



**KLAMATH  
OUTDOOR  
Science School**

**TEACHER/GROUP LEADER  
INFORMATION PACKET  
Residential Camps**

**Klamath Outdoor Science School  
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# KLAMATH OUTDOOR SCIENCE SCHOOL

## RESIDENTIAL CAMPS

**Welcome** to an exciting adventure in learning! We have prepared this packet to help make your time with us easy and rewarding. Please read it carefully and don't hesitate to contact us if you have any questions.

**Location:** KOSS is located on ten forested acres in Sun Pass State Forest, the only Oregon state forest east of the Cascades. KOSS is located 45 miles north of Klamath Falls off of highway 62, near Kimball State Park and the headwaters of the Wood River. The nearest town is Fort Klamath. A map and directions are enclosed.

**Facilities:** You will be staying with us for one to four nights. We are at the beginning of a multiyear project of developing residential facilities for our participants. For 2016, you can expect two large 30-foot diameter yurts for sleeping quarters for students, teachers and chaperones. One yurt will be for the boys and one for the girls. Each yurt has 24 beds. They are insulated and have portable heaters. A 30x15 ft. tent will be used for meals and a few "indoor" activities. We will have portable restrooms and hand washing stations. We have amazing all weather domes that sleep 16 people for any group that needs extra bed space. These require one chaperone who sleeps in the room that the two doors exit from.

**Meals:** We will have hot breakfasts and dinners catered every day. They will also provide us with lunches each day except your arrival day. On that day you will bring your own lunches. We will supply drinking water and afternoon snacks.

**Weather:** Weather in the Klamath Basin is unpredictable. Be prepared for rain or snow and cold nights. Our site is five to ten degrees colder than Klamath Falls, and gets more snow. It is very possible that there will still be snow on the ground in April, and possibly even well into May. It is essential to be prepared for cold and wet conditions!

**Equipment:** An equipment list is enclosed. Everything on the equipment list is important. Don't skimp! We will be outside for the entire day, so it is critical that participants are warm enough. Today's students typically wear only light jackets (if any) and no boots. They believe that because they aren't too cold during their short times outdoors that they will not need heavy winter attire for outdoor school. They do not have experience with how cold they will get after *many hours* outdoors. Many students do not even have winter clothes and students tend to resist bringing heavy clothes, even if they have them. Please go over the list carefully with your students and emphasize the importance of being prepared. If the weather is warm, students do not have to wear their warmest clothes, but it is impossible to wear clothes that haven't been brought along. **BE PREPARED!** Even if the weather seems warm while you are there, please do not bring shorts or sandals. You will be in the woods where long pants are the appropriate attire. Bring clothes that can be layered so it is easy to adjust to changing weather.

Names must be on every item. Students should bring their own water bottles that they can fill again and again at our water jugs. It is wasteful to use a paper cup each time someone needs a drink, and students will need their own water bottles when away from camp on field studies.

**Standard Field Gear:** Teachers should copy and distribute the enclosed list of standard field gear to each student. Students should be made aware that they are required to have all of these items before heading out on any field study. *Please emphasize the importance of this list to your students!* We will supply the field journal at the first study session.

**What NOT to bring:** Except for the first day's lunch, **no one should bring candy, pop, gum, snacks, or food** of any kind unless necessary for to meet specific medical situations. If unauthorized food is brought, it will be confiscated and not returned. Authorized food supplements will be kept in designated place. Food in the yurts is against health department regulations because it could attract rodents.

Electronic equipment will not be allowed at any time. Appreciating the natural setting and experiencing primitive conditions is an integral part of outdoor school. If teachers wish to allow electronic equipment on the bus, it must be collected and stowed in a safe place during your stay at KOSS. A good book to read during rest time would be great!

There is limited electricity, so leave items like blow driers and curling irons at home. Jewelry and makeup are not recommended, both attract yellow jackets and mosquitoes. Do not bring sandals, even for in-camp wear. Closed shoes protect your feet much better on uneven ground, so you will be expected to wear them at all times when outside of the yurt.

**Chaperones:** Teachers must arrange for all chaperones, and students must be supervised by an adult at **ALL** times. For both the students' and the adults' protection, it is important that more than one adult be in the yurts with the students at night. For that reason it will be necessary for your group to have a minimum of two adult men and two adult women. Overall, there must be at least one adult for every ten students. All chaperones should be screened by the teacher/group leader to ensure the safety of the students. Chaperones should know that they are required to remain on site during your entire stay and that they are expected to be with the students during all activities. They also should know that **NO ALCOHOL OR TOBACCO USE BY ADULTS** or students is allowed. Emphasize that, for their own protection, chaperones should never be alone with any student. Be sure all chaperones receive and read a copy of "Responsibilities of Group Leaders and Chaperones," which is enclosed in this packet.

**Medical Concerns:** Every participant, child and adult, is required to complete and return the signed medical form which is included in this packet. Dispensing medication for students is the responsibility of the teacher/group leader. Students are not allowed to have medications of any kind, whether prescription or over-the-counter, in their possession. See item 9 of "Responsibilities of Group Leaders and Chaperones" for more detail.

**Curriculum Options:** All groups will participate in two core field studies. Additional field studies and activities are elective and subject to availability of resources.

**Behavior Expectations:** Be sure each student and parent reads and understands the enclosed sheet outlining behavior expectations and rules and policies. As a group leader, you are expected to enforce these rules. If necessary, parents will be required to come and get any student who is not able to follow these guidelines.

**Reaching Us At Camp:** KOSS is in an area of Sun Pass State Forest that does not have cell phone reception. However, we can get reception by driving a short way from the site. If a parent or school needs to contact us, they should call the cell number 541-660-4222 or the office at 541-850-8218 and leave a message. We will check messages at least four times daily and will return your call. Please do not call unless it is extremely important.

**Emergencies:** We have a detailed emergency plan for any situation that should arise. Our staff is trained to follow that plan. They are also trained in first aid and CPR. If additional emergency services are needed, we have the ability to access those services by radio through the Oregon Department of Forestry Zone Dispatch and by a 24-hour phone at the Fort Klamath Store. These are only for calling out and only for emergencies.

## **Priority List**

*Things to do now!*

Dear Participating Teacher/Group Leader:

Here is a list of things you need to begin doing, in order of priority.

- Read all of the enclosed materials. If you have any questions, call Bill Hunt at 541-850-8218 or 541-660-4222. Email is billhuntkoss@gmail.com
- **Return Program Contract** form ASAP (this has already been done for most of you! Contact office if you need one sent to you)
- **Solicit responsible adult chaperones** that you know and trust to be around your students. Screening chaperones is the responsibility of the participating group leader or school. You should try for a minimum of 2 men and 2 women, one of which is you! Give them the chaperone responsibilities page and emphasize the importance of reading and understanding all rules and policies. Be sure all chaperones complete and return to you their own medical form.
- As soon as possible, make copies of the **forms necessary for parents** and give one to each of your students. Be sure your students understand the information in their packets. Then send the packets home to parents. Each parent will need to complete their child's KOSS permission/medical form for their child and return it to you. You may have your own permission slip for parents to sign.
- **Return your Participant List to KOSS** at least **two weeks prior** to your first day of camp.
- Bring with you to KOSS all completed and signed **KOSS permission/medical forms** for each participating student and adult.



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# Klamath Outdoor Science School Participant List

Camp date(s) \_\_\_\_\_  
 School \_\_\_\_\_ Grade(s) \_\_\_\_\_  
 Teacher(s) \_\_\_\_\_

**PLEASE USE THIS FORM!** DO NOT JUST SEND A CLASS LIST. Please Print.  
 This list should reach the KOSS office two weeks prior to your first day of camp. Call in changes to 541-850-8218.

Boys	Girls
1	1
2	2
3	3
4	4
5	5
6	6
7	7
8	8
9	9
10	10
11	11
12	12
13	13
14	14
15	15
16	16
17	17
18	18
19	19
20	20
21	21
22	22
Male Adult	Female Adult
1	1
2	2
3	3

**Return this to KOSS at least two weeks prior to your camp!**

# Klamath Outdoor Science School Health/Medical and Permission Form

All students and adults participating in KOSS programs must fill out this form completely.  
Return this form to your teacher or group leader. Please PRINT CLEARLY.

Participant Name: \_\_\_\_\_ Age: \_\_\_\_\_ Birth date: \_\_\_/\_\_\_/\_\_\_  
Parent/Guardian: \_\_\_\_\_ Home Phone: \_\_\_\_\_  
Street Address: \_\_\_\_\_ Work Phone: \_\_\_\_\_  
City, State, Zip: \_\_\_\_\_ Cell Phone: \_\_\_\_\_  
Home e-mail: \_\_\_\_\_ Work e-mail: \_\_\_\_\_  
Emergency Contact: \_\_\_\_\_ Home Phone: \_\_\_\_\_  
Relationship: \_\_\_\_\_ Work Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Please check if participant is subject to the following and include an explanation:

- |                                     |                                                   |                                      |                                                |
|-------------------------------------|---------------------------------------------------|--------------------------------------|------------------------------------------------|
| <input type="checkbox"/> ADD/ADHD   | <input type="checkbox"/> Asthma                   | <input type="checkbox"/> Blindness   | <input type="checkbox"/> Heart trouble         |
| <input type="checkbox"/> Autism     | <input type="checkbox"/> Severe bee sting allergy | <input type="checkbox"/> Deafness    | <input type="checkbox"/> High blood pressure   |
| <input type="checkbox"/> Dyslexia   | <input type="checkbox"/> Other allergies          | <input type="checkbox"/> Seizures    | <input type="checkbox"/> Diabetes              |
| <input type="checkbox"/> Depression | <input type="checkbox"/> Sleep walking            | <input type="checkbox"/> Bed wetting | <input type="checkbox"/> Other (specify below) |

Explanation: \_\_\_\_\_

List all current medications, time(s) taken, and for what condition(s): \_\_\_\_\_

List any allergies to medications, the reaction, and the severity: \_\_\_\_\_

List any past medical conditions, injuries, or illnesses that might affect the program, including any restrictions of activity for medical reasons: \_\_\_\_\_

Describe any behavior problems that might be disruptive to group learning: \_\_\_\_\_

List any dietary restrictions or food allergies (including reaction and severity): \_\_\_\_\_

Date of last tetanus inoculation (**Must be within the last 10 years.**) \_\_\_\_\_

**Do you authorize the group leader or camp manager to dispense over the counter drugs, such as Tylenol, Advil, or Benadryl if needed?**       YES     NO

## Provider Information

Doctor's name: \_\_\_\_\_ Phone: \_\_\_\_\_

Insurance company: \_\_\_\_\_ Policy Number: \_\_\_\_\_

Insurance Address: \_\_\_\_\_

My child has my permission to participate in all sessions and field trip activities. I am this child's parent or legal guardian. In consideration of my child's participation in the program, I hereby release, waive, and discharge KOSS, and all of its instructors, employees, officers, directors, agents, and volunteers from any and all liability to me, to my child, and to all my legal representatives, assigns, heirs, and next of kin for damage and injury to my child or to any person or property arising out of participation in the program, whether on KOSS premises or elsewhere. I hereby grant permission for KOSS to use photographs including my child for any of its publications, including website entries, without payment or any other consideration.

Adult participant or parent/guardian signature: \_\_\_\_\_ Date: \_\_\_\_\_

## **Directions to Klamath Outdoor Science School**

### **From Klamath Falls:**

1. Follow Hwy 97 north to Hwy 62 (Crater Lake Highway) and turn west (left).
2. Go north on Hwy 62 for 11 miles
3. Turn right on the Kimball State Park Road immediately after passing the Ft. Klamath Museum, (milepost ~91.5). The “turn” occurs on a sharp curve.
4. Follow the Kimball Park Road approximately 3 miles north, passing the Sun Pass State Forest sign and Dixon Road.
5. Just past Dixon Road, take the next unpaved forest road to the east (right) to Klamath Outdoor Science School.

### **From Chiloquin:**

1. Follow Hwy 422 (North Chiloquin Hwy) under Highway 97 and continue to Hwy 62.
2. Turn north (right) on Highway 62.
3. Turn right on the Kimball State Park Road immediately after passing the Ft. Klamath Museum, (milepost ~91.5). The “turn” occurs on a sharp curve.
4. Follow the Kimball Park Road approximately 3 miles north, passing the Sun Pass State Forest sign and Dixon Road.
5. Just past Dixon Road, take the next unpaved forest road to the east (right) to Klamath Outdoor Science School.

### **From the north:**

1. Follow Hwy 97 to Hwy 422 (north Chiloquin exit, just south of milepost 247).
2. Turn west (right), toward Fort Klamath onto Hwy 422.
3. Follow Hwy 422 to Hwy 62.
4. Turn north (right) on Highway 62.
5. Turn right on the Kimball State Park Road immediately after passing the Ft. Klamath Museum, (milepost ~91.5). The “turn” occurs on a sharp curve.
6. Follow the Kimball Park Road approximately 3 miles north, passing the Sun Pass State Forest sign and Dixon Road.
7. Just past Dixon Road, take the next unpaved forest road to the east (right) to Klamath Outdoor Science School.

### **From the west:**

1. Follow Highway 140 to the east to Forest Road 3456 (milepost 43).
2. Turn north (left) on Forest Road 3456 (West Side Road) and continue approximately 17 miles until West Side Road becomes Sevenmile Road.
3. Follow Sevenmile Road approximately 5 miles to a T-intersection with Weed Road.
4. Turn north (left) onto Weed Road and continue to the town of Fort Klamath and Highway 62.
5. Turn right on Highway 62 and go 1.2 miles to Kimball Park Road.
6. Turn left on Kimball Park Road and follow it approximately 3 miles north, passing the Sun Pass State Forest sign and Dixon Road.
7. Just past Dixon Road, take the next unpaved forest road to the east (right) to Klamath Outdoor Science School.

# **Klamath Outdoor Science School**

## **Behavior Expectations**

We at KOSS promise to do our very best to make your stay with us rewarding, educational, and fun. In return, we ask that each participant promise the following:

1. I will respect the environment around me and leave it in the same or better condition than I found it.
2. I will show respect for my instructors and counselors and follow their instructions without delay.
3. I will treat all KOSS property and equipment with respect and care.
4. I will respect the rights, feelings, and property of my fellow students at all times, even when I disagree with them.
5. I will show respect for myself, always looking out for my own safety.
6. I will not interfere in any way with anyone else's right to an enjoyable and educational outdoor experience.
7. I will be ready on time for all group activities.
8. I will keep my belongings neat and my camp area clean.
9. I will dress in standard field gear for all field activities.
10. I will do my best to learn.

## **Rules and Policies**

1. All rules and policies of your school administration apply while you are participating in KOSS programs. If a rule is not stated, then good judgment, safety, courtesy, and respect apply.
2. All state, federal, and local laws and regulations will be obeyed at all times.
3. All people are to be treated with respect at all times. This precludes the use of obscenities, slurs, or violence of any kind.
4. The environment is to be treated with care and respect. Move, observe and examine with as little disturbance as possible. Handling potentially dangerous animals or plants is prohibited.
5. Contact a KOSS staff member immediately if anyone is sick or injured.
6. Firearms, fireworks, or explosives of any kind are not allowed on the KOSS premises. Students may not bring knives of any kind. Sharp tools are to be used in a manner that will not injure yourself or others, and only while supervised by an adult.
7. Use by anyone, whether minor or adult, of alcohol, tobacco products, or illegal substances is **never** allowed and will result in immediate dismissal from the program.
8. Quiet hours will be observed between 9:30 p.m. and 7:00 a.m. and during designated rest periods. During this time, campers are to be in their bunks and quiet.
9. Separate sleeping areas for male and female students will be strictly maintained. Physical displays of affection are not allowed.
11. All personal and KOSS property should be used only with permission and treated with care.
12. Unsafe activities must be avoided at all times.
13. Violation of these rules and policies, are grounds for dismissal from KOSS programs. In the event of a dismissal, parents or guardians are responsible for making transportation arrangements to pick up their child from the program.

# Responsibilities of Group Leaders & Chaperones

## While at Klamath Outdoor Science School

The role of the KOSS staff is primarily instructional. Student supervision and discipline is primarily the responsibility of the group leader. The group leader is responsible for student actions and the consequences of those actions during the program.

1. **Group leaders and chaperones are responsible for student supervision at all times.** All leaders and chaperones must remain on site during the full length of the program. Trips to town are not allowed. Any exception to this must be cleared with the KOSS Program Coordinator and Lead Teacher on site.
2. At least one chaperone must accompany each instructional group during every activity, whether in the field or in camp, to help KOSS instructors with safety and management. Their involvement and excitement towards discovery increases the learning level immensely. This might involve strenuous activity, such as several miles of hiking, so chaperones must be physically prepared.
3. Group leaders and chaperones are responsible for their students in the yurt during rest time and throughout the night. There must be two male adult chaperones for the boys' yurt and two female adult chaperones for the girls' yurt. Students should **never** be unsupervised.
4. Male and female areas of camp will be physically separated from each other and male/female boundaries will be specified by KOSS personnel. These must be supervised and enforced by group leaders and chaperones.
5. Group leaders and chaperones are in charge of students during all breaks, rest times, free periods, meal times, and clean-up activities. Students should not be in tents or yurts, or anywhere else, without a chaperone.
6. Rest times should be enforced. Rest is important and necessary for students, and some students may wish to sleep during the rest period. Therefore, it is important that camp is quiet during this time. Students should be in their bunks. They may read or write if they do not wish to sleep. Rest time is not recreational time.
7. Recreational time is provided during each day. Games may be played during this time, and the camp is not expected to be quiet, although screaming or unnecessarily loud noise is discouraged. Group leaders and chaperones must establish a functional supervision and discipline system for all students during this time. Rough play and rude behavior should not be allowed, and all students should be able to participate in an activity if they choose. Students should not be in tents or yurts at this time.
8. Quiet time in camp must be enforced by leaders between the hours of 9:30 p.m. and 7:00 a.m.
9. One participating adult, usually a teacher, will be designated "health officer" who is responsible for all medical forms and insurance information for each student and adult. That person will collect all medications and dispense as appropriate. This person is also responsible for informing the Program Director of all medical and dietary concerns.
10. Policies maintained by your school apply while you are participating in KOSS programs.
11. No pets are allowed at KOSS.
12. No alcohol or tobacco is allowed on site at any time. Illegal substances are not allowed on site.
13. No firearms are allowed on site, except in the possession of official law enforcement personnel. Fireworks and other explosives are prohibited at all times.

## Klamath Outdoor Science School Packing List:



Put your name on EVERY item you bring! KOSS is not responsible for lost or damaged items. Please try to pack everything in one or two duffle bags. A small backpack containing water and your first day's lunch should be carried separately. Dress in layers to be prepared for changing weather conditions. Bring extra clothes because it is very likely that some will get wet.

**DO NOT BRING FOOD**, other than lunch for your first day. No food is allowed in the yurts! Do not bring electronics or electrical appliances of any kind. (One purpose of outdoor school is to experience life without electronic games and conveniences.)

- |                                                                                                              |                                                              |
|--------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------|
| _____ Jeans or long pants<br>At least one pair per day                                                       | _____ Stocking cap or other warm hat<br>that covers the ears |
| _____ Shirts<br>(Adequate number for days at camp and<br>to wear in layers, at least one long-<br>sleeved.)  | _____ Gloves                                                 |
| _____ Warm sweaters or sweatshirts                                                                           | _____ Bandana or warm scarf                                  |
| _____ Underwear<br>Adequate number for days at camp                                                          | _____ <i>Warm</i> sleeping bag                               |
| _____ Long underwear                                                                                         | _____ Pillow                                                 |
| _____ Warm pajamas or sweats                                                                                 | _____ Extra blanket                                          |
| _____ Socks, regular weight<br>At least 2 pair for every day                                                 | _____ Soap and Container                                     |
| _____ Socks, heavy weight<br>At least 2 pair, total                                                          | _____ Towel                                                  |
| _____ Two pairs shoes. (Sturdy,<br>comfortable walking shoes. No sandals,<br>open-toed, or open-back shoes.) | _____ Wet Wipes (small packet)                               |
| _____ Water resistant boots, comfortable<br>for walking                                                      | _____ Hairbrush/Comb                                         |
| _____ Light jacket or windbreaker<br>(good for repelling mosquitoes!)                                        | _____ Toothbrush/Toothpaste                                  |
| _____ Warm winter coat                                                                                       | _____ Deodorant                                              |
| _____ Rainwear (poncho, raincoat, or<br>heavy trash bag)                                                     | _____ Sunscreen and lip balm                                 |
| _____ Hat with brim for sun protection                                                                       | _____ Sunglasses                                             |
|                                                                                                              | _____ Flashlight with good batteries                         |
|                                                                                                              | _____ Backpack                                               |
|                                                                                                              | _____ Water bottle with tight fitting<br>screw lid           |
|                                                                                                              | _____ Camera (optional)                                      |
|                                                                                                              | _____ Reading material (optional)                            |
|                                                                                                              | _____ Pencils (2 or 3)                                       |