the Academy. Persons not climbing are required to stay out of the "safety zone" until instructed by a staff member or the Climbing Director and are only allowed to enter once they have put on an available helmet. The "safety zone" is a large area that encompasses the base of a climbing wall or rock face. This zone is designed to allow the "belayer" and the "climber" to interact without distractions as well as minimize the amount of people in the area of a potential rock fall from persons climbing. When "bouldering" all students must have an adult "spotter" in place and use available climbing crash pads. These will be made available to instructors by the Logistics Coordinator at appropriate bouldering locations.

As instructors it is crucial that you communicate and brief your students before any climbing takes place. Address the rules of climbing and designate the "safety zone". It is also imperative that you address acceptable behavior and

boundaries for students not participating in climbing. At many of our climbing locations the greatest risk is often not associated with climbing but with environmental hazards around the climbing site (moving water, exposure, etc). Promote a positive and encouraging environment while climbing. Have students cheer each other on while not on the rock.

Mountain Biking Safety Protocols

In an effort to maintain safe staff-to-student ratios, almost all mountain biking programs require three staff “on- trail” (with some exceptions, determined by Admin staff). Additional staff will be assigned for biking shuttles. Please remember: Interns are NEVER allowed to drive a van while students are on board. Establish “rules of the trail” with your students prior to all rides and make sure that all staff know the chosen route. The lead instructor and the faster riders should always wait at all intersections or trail mergers in an effort to keep groups from getting separated. One staff member should serve as “sweep” so that there are never students on the trail that are ahead of or behind an Academy staff member. The third staff member should manage the middle of the group and relay between the front and back staff on-trail.

All staff and students must wear appropriate closed-toed footwear and helmets anytime they are on their bikes. Staff should be sure to carry working radios while on the trail.

Trailers are assigned to biking and some boating programs. Please familiarize yourself with the mechanics of your particular trailer. If you know that you will be facilitating a program with a trailer and would like some pre-program training please contact an administrator to arrange some “behind the wheel” training. Do not drive with the trailer if you are not familiar with how it operates. Always check that your trailer lights are working properly before leaving for the day. ALWAYS have assistance when backing up with a trailer! This is where a majority of our van damage occurs and an additional set of eyes will help you to avoid the classic “jack-knife” or an insufficient trailer connection.

Outdoor Ethics and Camping Guidelines

Introduction/Philosophy: One of the most important aspects of our work at the Academy is teaching our students to be stewards of the land. Since more and more people venture into the wilderness each year, low impact practices have become vital to the survival of our wild lands. That is why we have established protocols for our camping groups that will not only prove our commitment to the environment, but will ensure that the next generation carries on that commitment. The following ideas come from the general philosophy of the “Leave No Trace” campaign. They are guidelines to be used religiously, but always have room for improvement.

Be considerate of others:

- Respect other visitors and protect the quality of their experience. Be courteous; yield to other users on the trail.
- Camp away from other visitors.
- Let nature’s sounds prevail; avoid loud voices and noise.

Hike and camp on durable surfaces: Trampling by humans is the most troublesome issue associated with trail problems such as erosion and plant damage in wilderness areas. Walk single file in the middle of the trail, even when wet or muddy. When hiking on switchbacks do not allow students to cut the switchbacks. Durable surfaces include established trails and campsites, rock, gravel, dry grasses or snow.

Selecting a campsite: Camping is responsible for the majority of impact on our wild lands. When choosing a campsite that is not in a designated campground, keep the following in mind:

- Camp at a well-worn site to keep surrounding areas from increased impact.
- When in a pristine area, camp in a place that has never been used before.
- Avoid staying in even a lightly used area to give that spot time to heal.
- Camp at least 200 feet away from lakes, streams, and rivers.
- Keep campsites small, focus activity where vegetation is absent.

Camping Etiquette: Males and females (both Instructors and/or Students) are not allowed to sleep in the same tent during Academy overnights. Students should be separated by gender.

Campfires: In the arid West, fire bans are a very real possibility. In some cases, entire counties or even states ban nearly all kinds of fires, even grills. Always check the area you are camping to see if campfires are permitted. If campfires are acceptable, please remember that they can cause lasting impacts to the backcountry.

- Use a camp stove for cooking instead of a fire
- Where fires are permitted, use established fire rings or fire pans.
- Keep fires small, only use sticks from the ground that can be broken by hand or bring your own firewood, do not strip trees of their branches.
- Burn all wood and coals to ash, put out campfires completely, and then scatter cool ashes in the fire ring.
- Do not burn trash of any kind.
- Break down existing fire rings if more than one exists in same area

Cooking: Once you have established a campsite and decided to have a fire or not, it is time to choose a site for the kitchen.

- Hand sanitizer should always be available in the camp kitchen. Utilize hand washing pumps when available.
- Try to place the stove on a rock outcrop or other resilient surface and again use an area that has already been impacted. Do not cook on coolers or dry boxes. Use your roll tables.
- Avoid dropping food on the ground but if you do, be sure to pick up any crumbs or food particles and place them in your outgoing trash. A tarp under your kitchen area will help.
- Birds and animals can become so dependent on scrounging for food scraps at popular campsites that they are no longer capable of hunting for their own food.
- Food also attracts other possibly unwanted animals into camp, not to mention the fact that it can make a campsite ugly and unattractive for the next group.

Cleaning: When cleaning up dishes, scrape any leftover food into the trash. Do not wash them directly in a lake or stream! “Sump”: a pit or reservoir serving as a drain or receptacle for liquids.

- Heat some water on the stove for wash water. Add a tiny amount of biodegradable soap to the wash water. Use another container of water for rinsing. Programs with more than 3 overnights should be issued bleach and given instruction on how to effectively use and store while in the field.
- Strain both the wash and rinse water.
- If there is an established fire ring, strain the water into the pit, or dig a small sump hole in which to capture the strained water.
- You may also use the “spray method” where after straining, wastewater is spread out over a large area rather than concentrated into a sump, at least 200 feet from water, camp, and trails. In the desert, the method preferred is the spray method.
- Any food particles left over in the strainer must be emptied into the trash and carried out.
- Again, wash water and soap do not go into the water sources! Food particles do not get dumped out with the wash water and left behind!
- When kids brush their teeth, spit toothpaste into the sump or fire pit as well. Be sure to fill in and cover up the sump hole before you leave camp.

Trash: Pack out what you pack in.

- This should also include litter that has been left by others. This principle goes beyond leaving a camp as you found it, but instead leaving it better than you found it.
- Make sure you always have a trash bag with you for cleaning up after lunch. Trash is much easier to manage if it is all kept in one bag.
- Be sure to let the children know why it is important (aside from just aesthetics), not to leave litter behind.
- Separate all recyclables while in the field so you can dispose of them properly behind the school upon your return.

Food storage: In order to eliminate the temptation for bears or other critters to come into camp, it must be kept clean from trash and food scraps.

- Have a designated kitchen and eating area to keep scraps and associated food smells concentrated in one place.
- No food should be allowed in the tents at any time; a black bear approaching a tent is a very real possibility in Colorado.
- When you are car camping, all group food, stoves, pots and pans, and trash need to be stowed away and closed into the vehicle at night, or while you are away from camp for the day.
- Inform students to leave any scented personal items, such as toothpaste and scented lotions, in the van.
- While in the backcountry, food should be hung from a tree in “bear bag” fashion by using some rope and nylon stuff sacks at least 100 feet from your campsite.

Encountering wildlife: Viewing wildlife in its natural habitat is a special privilege. These encounters should be treated with respect and used as opportunities for education and appreciation. Traveling in large groups it is rare that you will cross paths with any of the large predators that inhabit the western Rockies. Proper food storage will greatly reduce the possibility of these encounters. If you do encounter a bear or mountain lion you should remain calm. Do not run! Gather your group and make yourselves appear as large as possible. Talk in a firm and loud voice to let the animal know you are human and not its usual prey. Back away slowly and avoid eye contact. Make sure the animal has a way to escape. If the animal behaves aggressively throw rock or sticks without turning your back or bending down.

Human waste: Since we camp in large groups, the way we manage and dispose of waste has become a major concern. When camping in a designated facility, be sure to use the outhouses provided. Each group will have a latrine kit for day outings as well as for the overnights. Kits will include small trowel, toilet paper, a large ziploc bag for used TP, and a bottle of antibacterial waterless soap for hand washing. If there is no outhouse at your campsite, there are two ways of dealing with your group’s waste.

- Individual “cat holes” can be dug but must be at least 200 feet away from any water source, campsite, or trail. For maximum decomposition, the hole must be 4-8 inches deep. After doing duty, fill in the hole with the remaining dirt and throw the used TP into the zip lock bag. Do not leave toilet paper behind, or burn it, always carry it out!
- You can also opt to dig a group latrine, which impacts one area with one big hole as opposed to lots of little cat holes. A group latrine will also be your best bet if staying in a site for more than one night. Make sure it is 200 feet away from any water source, campsite, or trail. It must be at least one foot deep. Soil should be thrown in the hole after each use and be completely filled in when accumulation comes within 4-6 inches of the surface.
- Establish an area next to the latrine (or other area if doing cat holes) to house the TP (which should be in a zip lock baggie), zip lock bag for used TP, and soap for hand washing. After taking care of business, put the used TP in the zip lock, and then use the waterless antibacterial soap to clean hands.
- When urinating (and not near a water source greater than 200 cfs), you should go at least 200 feet

away from any water sources such as pond or streams and avoid vegetation as urine can turn it brown and make it susceptible to foraging animals.

- If you are on a river trip or near a river (greater than 200 cfs) urinating should follow the simple rule of: "Dilution is the solution to pollution"...Urinate in the river.

Hygiene: In order to keep germs and parasites from spreading through camp, it is extremely important for everyone to wash their hands regularly using antibacterial soap of some type. Waterless soap is easy. Hands must be washed after every visit to the bathroom, and before preparing or handling food. Make sure you have hand sanitizer with you at all times and use it for all meals and group snacking (i.e. lots of hands in a bag of chips).

Vehicles

The Telluride region with its natural resources and ecosystems provides us all with a unique, inspiring and innovative classroom. Telluride Academy programs rely on the use of vehicles to access this classroom making van use crucial to the successful execution of Telluride Academy's mission.

The Telluride Academy leases 15-passenger vans that have been previously inspected by the Colorado Public Utilities Commission to accommodate our programming needs. Instructors are responsible for notifying the Academy of any maintenance issues they encounter. All vans are equipped with a maximum of 15 seat belts including driver, a spare tire, and tools necessary to change a tire. All vans also have two magnetic signs displaying the Telluride Academy logo, web address and phone number. Be aware that everywhere you go people will know you're part of Telluride Academy.

Telluride Academy vehicle training and protocols have been designed using National Safety Council Defensive Driving Standards, the Colorado Department of Education Rules & Regulations regarding transportation and NOLS Transportation Policy. Instructors will be trained using the National Safety Council Defensive Driving Course, and/or Coaching the Van Driver II Course.

Vehicle Operation Guidelines & Expectations

- Drivers cannot be behind the wheel longer than 10 hours in any 24-hour period. This includes transporting students or staff, pulling trailers or driving empty vehicles. Telluride Academy encourages drivers to rest when fatigued.
- No alcohol or illegal drugs may be consumed while operating a Telluride Academy vehicle or personal vehicle being used for Telluride Academy business. Drivers must wait 8 hours after drinking any amount of alcohol before driving. Telluride Academy supports the designated driver concept in situations where necessary eg: Telluride Academy sponsored social functions. Drivers need to be aware of any adverse reactions or drowsiness resulting from any prescription or non-prescription drugs, such as antihistamines.
- Two hands on the wheel at all times: no eating while driving.
- ALL passengers MUST wear their seat belts at all times.
- Drivers must observe posted speed limits, traffic signs and legal rules of the road. Vehicles loaded with students or pulling trailers should never exceed 55 mph, even if posted speed limits are greater.
- Routinely check the tires, oil, lights, spare, jack, fluids and belts and to report any irregularities to the Field Director.
- Never pick up a hitchhiker
- Use of a cell phone while driving is STRICTLY PROHIBITED.
- Use of headphones while your vehicle is in motion is STRICTLY PROHIBITED
- Be prepared to properly handle the vehicle while controlling passenger behavior.
- Use your co-instructor to adjust radio, climate control, answer cell phones or respond to other passenger needs.
- Make sure all windows are closed after use.

Driver requirements:

- All Instructors must possess a valid Driver's license.
- All Instructors undergo a background check, which includes a review of traffic offenses.
- All Instructors must receive clearance from our insurance company to drive; we cannot allow instructors with poor driving records to transport students.
- A minimum age of 21 years is required for transporting Telluride Academy students. Interns under the age of 21 are not allowed to transport students.
- Instructors are required to maintain acceptable driving records; alcohol or drug related driving offense, regardless of being "off the clock," is cause for immediate dismissal.

Driver's training: During Staff Training all Academy Instructors are required to participate in vehicle training. This training highlights vehicle standards, familiarizes drivers with the operation of 15- passenger vans, and educates drivers of potential vehicle risks and measures to reduce these risks.

All staff are required to successfully demonstrate general knowledge and handling of 15-passenger vans. You will also be asked to demonstrate efficiency parking, backing up, down shifting while driving on inclined roads, changing a flat tire, correct use of car seats and booster seats, and loading and unloading Telluride Academy vehicles.

Radius of operation: The majority of Telluride Academy driving is done on mountain and canyon roads in Southwest Colorado and Southeast Utah. More than 80 percent of driving occurs on paved state and county highways with less than 20 percent on graded County & Forest Service dirt or gravel roads.

It is a constant concern that Telluride Academy spends "too much time in the van." Telluride Academy does not recommend long driving times for programs and prefers that younger students never be in the car for more than 30 minutes at a time.

Vehicle appearance/cleanliness: It is the Instructors responsibility to keep the vehicles they are assigned clean at all times. Do not consume food or drinks other than water in the vehicles. Always stop to have lunch and snacks rather than have them in the van. At the end of each day, all staff and students are required to remove all trash and personal gear.

At the end of each session, Instructors are required to vacuum the interior, and wash the exterior of their assigned vans. This allows staff the chance to look over and visually inspect their vehicles weekly.

Accountability: A good relationship with the Telluride Academy's leased vehicle provider is crucial to the successful execution of Telluride Academy's mission. Telluride Academy pays a substantial security deposit to the leasing company each year and expects these vehicles to be free of damage at the end of each operating season. Repair costs will be deducted from the responsible staff members' paycheck for major scratches, fender benders or other repairs caused by carelessness.

Other issues in the past resulting in damage repair and costs have included:

- Destruction of interior or exterior parts of your vehicle by an out-of-control group.
- Riding the brakes while going downhill instead of shifting to a lower gear.
- Destruction of undercarriage of the vehicle by trying to drive the van in inappropriate locations – if you are unsure, get out and scout a questionable section of road.
- Roof damage caused by careless loading/unloading or students/instructors on top of vans. Students should never be allowed on top of vehicles.
- Losing your automatic door lock.

Academy Staff are expected to treat company vehicles better than their own. Students and staff alike need to

make vehicle cleanliness and maintenance a priority woven into each day of camp.

If you get a ticket or warning for irresponsible driving with students in your vehicle, it is grounds for dismissal.

Car seats/booster seats: Colorado State law requires that children who are under the age of eight must be properly restrained in a child booster seat. If you are assigned to a program with students in this age range you will need up to 12 booster seats. Make sure your van is equipped properly prior to loading your students.

Parking/loading/backing up: 100% of the accidents that have occurred in over the last few years took place when Instructors are backing up their van or “jack-knifing” a trailer.

- All vans are parked behind the school every evening.
- Always move your van to the front or west side of the School before loading (the fewer students in the back of the school the better).
 - Only load and unload in places safe for passengers to approach vehicle. Park in a manner that puts your side passenger doors facing the sidewalk or shoulder of the road.
- Never back up your van without another adult standing outside of the van helping to direct. It might seem an inconvenience at the time but you don't want to damage your van and this is one proactive way to ensure that doesn't happen (TRUST US ON THIS ONE!).
- Whenever available, front-end parking is always preferred rather than parallel parking
- Always use the emergency brake when parking and loading your van and / or changing a tire.
- Although Students are encouraged to help, Instructors must oversee all van loading.
- If group has 10 students or less you may want to consider removing the front seat and loading all gear in its place. Your van seat should be stored in or as near to your classroom as possible. Please label the seat with your program name. It is your responsibility to replace the seat before you turn in your van. You must first inform Logistics Coordinator if you intend to remove van seats.
- When possible always load the heaviest gear inside the van, not on top (i.e. water jugs, coolers, heavy packs).
- Cargo should never block the driver's view.
- Secure all items inside van to avoid injury due to flying objects.
- When loading gear on the roof, always load heaviest items on bottom.
- Keep in mind that braking distances are SIGNIFICANTLY INCREASED with a large cargo load and a full group.
- Students are never allowed to climb on roof racks
- Have passengers occupy forward most seats first (with heavier passengers in front).
- Flammable liquids/materials must not be transported in the passenger compartment of the vehicle. You can store your propane tank on the roof of the vehicle.

Driving/parking in the Town of Telluride: It is preferred that Telluride Academy students are not driven into town unless accessing lands east of Telluride. The majority of parking in the Town of Telluride is parallel parking. If necessary to go into town with your students, vehicles are to be left at the Telluride Middle/High School or parked at the lot adjacent to Town Park (often full).

Vehicle assignments and keys: Instructors will be assigned a single vehicle each session. Because of logistics you may be re-assigned a different van the second week of a session. (Another reason they should be kept clean and maintained at all times!) When not in use, vehicles are to remain locked and parked in the back of the Telluride Middle/High School.

All keys are to be kept in the Telluride Academy office, on the key rack until the time they are needed and must be returned when finished each day. Whenever a key is taken from the office, be sure to place your photo on the key board. When the key is returned, you may take your photo off the key board. Any comments (strange sounds, non-

functioning components, etc) regarding the vehicle should also be noted on the Key Log when a vehicle is signed in. Vehicle keys are never to be taken home by staff.

All staff are responsible for the van keys they are assigned. Under no circumstances may an instructor switch vehicles not assigned to them unless administrative staff has approved authorization. Under NO CIRCUMSTANCES may an instructor take the van keys home.

It is the responsibility of staff to communicate with their co-instructors on who is responsible for their van keys while in the field and to maintain a spare key in their possession. Additional spare keys for all vans are kept in the Telluride Academy office and in a hide-a-key on the van.

Vehicle maintenance: Instructors are required to complete a *Vehicle Check-in Jotform* at the completion of each program recording vehicle mileage, operating performance, and physical condition of each assigned vehicles. It is the responsibility of staff to immediately report any vehicle concerns they sense may present a risk to the safety of its passengers, i.e. brakes, tires, etc. to the Logistics Coordinator. This should be done when vehicle keys are signed in at the end of a program day. If a vehicle needs to be serviced or is deemed unsafe to drive, an alternate vehicle will be assigned.

Gas: Telluride Academy staff is responsible to fill their gas tank at the Shell Station on the valley floor when they return on the last day of each Session. Make sure you check in with the clerk behind the counter and put the receipt in your bank bag. Always check your oil while taking the time to gas up. A supply of oil is kept in the gear shed should vehicles begin to run low on oil.

Speeding: All Telluride Academy drivers are expected to obey posted speed limits, and are trained to recognize that 15-passenger vans are operated much safer when driving 5-10 mph below the posted speed limit.

Discipline of students while driving: Passenger staff should deal with the discipline of students, not the driver. If the problem can't be remedied, staff will pull the vehicle over at the first safe place and resolve the problem before moving on.

Auto Accident procedures

1. Remain at the scene of the accident. Immediately move the vehicle to as safe place as feasibly possible and come to a complete stop.
2. Remove all passengers to a safe place away from the traffic and outside the vehicle. One instructor must stay with the passengers.
3. Render any injured person reasonable assistance or request emergency medical assistance as necessary.
4. Notify the proper law enforcement authority and contact the Admin office as soon as you can.
5. If an accident has occurred please refer to the insurance cards in the van and obtain the information required at the scene of an accident such as the other driver's name, license number and state of issue, other driver's insurance provider and policy number and contact info for the other driver.

2020 Summer Field Instructor Job Description

Position

Telluride Academy is now hiring summer Field Instructors. Strong candidates must possess sound and responsible decision making skills, have previous experience working with groups of children, as well as strong organizational skills to handle weekly student field reports, program logistics, instructor evaluations and activity budgets. Successful applicants are flexible, motivated individuals that have an affinity for creativity and spending significant time outside! Instructor responsibilities include ensuring a safe, engaging and educational experience for groups of students ranging in ages from 5-17. The majority of Academy programs occur in the Telluride region of the San Juan Mountains and the deserts of the Southwest. During a typical two-week Telluride Academy program, two co-instructors (male and female) will share responsibility for a maximum of 13 students. Programs typically run from 8 a.m. - 5 p.m. Monday through Thursday with overnight campouts each Wednesday. First year Academy instructors will typically run programs that cater towards our younger participants and will visit locations that are located within the Telluride region. However, we try to create an experience for all of our staff that involves interactions with a range of ages and activities. Types of activities that instructors may facilitate include; field games, overnight camping, day hiking, ecological exploration, mountain biking, swimming, inflatable kayaking, SUPing, outdoor cooking, arts and crafts, rock climbing and backpacking. Additionally, all staff are expected to practice and teach environmental stewardship principles as well as leadership and teambuilding initiatives to groups of students. Within the structure of established itineraries and program descriptions, Academy instructors are given the freedom and flexibility to shape, plan and implement daily programming – a unique and successful key to the Academy's long-standing success. Potential instructors must pass a criminal background check, as well as a safe driving check and be available for our annual pre-season staff training held in early June each summer.

About the Academy

The Telluride Academy, based in the heart of the rugged San Juan Mountains, is one of the largest and most unique outdoor youth organizations in Colorado. Each summer, the Telluride Academy, a 35-year-old non-profit organization, welcomes approximately 800 students who participate in more than 100 diverse programs. The Telluride Academy offers programs that introduce children to the beauty of the natural world. Through exploration and play, we strive to inspire imaginations and instill an awareness and appreciation for the outdoors. Our curriculum encompasses specialized activities that focus on adventure, art, ecology, science, mountain sports, performing arts and regional and international travel.

Core values and goals

Enrichment through experiential education

Inclusion of children and teens from all socio-economic backgrounds Respect and recognition of the unique individual.

Responsible environmental stewardship

Qualifications

Organized, dependable and professional

Knowledge and enthusiasm for outdoor/experiential education

Significant prior experience working with youth

Ability to be present and "cell phone" free while at work

Current WFA and CPR certification (or ability to obtain with the Academy or independently)

Must pass a criminal and driving background check

Must be at least 21yrs of age

Roles and Responsibilities

- To be responsible and professional representatives of Telluride Academy while on campus and within the greater Telluride community.
- To submit the proper preseason paperwork to fulfill both our organizational obligations as well as those required by our license through the state of Colorado.
- To attend our annual staff training in late May.
- To attend all staff meetings throughout the summer and any staff enrichment days.
- To arrive in a presentable and professional fashion every day on time: (8:00 AM on Mondays and overnight departure days and 8:25 AM every other day of the working week)
- Instructors are expected to be prepared in regards to their attire and in the possession of the required gear and materials needed to facilitate the activities of each day (proper shoes, materials, food, etc)
- Instructors are expected to properly and effectively plan, organize and execute the programs to which they have been assigned. Instructors are responsible for implementing program themes and achieving program objectives (such as Rock Climbing, Boating) as dictated by program descriptions. All program itineraries are required to be submitted and approved by the administration by 1PM on the Friday prior to the start of a session.
- Instructors are expected to manage their assigned groups at all times through effective group management, organized activities, and responsible logistics with group safety ALWAYS being the number one objective.
- All instructors are responsible for submitting program documents such as program budgets, land use forms, photos and co-instructor evaluations in a timely manner.
- Instructors are responsible for all Academy issued gear and vehicles and can be held financially accountable for negligent damage.
- Attendance at our end of the season cleaning day is mandatory (dates TBA).
- Telluride Academy Instructors are expected to maintain a level of fitness that allows them to participate in and facilitate daily excursions and activities as well as lift and carry items weighing as much as 40 pounds.
- Telluride Academy instructors are required to carry their *fully stocked* First Aid kit, hygiene kit, field report and field guide at ALL TIMES.
- Telluride Academy Instructors are required to have FUN!!



2020 Staff Handbook Contract

I declare that I have read and understand all of the material contained within the Telluride Academy 2020 Staff handbook (including the Instructor Job Description) that explains and sets forth Telluride Academy guidelines and practices for all Instructors. I also declare that, as a staff Instructor for Telluride Academy in 2020, I will abide by the practices and protocols as outlined in the staff manual to the best of my abilities.

Name _____

Date _____

Instructor Signature _____

Program Director Signature: _____