

HIGH SCHOOL LEADER District-Wide Protocol

The following information is the protocol for the Outdoor Lab High School Program for all high schools in Jefferson County. Students are eligible to be a leader two times while they are attending high school. Exceptions can be made with the approval of the high school and Outdoor Lab staff.

Credit for High School Leaders attending Outdoor Lab:

- .5 credit for serving as a leader

Community Service Hours for Attending Outdoor Lab:

- Leaders may choose 110 hours of community service over credit
- Community service hours are granted in the form of a letter, NOT on a transcript

Grades earned on a transcript for High School Leaders:

- Pass or Fail
- If a student does not meet the standards as a high school leader, the student will receive a "Fail" on the transcript
- If a student drops the High School Leader program within 2 weeks prior to scheduled departure date, the student will receive a "Fail" on the transcript (exceptions made on case by case basis)
- Student may not be invited back into the High School Leader program if
 - student drops within 2 weeks of departure
 - student does not meet standard as a leader
 - (exceptions made on a case by case basis)
- In the case of illness or emergency, leaders will be given the opportunity to make up the hours by working with the elementary school after returning from Outdoor Lab. (credit will be handled on a case by case basis)

Eligibility Requirements for students to become High School Leaders:

Eligibility form will be provided by every high school with the following:

- 2.0 GPA
- Attendance at 90%, sign off from counselor
- Assistant Principal sign off for behavior
- Student turns in the teacher sign-off form to the counselor with a signature and a grade from each teacher
- It is up to the student to get clearance from school sports/performing arts/clubs etc. for participation in the Outdoor Lab program
- Teachers and coaches may not deny a student permission to go to Outdoor Lab if they have already signed off on the initial consent form

Important Details for HSL's

Training: The goal of the high school leader training is that trainees will:

- learn appropriate teaching techniques as they are modeled to meet the needs of individual students
- learn behavioral expectations and behavior management techniques and strategies
- learn how to implement the behavioral expectations and behavior management techniques with students while on site
- be trained and participate in core classes for which they will be responsible for

Transportation: HSL's must ride the bus with the 6th graders to and from Outdoor Lab. For special circumstances, a parent may transport a HSL to and from the site. Please discuss with a 6th grade teacher. Please plan being dropped off at the elementary school on the morning of departure (check with teachers on what time) and picked up upon return around 1/1:30pm.

Flag Ceremony: Each morning and evening we will have a flag ceremony. Your most important role is to model appropriate behavior and respect. When your bunkhouse is NOT in charge of Flag Ceremony, please spread out around the circle and help monitor students that may need a reminder of the expectations.

Dress Code: HSL's are expected to model appropriate dress. This includes having on hiking boots, a heavy coat and jeans/hiking pants (NOT leggings). Please refer to pg. 13 for more details.

Use or possession of Tobacco is not permitted; no alcoholic beverages, illegal drugs, or weapons of any kind are allowed at the Outdoor Lab Schools.

Evaluations/Observations: At the end of the week you will receive feedback on how you fulfilled the responsibilities as a HSL. The feedback will include two sections:

- **INSTRUCTIONAL**
 - Followed teaching cards
 - Engaged with students during activities on the trail
 - Helped students to succeed with trail behavior, responsibility, and respect on the trail
 - Was positive and enthusiastic while instructing
 - Actively participated in HSL training prior to arrival and on site
- **ROLE MODELING, SUPERVISION, and PROFESSIONALISM**
 - Demonstrated integrity, commitment, awareness, respect, and empathy (I CARE)
 - Role modeled a positive attitude around students and peers
 - Supported teachers with student management and communicated any student issues to teachers
 - Exhibited a leadership role with continual professionalism around students and peers
 - Provided individual help to students who needed it
 - Took care of students in the dorms
 - Was timely and organized
 - Held students accountable for behavior and trail expectations
 - Role modeled appropriate dress