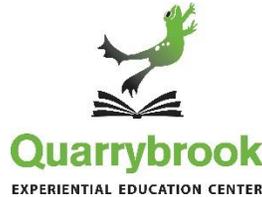


QUARRYBROOK EXPERIENTIAL EDUCATION CENTER Policy and Procedure Index

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QUARRYBROOK EXPERIENTIAL EDUCATION CENTER

Field Course Scheduling Timeline

Since 2012, Quarrybrook has experienced exponential growth and we thank all of our participating schools for our success! Our commitment to excellence in education and to access for all schools is our top priority. To meet the growing demand for field courses, we are adhering to the following process for field course scheduling:

Scheduling process:

1. **Late Spring:** Participant schools will receive an email invitation from Alicia Blain, Quarrybrook Administrative Assistant, to request field course dates.
 - a. Each school needs to appoint **one** Point of Contact (POC) and one Back Up Contact. We will also ask schools to identify one person to answer academic questions for a specific grade level. This person will be contacted if there are questions regarding field class choices, pre- post-lesson creation or other grade specific details.
 - b. The POC will coordinate with all participating grade levels to fill out the Field Class Form
 - c. The Field Class Form should be completed to the best of your ability with the information at hand. The required fields are indicated on the form; these include the three (3) field class dates and POC contact information.
 - Prior to submitting your form, please reference the Field Class Rules at the bottom of this document to determine scheduling eligibility
 - d. Field class forms need to be returned digitally to Alicia at alicia@quarrybrook.org as soon as possible. All field classes are scheduled on a first come first served basis.
 - e. Once forms are received, we will work to align requests with available field course dates. The scheduled class dates will be confirmed in the Field Class Form and the form will be returned to you. When the form is returned, each school will be assigned a Quarrybrook Ed Staff member to help answer any curriculum related questions.
 - The Field Class Form will be a working document digitally shared by the participant school, Quarrybrook administration and assigned Quarrybrook Education Staff. All communication and exchanges of the form will be done by email. This will allow a clear line of communication and consistency among all schools.
 - Each time there is email communication with the POC, the Field Course Form will be attached for updates and approvals. For example: If the POC is unable to select field courses at the time of date selection, we will communicate via email to ensure the entire form is completed in a timely fashion. *Please see the Co-Teaching Policy for additional information.*
2. **August:** all registered schools will be sent an electronic copy of the Release, Waiver of Liability and Indemnity Agreement for completion. Signed waivers must be returned with class lists prior to participation in any field classes. Please see the *Waiver Policy* for additional details.

3. **September:** marks the beginning of Quarrybrook Field Courses; courses run through the academic year. Expect the following over the course of the academic year:
 - a. Contact via email to the POC for Field Class Form completion and Waiver Submission.
 - b. On the Monday prior to any scheduled field course at Quarrybrook, the POC will receive a confirmation reminder email detailing field class logistics and special instructions (if necessary). This email must be replied to confirming student and co-teacher/chaperone numbers along with any other specified details.
 - c. At least once per academic year, you will receive a request for aggregate data. Please see Information and Data Sharing Policy for details about this process.
4. Over the course of the year if any changes need to be made, we are happy to attempt to find resolutions and will work with the POC to update the Field Class Form.

Field Class Rules:

1. **Field classes are offered Tuesday – Friday of any week during the school year in which schools in NH and/or MA are operating. Scheduling for field courses is done in two-hour blocks: 9am-11am and 11:30am – 1:30pm.**

The scheduling structure of field class visits has changed from past model due to our increased school participation. For the 2017 – 2018 academic year, we will offer 3 scheduling models:

1. Traditional 2 hour field class: This model offers the same options as in past years. We will require all school groups of 80 students or less to schedule their visits as a half day (9 am – 11 am or 11:30 am – 1:30 pm). We ask that students come for 3 visits during an academic year if taking advantage of this model.

2. Double Day: If a school group has more than 80 students, we can schedule their visit from 9 am – 1:30 pm with a break for lunch. When scheduled for a double day, half of the students in your group will go out for field class from either 9 – 11 am or 11:30 – 1:30 pm. Half of the students will remain in the building and engage in scheduled classroom curriculum or take advantage of our outdoor field space. This group must be led and facilitated by your schools staff members. The groups will swap at lunch. We ask that students come for 3 visits during an academic year if taking advantage of this model.

- a. Please note that more than one grade level at a participant school may choose to register for a double day to maximize transportation (for example: 6th grade from 9am -11am and 7th grade from 11:30am -1:30pm).

3. Full Day: We will now be offering a new option for scheduling for the 2017-2018 academic year. Schools will have the option to bring students for a full day at Quarrybrook for grades 5th through 12th. This is different from the Double Day model and instead students will essentially participate in a 4 hour field class. We will split the day into a morning and afternoon session and have a half hour break for lunch in the middle of the day. Because students will be here for a full day, this Full Day model will only be scheduled for two student visits as students will be getting a total of 8 contact hours versus 6 contact hours when using the Traditional or Double Day model.

2. All students, teachers, and other adults visiting Quarrybrook must sign and submit a Waiver prior to participating in a field class.

In August, schools will be sent the Quarrybrook Waiver to be completed by all students in a grade that might attend (including parent signature) and all faculty, staff, or volunteers who will accompany student groups. Prior to a school's first visit, signed Waivers **must** be submitted to Quarrybrook along with a class roster that includes school, grade level, and teacher information. If a school or group does not submit their Waivers prior to arrival at Quarrybrook, all students, co-teachers and chaperones will remain on the bus until all the waivers have been cross-checked with the class list to ensure all students have submitted one. For more details, please refer to the Waiver Signature and Submission Policy.

3. There is a 15:1 student: teacher ratio required for all groups when on the trails, and a 20:1 ratio for groups inside the building.

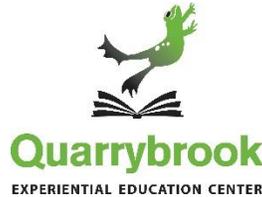
Schools are required to send the appropriate number of co-teachers and chaperones with their students for each class visit. Quarrybrook requires one teacher with each trail group; trail groups are capped at 15 students. If groups will be staying in the building, we ask that schools provide one adult per 20 students to ensure safety and supervision. Quarrybrook staff are not responsible for supervising students in the building. If a school does not have enough adults to meet this requirement upon arrival, Quarrybrook does reserve the right to cancel the field class visit.

4. Teachers should make their Field Class Choice as early as possible.

We encourage teachers to select field classes when they select dates, but understand that this may not be realistic. Field class selection **must** be made at least two (2) week prior to any Quarrybrook visit to give educators time to prepare materials. If a field class is not chosen prior to attending, Quarrybrook Education Staff will choose a class for you based on the grade level attending. If unanticipated events or seasonal weather make a field class lesson unteachable, the Quarrybrook team will contact the school's POC to reschedule field classes.

5. Teachers are responsible for discipline and ensuring appropriate Behavior from their students.

Quarrybrook reserves the right to cancel any field class visits based on demonstrated behavior by students, co-teachers and staff. Please refer to the Quarrybrook Safety and Behavior Policy for expectations and details.



QUARRYBROOK EXPERIENTIAL EDUCATION CENTER Collaborative Teaching Policy for Participant Schools

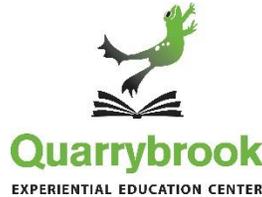
At Quarrybrook, our mission is to facilitate innovative teaching and learning experiences that inspire excitement for learning and a sense of curiosity about the world. We provide students and teachers with a unique natural setting in which to learn through active collaboration, where teachers will gain the tools and inspiration to bring the transformative power of experiential education to their own classrooms.

In order to meet this mission, it is essential that teachers play an active role in each of our field classes. Teacher involvement increases the relevance of field classes to work done in the classroom; improves students' ability to transfer knowledge and strategies across learning situations; creates a safer learning environment; and supports teachers in learning strategies for incorporating experiential teaching and learning methods in their own classrooms.

Collaborative teaching can mean many things, but we encourage teachers to embrace it in its fullest form. Field courses are an opportunity for teachers to explore and to learn more about experiential education alongside their students. To ensure the best possible outcomes related to our collaborative teaching mission:

- Teachers should choose a field course as early as possible, and must choose one no less than 2 weeks prior to their visit (otherwise we will choose a course). Please see the Field Course Scheduling Process for details.
- We encourage teachers to choose lessons that compliment classroom topics, objectives, or themes as much as possible
- Teachers are responsible for reading the course outline prior to the field class, and for being familiar with the objectives, activities, and outcomes of the lesson
- Teachers should come to Quarrybrook prepared to engage in the lesson on the trails, including making connections to classroom activities and learning; collaborative teaching with QB staff members as appropriate; directing activities in small groups; and monitoring students' learning
- We encourage teachers to design and deliver pre- and post-field course activities to support students' learning of the course materials
- Each school will be assigned a Quarrybrook Education Staff liaison to help clarify educational questions, share goals, create classroom activities, and act as an educational resource.

Our Education Team is available to answer questions and to support planning as needed. Additionally, Quarrybrook, through its affiliation with Northern Essex Community College, will provide teachers with opportunities to earn PDPs. A range of options will be available, based on the NH and MA state guidelines for earning Professional Development credits.



QUARRYBROOK EXPERIENTIAL EDUCATION CENTER

Safety and Behavior Policy

At Quarrybrook Experiential Education Center, we provide students and teachers with a unique natural setting in which to learn, including 245+ acres of natural trails and indoor classroom space. During field courses, our primary concern is teaching and learning based that is place-based, and utilizes both inside and outside spaces.

In order to ensure that all students and teachers have a positive experience at Quarrybrook, we have expectations for the behavior of everyone involved in the field course and for time spent inside the building.

Quarrybrook education staff will make emergency decisions on the trails and in the building. Teachers and other adults will be alerted to necessary changes and given clear instructions on how to proceed. Students and teachers are expected to defer to Quarrybrook staff for all decisions related to emergency events.

During trail portions of field courses, the follow behaviors are expected of all visitors to maintain the safety and purpose of the property:

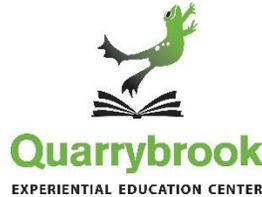
- **Minimum of one co-teacher/chaperone per 15 students;** this ensures one adult per group on trails
- Students and teachers are expected to follow all directions regarding trail use and trail conduct/behavior given by Quarrybrook Ed staff
- Teachers are responsible for carrying any and all medications
- Students should not carry backpacks on the trails; teachers or Quarrybrook instructors will have everything students need during the class
- Students and teachers will follow cues from Quarrybrook instructor regarding use of trails (ex. where to walk, staying in line); students and teachers should not walk in front of the Quarrybrook instructor or leave the path unless specifically directed
- Teachers are expected to take responsibility for discipline and ensuring appropriate conduct of their students during the class
- Quarrybrook staff has the right to remove a student from the trail if they deem the students' behavior unsafe and/or if there is repeated disrespect; this is at the discretion of the Quarrybrook instructor and the expectation is that teachers will enforce those decisions
- During winter months, Quarrybrook Education Staff will assess daily temperatures and make a judgement call the day of a field class. This could potentially limit the outside exposure appropriately based on freezing temperatures.

Quarrybrook is an active learning center, with a core mission of providing learning space to students and teachers. Our building is home to five classrooms which are open to teachers for use with groups when they are not on the trails with our Education staff. We strongly encourage teachers to use this space for instructional activities that introduce or build on the field course materials, or bring an interdisciplinary approach to the Quarrybrook experience.

During time spent inside the Quarrybrook building, the following behaviors are expected of all visitors to ensure safety and maintain the integrity of the facility:

- **Minimum of 1 adult per 20 students inside the classroom** (excluding during lunch and transitions)
- Students are responsible for cleaning up any messes they make, particularly those resulting from misuse of the facilities in any way (bathroom, lunchroom, classrooms, hallways)
- Students should use the designated student bathrooms located on the first floor only
- Students should not enter the Quarrybrook kitchen located on the first floor
- Teachers are responsible for visually and physically supervising their students at all times while in the building or on the grounds. There should be no unattended students at any time, particularly in hallways and in the library
- Groups are welcome to use outside field space but must first check in with the main office, and get a walkie-talkie and map before leaving the building. Please reference our *Trail Use Training Guide* for guidelines.

Although the majority of our activities take place on the trails, please keep in mind that Quarrybrook has an administrative team whose primary work takes place inside the building. There are offices on the first and second floor which are adjacent to our classroom and meeting spaces for field classes. We ask all of our visitors to remember that there is work going on in these offices, and to please keep noise to a respectful level in the building.



QUARRYBROOK OUTDOOR EDUCATION CENTER Waiver Signature and Submission Policy

Quarrybrook requires that ALL visitors to the property sign a [Release, Waiver of Liability and Indemnity Agreement](#) before engaging in any program at the facility.

There are two strict rules Quarrybrook Outdoor Education Center requires participant schools adhere to regarding the Waiver:

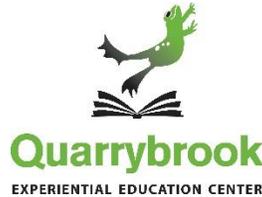
1. ALL waivers with an accompanying typed class list must be submitted before a field class begins.
2. Absolutely no student, faculty, staff, or volunteer from the participant school boards the bus to Quarrybrook without a signed waiver. *It is the school's responsibility to check all waivers against student lists on the morning of field courses.*

If waivers and class lists are not submitted before the field course date Quarrybrook reserves the right to cancel the field course.

The following are suggestions for participant schools to follow when distributing and submitting waivers:

1. The Waiver is good for one calendar year therefore we highly recommend sending this waiver out during the first week of school, regardless of field course date, with a letter to parents about Quarrybrook. *The student and parent signature is required.*
2. At the end of the first week collect the student waivers and sort them by class, then grade level and submit them with comprehensive class lists to Quarrybrook.
3. Collect Waivers from all faculty, staff, and volunteers that maybe joining a field course at any time over the academic year and submit as well.
4. Send all waivers during the second week of the academic year to Quarrybrook Outdoor Education Center.
 - a. Waivers can be mailed or dropped off during business hours to Quarrybrook (39 Roulston Rd, Windham, NH 03087).
 - b. Waivers can be digitally scanned (both sides) by grade level and submitted by email with an accompanying class list as attachments to info@quarrybrook.org
5. The school should retain a copy of the signed waivers for reference
6. On the day of field classes before any student boards the bus a member of the participant school will confirm that every student being transported to Quarrybrook has a signed waiver. *No student without a signed waiver may board the bus to Quarrybrook.*

The guidelines above allow us to process your waivers before field class visits. If this has been done Quarrybrook only requires a class list identifying absences and any new student waivers on the day of your field class program. The suggested model speeds up getting off the bus and starting the field class. Alternatively, if waivers are not pre-submitted to Quarrybrook, before the field class begins one of our staff members will meet the bus and ask all students to remain on the bus. Students will remain on the bus until waivers, class lists, and students in attendance can be reconciled. Students without signed waivers will not be allowed to participate and may be asked to return to school.



QUARRYBROOK EXPERIENTIAL EDUCATION CENTER

Information and Data Sharing Policy

Our goal at Quarrybrook is to constantly improve learning opportunities for students and teachers. Our primary mission is to facilitate innovative teaching and learning experiences that inspire excitement for learning and a sense of curiosity about the world. We accomplish this with carefully designed curricula informed by observation of changes in students' comprehension, engagement, and achievement. In order to continue our curricular development, we make strategic choices based on strengths and weaknesses based on those observations.

We utilize multiple methods for understanding the impact our programs have on the students and teachers who participate in them. During field classes, our Educators rely on observation, discussion, questioning, and interaction to gauge students' understandings and engagement. These formative observations are then balanced with summative methods that give us more detailed information about the strength of our curricular objectives, and about the impact that Quarrybrook field classes are having on students' broader academic outcomes.

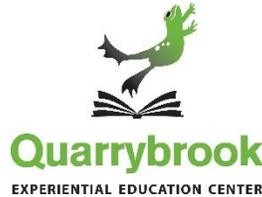
It is our policy to request that participant schools collaborate in assessment measures that take place after the completion of a field class. This includes periodically completing and returning post-class assessment surveys that are designed to measure students' retention and understanding of concepts, and their non-cognitive engagement in specific field courses. These surveys help us determine if our curricula is appropriately written, and meeting the stated objectives. This program assessment informs our development of new lessons, and helps us to be aware of our strengths and weaknesses. Each year, Quarrybrook will generate written reports of our internal assessment. These reports will be available to schools upon request.

We also ask that schools share aggregate demographic, achievement, and assessment data with Quarrybrook. This allows us to observe changes over time, to develop curriculum that matches students' ability and needs, and to monitor our own success in generating growth. It also will help us to understand how Quarrybrook might be leveraged to positively impact students' growth as measured by benchmarks and standards. In particular, we may ask your school to share:

- Demographic data for your school and your district
- Curricular information (state and federal standards that guide teaching; timing of specific topics in each grade level; school-level objectives for student learning; information on textbook packages, curricular units, or other teaching materials purchases grade-, school- or district-wide)
- Achievement data for your school and your district (school, state, and national measures)
- Assessment data for your school and your district (state and national assessments)

All information will be requested in aggregate; no student or teacher names or other identifying information will be requested. We will do our best to remove teacher identifiers from any data we use to measure achievement or change (schools and grade levels will be coded numerically to avoid identification). Data will not be shared with any parties outside of Quarrybrook and Northern Essex Community College.

Additionally, we are open to collaborative assessment with participant schools on measures of particular interest. We recognize that individual students and schools have different needs, and that only through collaboration can we identify and address those. It is our intention that through careful monitoring of our programming we will continue to offer programming that meets the needs of students and teachers, and that consistently helps students to grow as learners.



QUARRYBROOK EXPERIENTIAL EDUCATION CENTER Inclement Weather Policy

Quarrybrook does not cancel Field Class Programs for minor inclement weather, such as rain or light snow. During winter months, Quarrybrook Education Staff will assess daily temperatures and make judgement call the day of a field class. This could potentially limit the outside exposure based on freezing temperatures. In the event of heavy snow or other weather events that increase risk to students and staff while traveling, Quarrybrook Experiential Education Center adheres to the following policy:

If either your school system or our local school system, Windham NH SAU #95, are closed, then all Field Class Programs will be cancelled.

In the event of a two-hour delay in your school system, ONLY a Field Class Program starting at 11:30am will run as scheduled, provided the Windham NH SAU #95 school system is open.

During your time at Quarrybrook we will monitor weather and school closings and send schools home if SAU #95 or the visiting school system announces closure.

Please understand that in the event of a snow day, Quarrybrook may not be able to reschedule your Field Class Program.

A decision to cancel school in the town of Windham, New Hampshire, will usually be made by 6:00am. A delay announcement will be made by 6:00am and if cancellation becomes appropriate that announcement will be made no later than 7:00am.

The following radio stations cover Windham NH SAU #95 closures:

WGIR AM 610
WFEA AM 1370
WBZ AM 1030
WZID 95.7 FM

The following television stations cover Windham NH SAU #95 closures:

WMUR Channel 9
WBZ Channel 4
WCVB Channel 5
WHDH Channel 7



PARTICIPANT SCHOOL REVIEW OF POLICIES ACKNOWLEDGEMENT

Quarrybrook strives to serve all schools and believes in a continuous improvement process. To meet our vision of a learning center known for its exceptional educational programming, student centered approach, and teacher professional development offerings, all grounded in an experiential, inquiry- based framework, we are asking all schools to annually review Quarrybrook’s policies.

Your review of our policies will allow Quarrybrook to assess our center’s impact on student learning, serve school systems with professional development, and help us safely deliver programs, through timely scheduling and communication between Quarrybrook and your school.

By signing this document the participant school acknowledges review of the Quarrybrook Experiential Education Center Policies. Additionally it is our sincere hope that the participant school recognizes the mission and vision of Quarrybrook and the collaborative teaching model used in field courses by encouraging professional development and growth of experiential education opportunities in and outside of the classroom.

The policies and processes to review are;

1. Field Class Scheduling Timeline
2. Collaborative Teaching Policy
3. Safety and Behavior Policy
4. Waiver Submission Policy
5. Assessment Policy
6. Inclement Weather Policy

We appreciate the Point of Contact (see Field Course Scheduling Policy) and a member of the School’s Administration reviewing the policies, listed above, and returning this acknowledgement of review with the Field Class Form.

School Point of Contact:

Signature _____ *Date:* _____

Printed Name: _____

Title: _____

School Name: _____

Address: _____

School Administrator:

Signature _____ *Date:* _____

Printed Name: _____

Title: _____

E-mail: _____

Phone number: _____