



Manice Education Center Field Trip Policies for School Staff/Teachers/Chaperones

2011



1. Students must enter the dining room from the porch-side entrance after circling as a large group in front of the porch before meal times. Students are to enter/exit the dining room through the porch-side entrance or canopy/picnic table entrance in the rear. Students are not permitted in the kitchen.
2. Students are to enter/exit the library through the front entrance (double doors by stairs) only. Please do not use the infirmary door entrance.
3. Students are not permitted in any part of the farmhouse without staff supervision. Entry through the rear laundry room door is only for infirmary visits and students must be accompanied by staff. Students may not enter the staff room, bathrooms, shower room, second floor, or kitchen. *Please do not escort a student through any of these areas.*
4. Students are only to use the student bathrooms on the hill and must be under MEC staff or school staff/teacher/chaperones supervision. The only exception is a dining room bathroom use pass, when students must follow dining room procedures that will be explained on arrival.
5. MEC is a drug/alcohol/tobacco free campus. You may leave campus to smoke only if you are not assigned or responsible for student supervision. If you take a break, please be sure to inform others of your location. Do not smoke in the presence of students. Please field dress your cigarette "butt" and dispose of your extinguished "butts" in designated disposal cans only, never on the lawn or in the woods.
6. No open flames (ex.: candles) are permitted near or in any MEC building or structure. The farmhouse woodstove is to be operated by MEC staff only, unless otherwise directed.
7. All food is to be stored where indicated upon arrival and eaten only in the dining room.
8. Please do not go behind the main counter in the kitchen. If you need something in the kitchen, please ask the food service staff or other MEC staff in their absence.
9. Please respect the privacy of farmhouse residents. Quiet hours are from 10:00 p.m. to 7:00 a.m.
10. Unless otherwise directed, long distance calls are to be made from the Staff Office telephone and placed either collect or charged to a telephone credit card and internet use is strictly for MEC staff. Where necessary, phone calls to the school or to a parent/guardian of a participating student are able to be made without charge.
11. Showers may be used only between 7:00 a.m. and 10:00 p.m. Please mop the floor after showering with the sponge mop located outside the rear kitchen exit. Please understand the students do not shower during this short stay, and respectfully keep your personal hygiene practices private from your students.
12. You are expected to be present and on time for all meals to help set the tone and supervise student tables. In addition, you are required to be present and assertively supervising recreation periods, siesta and evening class meetings per the schedule. Please help us to stay consistent and adhere to the provided rules!

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