

LEBANON COUNTY ELEMENTARY SCHOOL ENVIROTHON RULES & PROCEDURES

(Updated 09/2023, KH)

- 1) All schools must register with the Lebanon County Conservation District (LCCD) to participate in the Envirothon program. Registration fees are subject to change and are listed on the registration form.
 - All schools must register using the registration form provided in Excel format to participate.
 - Registration forms must be emailed to the Envirothon Coordinator, by the registration deadline, in Excel format (no PDFs) and
 - A hard copy must be mailed with the registration fee to the LCCD.

- 2) All teams must be from a public or private elementary school, physically based in Lebanon County, or from a Lebanon County home school system.

- 3) **Each Elementary School may enter two (2) teams of 3-5 students in grades 4-6 with a maximum of (2) sixth grader students per team.**
 - No student may participate in more than one county Envirothon level per year.
 - All members & alternates must represent the same educational unit in the same county. In the event that one or more registered members from a team cannot attend the Envirothon, the advisor is permitted to make substitutions the day of the event.
 - If a school within your District chooses not to participate, other schools may pick up the difference. For example, Palmyra has 4 Elem. schools, 2 schools decide to participate (4 teams), and 2 do not (4 teams available). A maximum of 8 teams (40 students) may attend the event. It is the participating advisor's responsibility to confer and decide if they want to bring additional teams, who is bringing the extra 4 teams, how it will be split, etc.

- 4) **Home Education** may form their own team(s) specifically for participation in the Envirothon, and they must petition the LCCD for recognition to participate.
 - Home school students must be residents of Lebanon County. Lebanon County home school students may choose to participate at the school where they reside or with the home school unit.
 - Four (4) teams may participate countywide. Two (2) from the east (Cornwall-Lebanon, ELCO, & Lebanon City School Districts) and two (2) from the west (Northern Lebanon, Annville-Cleona, & Palmyra School Districts).

- 5) Alternates are prohibited from attending the county event. However, they may be used to replace a registered member who is unable to attend the event.

- 6) Team members are chosen by the Envirothon Advisor. We encourage advisors to teach the material as part of the curriculum and test students on their understanding of the material.

- 7) If team members are changed after the registration has been submitted to the LCCD:
 - It is the responsibility of the advisor to provide a complete (including all contact information: name, address, phone, and email) and updated registration form upon arrival on the day of the event.
 - If your team wins and an updated registration form has not been provided, the names on the original registration form (or no names) will be provided to the newspaper/media.
 - It is not the responsibility of the LCCD to seek out this information.

- 8) Teams will rotate through three to four stations. Three major testing stations (25-35 questions, totaling 50 points). Aquatics, Forestry, Wildlife, and one Learning or Project Station. Points may or may not be assessed at the Learning or Project Station.
- Each team must participate in all stations.
 - Please note this is a team effort. Every member on the team must participate!
 - All teams must begin and end the competition in their assigned stations as listed in the event brochure. Advisors may **NOT** move teams around.
- 9) Tests emphasize hands-on interaction; including identification, site evaluation, and problem solving, as well as multiple-choice, matching, and fill in the blank.
- The stations will change annually. However, we plan to incorporate specific themes that will rotate. This will allow advisors to maintain an “Envirothon Library”. Please keep your study materials, subjects now repeat.
- 10) Each school will have an advisor accompany them to the event. Additional advisors are permitted. All advisors must provide a signature from a school administrator verifying the school has copies of the following up-to-date clearances in accordance with state law:
- Pennsylvania State Police Criminal History Clearance
 - Child Abuse History Clearance
 - FBI Fingerprint
 - ALL CLEARANCES MUST BE VERIFIED OR SUBMITTED TWO WEEKS PRIOR TO THE EVENT.

ALL ADULT CHAPERONES, school nurses, and/or any adult helpers (adult = age 18 or over) must have clearances verified as above or submit copies of the clearances to the Envirothon Coordinator to attend the Envirothon.

- All chaperones, school nurses, and/or adult helpers must be included on the registration form.

Advisors are permitted to tour the stations on their own. **HOWEVER, ONCE THE COMPETITION BEGINS, ADVISORS & GUESTS MAY NOT INSTRUCT OR ASSIST THE TEAM IN ANY WAY! QUESTIONABLE INTERACTION WITH YOUR TEAM MAY BE CAUSE FOR DISQUALIFICATION.**

- Parents and principals are encouraged to attend the awards ceremony, please ask parents to arrive no earlier than lunch (otherwise clearances will be needed).
 - No guests permitted on the testing circuit without prior approval granted.
 - It is the responsibility of the advisors to ensure their teams follow the rules and use appropriate behavior. Rule breaking and misbehavior will lead to disqualification. **PLEASE REVIEW THE RULES WITH YOUR STUDENTS.**
- 11) No backpacks, purses, or “extras” are permitted on the testing circuit! This includes cell phones, “Smart” watches, Fitbits, etc. Leave all extra belongings in the bus or vehicles. **THE USE OF CELL PHONES, CAMERAS, OTHER ELECTRONIC DEVICES AND REFERENCE MATERIAL BY STUDENTS IS STRICTLY PROHIBITED DURING THE ENVIROTHON AND WILL BE CAUSE FOR DISQUALIFICATION!**
- Any exceptions due to medical, religious, and/or other reasons must be presented in writing (email) to the Envirothon coordinator two weeks prior to the event for review.
- 12) Instruction, testing, and scoring will be conducted by cooperating agencies and volunteers. Judges’ decisions and scores are final on all events.
- The winning team will be the team with the highest cumulative total points for the scored stations.
 - In the event there is a tie, a pre-determined test and/or question by the Envirothon Coordinator will determine the winning team.
 - All participants will be recognized with a certificate.

- 13) Students should be dressed for the outdoors and prepared for the elements: bugs, poison ivy, rain, heat, ticks, etc.
- 14) All teams must provide their own chaperone, pencils, clipboards, and lunch.
- 15) Advisors should be aware **and** prepared for their students' medical needs.
- 16) To avoid potential conflicts and meet increased child safety regulations, advisors may be asked to escort students from other schools to the bathroom during competition. Advisors should stay on site and assist as needed.
- 17) An advisor meeting will be held to review changes/problems, share ideas, learn from guest speakers, etc. Check your agenda for the time and location. All advisors are expected to attend.
- 18) The Elementary Envirothon is held annually rain or shine. It includes a Field Experience (when/where possible) and the competition.
 - A note regarding the Field Experience: The field experience is not designed specifically to teach to the test. Stations are designed to review and enhance the students' knowledge of the general topics they have been studying. Information provided during the field experience may only be tested if it comes directly from the Envirothon objectives or as directed by the Envirothon Coordinator.
- 19) Envirothon rules and procedures are subject to change.

***If it is found that a student does not follow the above rules, their team will be disqualified.
If an advisor does not follow the above rules, their team(s) will be disqualified.***

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Thank you for your cooperation and helping to make our event a success!

*ELCO's four (4) elementary schools combined into one "Intermediate Unit" in 2010. Although now merged, ELCO still has the same (and/ or greater) number of elementary school students; thus, allowing ELCO to have eight (8) participating teams at both the ES & MS levels. Noted per SH 3/2015.

*Northern Lebanon's four (4) elementary schools combined into one elementary school in 2023. Northern Lebanon may have 8 participating teams.