

2016-17

Behaviorists

hourly rate	hours		
35	3.5	\$	122.50
40	3.5	\$	280.00
30	3.5	\$	105.00

Behaviorist 1 at \$35 3.5 hours for overnight
2 at \$40
1 at \$30

Total \$ 507.50

CSEA

4 \$19.85 3 \$ 238.20

CSEA
on Camp Day - 4 CSEA have 3-5:00 pm (2 hours) at 1.5 time or $2(1.5*19.85)$ * 4 CSEA
for overnight 4 CSEA at 3.5 hours at 19.85 or $(4*3.5)*19.85$

Teachers

2 \$32 3.5 \$ 224.00

Teacher \$32/hour, 3.5 hours for overnight

Total camping expense \$ 355.00

Total Personnel \$ 969.70

Total Expense \$ 1,324.70

RECEIVED

FEB 13 2017

MT. DIABLO UNIFIED SCHOOL DISTRICT ES ASST SUPERINTENDENT

Application for Approval

OVERNIGHT OUTDOOR / ENVIRONMENTAL EDUCATION PROGRAM

The following procedure is to be used by all school principals in gaining approval for off-campus, overnight outdoor / environmental education programs. The final approval of all off-campus, overnight trips shall be made by the appropriate assistant superintendent.

The person initiating this request must discuss the proposed program with the local school administrator. Agreement must be reached between the teachers affected and the administrator with regard to the relevancy of the proposed trip to the ongoing classroom program. The teacher and administrator should discuss parental reaction to the proposed trip at this time. Plans to follow through with gaining approval of the proposed trip should continue only if the parental reaction is thought to be supportive.

BEFORE FINAL APPROVAL IS GIVEN FROM THE DISTRICT OFFICE, THE FOLLOWING ITEMS MUST BE FORWARDED TO THE APPROPRIATE ASSISTANT SUPERINTENDENT'S OFFICE 4 WEEKS PRIOR TO TRIP:

1. Completed Application for Approval – including signature of principal.
2. Signed waiver (only if teachers are waiving their comp time).
3. List of participating students.

1. Program Director's Name: Jenny Vargas
 School: Sunrise Elementary
 Position: Principal

2. Outdoor School Program Site: Mt. Diablo
 Distance from School: 10 miles
 Mode of Transportation to be Used: ~~Private Car~~ BUS

3. Proposed Program Dates: May 25, 2017 - May 26, 2017

4. Student Participants: A. Grade(s): 4/5
 B. Group Size (number): 35

5. General Program Description (what will students do?):

Students will camp outside for one night on Mt. Diablo with staff who are knowledgeable in hiking, nature, and camping. Students will take part in assembling tents, preparing meals, making sure the site is clean, and taking responsibility for their actions. Students will hike, identify local plants and animals, and use problem solving skills to solve problems. Students will participate in team building and social skills activities lead by therapists to give them real world examples of how social skills are necessary in the community and why we do what we do at school every day.

6. To which student need(s) does this activity respond?

Most of our students have never had the opportunity to camp, yet they all love nature and being outside. This trip would open their eyes to activities in the community that are available to them with the support of their parents or guardians. Sunrise students need constant reminders of how their social skills affect others and how their behavior impacts others. This trip would demand that they help out when needed, participate in activities that benefit the greater good, and take responsibility for their actions.

7. What are the major program goals?

Engage students in hands on learning activities that are pro-social and promote team work and fun. The activities will ensure students are working together and supporting one another and almost demonstrate their ability to follow directions, assume leadership roles, and make decisions while in a safe and supportive, yet unfamiliar environment.

8. Describe the experience(s), training, etc., of the program director that enables him/her to successfully lead such an activity:

The staff attending the trip have a wide variety of camping and outdoor experience from hiking to rock climbing. Many are certified in CPR and First Aid.

9. Describe how high school counselors will be provided school supervised training (documented) to include:
- a. Standards for behavior for elementary students and counselors – re: swearing, sexually explicit materials, bullying, etc...
 - b. Reporting responsibilities for inappropriate behavior

Not Applicable

10. Provide a written supervision plan for monitoring counselors with students in their living/sleeping areas throughout the night.

Staff will be sharing tents with students as well as have a rotation of adults awake throughout the night in case a student needs to use the restroom, etc.

11. Describe how teachers and camp personnel will use district guidelines for suspension (per suspension form) – school standards for behavior and discipline will be used at the outdoor education site.

Following directions is a must when in an outdoor environment. If students are not following directions and staff is repeatedly redirecting them, options to bring the student home or a consequence at school the following day will be considered. For students leaving supervision or acting unsafely, regular suspension procedures will apply.

12. How will you ensure that parents will have reasonable access to students? How will you ensure that parents will have immediate access to students when disciplinary action or conflicts occur?

Parents will have the cell phone numbers of multiple staff who are on the trip. Parents will need to verify they have a working cell phone for staff to contact them in case of disciplinary or emergency safety issues.

13. Please summarize your program budget:

<u>Item</u>	<u>Cost</u>
*** A. Compensatory time (2 nights = 1 day @ \$120/day)	_____
B. <u>Food</u>	<u>\$150</u>
C. <u>Drinks</u>	<u>\$40</u>

D. Campsite \$115

E. Other \$50

TOTAL COST \$ 355

Total Cost ÷ # of Students = Student Fee \$ \$17.75

14. Is your program financially self-supporting? Yes X

No

If no, please explain:

*** This item must be accounted for in your budget.

If you wish to waive your compensatory time, sign the attached waiver form.

15. What campership provisions have been made?

Students and parents will have all the expectations explained via a parent information night. Students will know what to bring and be given a packing list and a list of items that are not allowed. Students will know what is expected of them in terms of helping with activities, meal preparations, and clean-up, as well as behaviorally.

CHECKLIST FOR PROPOSED OVERNIGHT OUTDOOR/ENVIRONMENTAL EDUCATION PROGRAM

I. ARE PARENTS AWARE OF AND IN ACCORD WITH THE DETAILS OF THE PROGRAM AND TRIP PLANS? YES X NO

II. Prepare forms. Have the following forms been distributed for approval and/or information:

A. A list of adequate clothing and camping gear YES X NO

- B. An information letter explaining the program YES NO
- III. Emergency Procedures. Will adult personnel be prepared and familiar with the emergency procedures such as:
- A. THE STUDENT ROSTER WITH EMERGENCY NUMBERS YES NO
- B. WHERE THE NEAREST HOSPITALS, U.S. FOREST SERVICE STATIONS, POLICE, ETC., ARE LOCATED YES NO
- C. THE EMERGENCY AND "CHAIN OF COMMAND" PLANS IN CASE OF ACCIDENT OR ILLNESS YES NO
- D. ADEQUATE EMERGENCY EQUIPMENT (i.e., first aid kits) YES NO
- IV. A. **Please confirm that a list of all participating students will be sent to the appropriate assistant superintendent prior to the trip.** YES NO
- B. If you are planning on the use of private autos for transportation, do you have plans to use the district form (checklist for Use of Private Automobiles for School Connected Activities)? This must be completed and on file in the school office. YES NO
- V. A. WILL THE ADULT LEADERS BE FAMILIAR WITH THE DESIGNATED HIKING OR CAMPING AREA? YES NO
- B. WILL YOU HAVE RESPONSIBLE SUPERVISION ON A RATIO OF ONE ADULT FOR EACH FIFTEEN STUDENTS? YES NO
- If not, what ratio is planned? 1:2

Checklist – continued

- C. If the student group consists of boys and girls, will you have adult male and female supervision? YES NO
- D. Do any adult leaders hold a valid American Red Cross Water Safety or Senior Life Saving Card? YES NO
- E. Do any leaders hold a valid American Red Cross First Aid Card? YES NO
- F. List all participating adult leaders who have the skills and are adequately trained to conduct an outdoor school program:

Jenny Vargas, David Green, Juan Fajardo, Amanda Medina, Eric Rovere, Phil Kovacik,
Michelle Uribe, Dianne Lee, Susan Yee, Parween Ibrahimi, Jessyca Borba

G. Please list all adult leaders below who will participate in the program:


SCHOOL EMPLOYEES

Name	Position	# of Nights at Camp
1. <u>Jenny Vargas</u>	Principal	<u>1</u>
2. <u>Juan Fajardo</u>	Teacher	<u>1</u>
3. <u>Jill Raslan</u>	Teacher	<u>1</u>
4. <u>Phil Kovacik</u>	BHS	<u>1</u>
5. <u>Mary Ziadeh</u>	BHS	<u>1</u>
6. <u>Dianne Lee</u>	SEA II	<u>1</u>

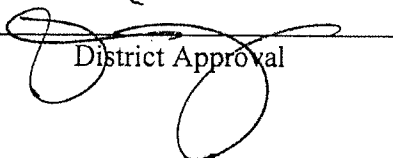
SCHOOL EMPLOYEES CONT.

Parween Ibrahimi SEA II 1 night

Gabi Matteonni , SEA II, 1 night

Signed 
School Principal

Signed _____
Program Coordinator/Leader

Signed 
District Approval

When district approval is given, the signed
proposal will be returned to the local
school administrator.

COMPENSATORY TIME WAIVER

for

Participation in an Overnight Environmental Education Trip

The undersigned wish to waive _____ days of compensatory time earned for
(# of Days)

participation in the overnight environmental education trip on _____
(Dates)

at _____
(Location)

Signed _____

Principal's Signature

School

Items: 0 My Account - Juan, you have 1 reminder(s) Sign Out

Plan Your Trip List Your Campground Hunting & Fishing Licenses Camping Guide Go Premium

My Account

- Account Overview
- Current Reservations
- Discount Passes
- Pre-Registration
- Redeemable Vouchers
- Availability Notifications
- Equipment Management
- My Loyalty Points
- Update Profile
- Update Camping Club Profile
- Update Email
- Update Password
- Past Reservations

Reservation Details

- Make Another Reservation
- Cancel Reservation
- Print This Page
- Request Confirmation Letter
- Change Reservation

Site Details

- Reservation #: 2-35368028
- Arrival Date: Thu May 25 2017
- Check-In: 2:00 pm
- State: California
- Site, Loop: GBBQ, Group Camps
Campsite Details
- Reservation Type: Overnight
- Departure Date: Fri May 26 2017
- Check-out: 12:00 pm
- Campground: MT. DIABLO SP, CA
Campground Details
- Site Type: GROUP TENT ONLY

Reservation Detail

- # of Occupants: 30(min: 9, max: 50)
- Primary Equipment: Tent
- # of Vehicles: 10(max: 17)

Payment Details

- Camping Fee:\$165.00
- Reservation Fee:\$8.00
- Taxes:\$0.00
- Total:\$173.00
- Total Payment:\$173.00
- Balance : \$0.00

The billing company that will appear on your credit card will be RAI CAparks Hearst

Important Information

Fee Information

If you choose to make a reservation, a non-refundable reservation fee of \$8.00 will be included in the total payable. Your credit card account will be charged at the time that the reservation is made. Please allow up to 24 hours for your reservation to be confirmed.

Please be advised that once a reservation has been completed, any subsequent changes to the reservation (including transfers) may be subject to applicable service fees.

If you later choose to cancel an unconfirmed or confirmed reservation, you will be charged a non-refundable \$7.50 cancellation fee even if you have not paid for the reservation. If you cancel after 5:00 PM the day before your arrival date, the campsite fee for one night will be forfeited.

A campsite will be held for you until 12:00 NOON the day after your arrival date. If you have not called the park before that time, you will be considered a "no show" and the park will cancel your reservation. You will be refunded the amount paid for the campsite, less the non-refundable \$8.00 reservation fee, the \$7.50 cancellation fee and one night use fee. If you miss your first day but plan to arrive later, you must call the park each day to hold the remainder of your reservation.

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Your Outdoor Guide

- Plan your trip
- Camping guide
- Hunting & fishing licenses
- Help & faq
- Campground directory
- Gear deals

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- Hunt & Fish App
- Moonlight App