

6th Grade Outdoor Education Field Trip  
River Way Ranch Camp  
Wonder Valley, CA  
October 5 - October 9, 2020



Proposal  
Submitted by Daryl Topalian, Assistant Principal  
Monday, October 28, 2019

**Proposal**

It is proposed to take the 6th grade students of Huntington Middle School to Sanger, California for a five-day outdoor educational science experience October 5 thru October 9, 2020. This trip to River Way Ranch Camp at Wonder Valley has been a long-standing tradition for 6th graders in San Marino Unified School District.

**Rationale**

The rationale for this trip is to create an outdoor educational experience that cannot be replicated in the school setting. For many of the students, this will be their first time away from home for an extended period of time. This opportunity allows students to meet and foster new friendships with their peer group. The activities and instructors at Wonder Valley are of the highest quality, and will provide the challenging critical thinking that our students are accustomed to in the San Marino Unified School District. The Next Generation Science Standards (NGSS) are a primary focus at River Way Ranch and have a strong emphasis on life, physical, and earth sciences through hands-on, project-based learning. During the daily activities and nature hike through Kings Canyon National Park, students will learn how organisms evolve in an ecosystem, study the classification of rocks, and examine some of the largest living organisms on Earth. Students will also be learning and developing invaluable teamwork and collaboration skill that they will need in a 21st Century learning environment.

**About Wonder Valley**

This conference and resort center has been owned and operated by the same family for over 40 years. The staff at Wonder Valley consistently provides the highest quality service to their clients. Their impeccable safety record indicates that they put people as their top priority. Our students rave about this camp and by graduation they rank it as one of their overall favorite HMS experiences.

**Student Safety/Supervision**

Wonder Valley employs a full time registered nurse that is available 24/7. As previously mentioned, the safety regulations enforced by the camp speak to their emphasis on keeping adults and students safe while still enjoying the outdoor education experience. Each research group of 16 or less students will be supervised at all times by 2 counselors employed by Wonder Valley. Additionally, HMS is taking between 8 and 10 site employees, both certificated and classified, including an administrator, for additional supervision. Prior to departure, all chaperones are required to attend a mandatory chaperone orientation and medical training session. Additionally, all students will attend a student orientation outlining expectations for behavior and daily operations.

**Tentative Itinerary**

Each day, the students will begin between 7:00 and 8:00AM and rotate between sessions within their research groups. Each evening will bring a nighttime activity that incorporates all students in attendance. The buses will depart from HMS on October 5, 2020 at 7:00AM and return to HMS at approximately 1:30PM on October 9, 2020.

**Cost Per Student**

Pursuant to California Education Code Section 35335, fees may be charged for outdoor science camp programs, so long as no pupil is denied the opportunity to participate because of nonpayment of fees (Education Code section 35335). Furthermore, Education Code section 39807.5(b), (d), and (f) allows for fees to be imposed for an event deemed optional. Parent fees are funding this trip. The cost per student is \$765, and includes but not limited to:

- 13 meals
- Cabin accommodations
- 1 commemorative t-shirt
- Science journal
- Access to water sport equipment
- Wonder Valley activities
- Wonder Valley counselors (8:1 ratio)
- Transportation to and from Wonder Valley in Sanger, California,

Students requesting assistance with paying the fee to attend will be assisted by the site in developing a payment plan or other options. Teachers at Huntington Middle School will provide regular instruction to students not attending this trip.

**Closing Comments**

If approved, this will continue the longstanding tradition that students at Huntington Middle School have come to celebrate and remember. The staff at Wonder Valley in conjunction with our qualified chaperones will help set the tone for this remarkable outdoor educational opportunity.

**SERVICE AGREEMENT  
BETWEEN  
WESTERN CAMPS, INC.  
HUNTINGTON MIDDLE SCHOOL  
FILE # 296-983**

This Agreement is made this 6 day of September, 2019 by and between Western Camps, Inc., a California corporation (dba Wonder Valley Ranch) (hereinafter "WC"), and the Huntington Middle School, a California not for profit educational institution, (hereinafter "HMS").

**WHEREAS**

WC is in the business of providing various camping and camp type facilities, and HMS desires to provide a certain type of camping and educational experience for its students as a means of outdoor education and,

WC is an experienced provider of such educational services with a reputation of providing high quality facilities, services and experiences; and,

HMS desires to purchase such services from WC.

**PARTIES AGREE AS FOLLOWS:**

**TUITION, DATES AND PAYMENT REQUIREMENTS:**

WC shall provide services beginning on Monday October 5, 2020 with bus departure from HMS at approximately 7:00a.m. and ending Friday October 9, 2020 with bus arrival at HMS at approximately 1:00p.m.

HMS shall pay tuition based on whichever of the following numbers is greater:

- 1) 170 students
- 2) guaranteed number reported to WC on September 21, 2020.
- or 3) actual number of total students attending.

HMS shall make payment to WC as follows:

- 1) At time of Booking - \$1,000.00 non-refundable booking deposit.
- 2) September 21, 2020 – Full payment due at the rate of \$644.50 per student.
- 3) October 9, 2020 – Reconciliation of account and final payment due.

## **WC RESPONSIBILITIES:**

WC shall also provide the following:

1. Trained and qualified curriculum instructors.
  - Maximum number of students in each on-site class to be eighteen (18).
2. Trained volunteer cabin counselors of at least a high school Junior/Senior level at a ration of no less than one for each nine students
3. An experienced Director to train counselors, HMS teachers and instructors, and oversee the entire program.
4. A camp nurse and infirmary 24 hours per day.
5. Charter bus transportation to and from the camp and any field trips.
6. Thirteen complete meals beginning with lunch Monday through sack lunch Friday.
7. Room accommodations with air conditioning and heating, and bathroom facilities for each cabin group.
8. Complimentary room accommodations, single or double occupancy, and meals for HMS teachers or parent chaperones at a ratio of 1 for every 20 students. Additional adult chaperones may attend, at the option of HMS, and will be billed at a discounted rate of \$322
9. All evening and recreational programs for students.
10. A Student Camp Journal for each participating student.
11. Any and all additional program or recreational materials necessary to enrich the educational experience.
12. Release and Health Forms for each student to be completed by parent.
13. A Parent Orientation bulletin to help parents prepare children for the program.
14. One ½-hour horseback ride for each student.
15. One souvenir T-shirt for each camper, teacher and chaperone.

## **HMS RESPONSIBILITIES**

1. HMS shall be responsible for promotion and student enrollment and shall guarantee a minimum of 170 students.
2. The location for bus pick up and return and adult supervision for bus trips to and from Wonder Valley.
3. Cost of charter bus upgrades if requested (i.e. seatbelts)
4. All correspondence or other contact with parents of students including distribution of Health Forms, Release Forms and Parent Orientation bulletins.
5. Completion of Health and Release forms for each and every student and delivery of forms to WC prior to the beginning of the program.
6. Certificate of Insurance naming Western Camps, Inc. as additional insured on liability policy with minimum coverage of \$1,000,000.

This Agreement may be modified or amended in whole or in part solely by an instrument in writing, signed by a duly authorized agent or representative of both of the parties.

This Agreement supersedes any prior oral or written agreement or understanding between the parties.

HMS acknowledges that it has read the foregoing and is in agreement with the services and terms as detailed in this Agreement.

In witness whereof, the parties hereto have executed this Agreement with signature of a duly authorized representative.

WESTERN CAMPS, INC.

BY: Jenni Quammen Flaming

10/11/2019

Sales Manager

Date

Title

HUNTINGTON MIDDLE SCHOOL

BY: \_\_\_\_\_

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title

SAN MARINO UNIFIED SCHOOL DISTRICT  
APPLICATION FOR APPROVAL TO CONDUCT  
MULTI-DAY AND/OR OUT-OF-STATE/COUNTRY FIELD TRIP  
(AT LEAST THREE TO SIX MONTHS BEFORE DEPARTURE DATE)

(Exceptions to timeline must be approved in advance by the Assistant Superintendent of Instructional Services)

To: Board of Education San Marino Unified School District Date: November 1, 2019

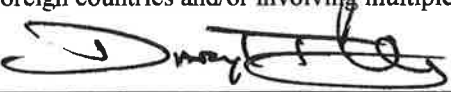
The undersigned for Henry E. Huntington Middle School School hereby applies for approval to conduct a field trip to River Way Ranch Camp, Wonder Valley, CA

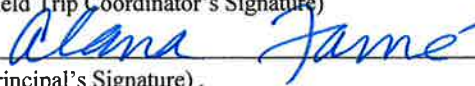
<p>1. Inclusive dates of trip: <u>10/05/20-10/09/20</u></p> <p><b>NOT DURING TESTING</b></p> <p><input checked="" type="checkbox"/> Itinerary attached <u>97</u> Principal's Initials</p>	<p>2. Purpose of trip:</p> <p>( ) Paragraph attached describing educational value and specific activities students will be required to complete</p>
<p>3a. Membership of Group: <u>6th Graders</u></p> <p>(e.g., U.S. History class, choral group)</p>	<p>3b. Number of Students Attending: <u>205</u></p> <p>Boys: <u>116</u> Girls: <u>189</u></p>
<p>4a. Cost of trip financed by: <u>Parents</u></p> <p>4b. Name of travel agency contracted for trip:</p> <p style="text-align: center;"><u>N/A</u></p> <p>4c. Cost per student:</p> <p>(no student will be excluded from a required trip due to a lack of funds.) <u>\$765</u></p> <p>( ) Compliance form attached</p>	<p>4d. Describe fundraising activities, if any:</p> <p>Attachment(s), if any</p>
<p>5a. Name of certificated employee(s) in charge of trip:</p> <p style="text-align: center;"><u>Daryl R. Topalian</u></p> <p>Responsible for coordinating fundraising, organization, and supervision while students are on SMUSD – sponsored trip</p>	<p>5b. Names of staff members who will provide supervision of students:</p> <p><u>See Form #1</u></p>
<p>5c. Attach names of authorized chaperones on <b>FORM #1</b> (include relationship to students and/or school)</p>	<p>5d. Student/Chaperone ratio: (see attached <b>FORM #1</b>)</p>


This application, together with the necessary documents, must be sent to the Assistant Superintendent of Instructional Services at least three months in advance (unless an exception to timeline is granted).

The undersigned applying for approval of the field trip will ensure conformance with all requirements of San Marino Unified School District procedures for field trips out-of-state, to foreign countries and/or involving multiple days.

Endorsed with Approval:

  
 (Field Trip Coordinator's Signature) 10/28/19  
(Date)

  
 (Principal's Signature) 10/28/19  
(Date)

  
 (Assistant Superintendent of Instructional Services Signature) 11/1/19  
(Date)

Endorsed with Approval

BOARD APPROVAL DATE:


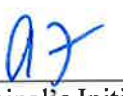
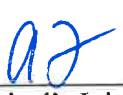
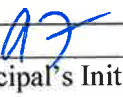

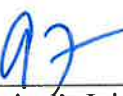
Projected- Wonder Valley				
Revenue				
Items	Number	Hours	Amounts	Total Revenue
Student Donations	170		\$765.00	\$130,050.00
PTA Donation ( May 2020 Allocations)				\$0.00
<b>Total Revenue</b>				<b>\$130,050.00</b>
Expenditures				
Accommodation Cost Per Student	170		\$644.50	\$109,565.00
Accommodations-Teacher (1 free chaperone per 20 students provided by WV)	0		\$322.00	\$0.00
Transportation - Add Seatbelts	1		\$4,000.00	\$4,000.00
Substitutes	0		\$720.00	\$0.00
Chaperone Stipend	7	30.00	\$36.00	\$7,560.00
<b>Total Expenditures</b>				<b>\$121,125.00</b>
				\$8,925.00
Actual				
Revenue				
Items	Number	Hours	Amounts	Total Revenue
Donations (Full Requested Donation Amount)	0		\$0.00	\$0.00
Donations (Partial Requested Donation Amount)	0		\$0.00	\$0.00
Student Scholarships	0		\$0.00	\$0.00
PTA Donation				\$0.00
<b>Total Revenue</b>				<b>\$0.00</b>
Number of Attendees	0			
Projected Expenditures				
Accommodations-Student	0		\$633.00	\$0.00
Accommodations-Teacher (1 free chaperone per 20 students provided by WV)	0		\$317.00	\$0.00
Transportation - Add Seatbelts	0		\$4,000.00	\$0.00
Substitutes	0		\$720.00	\$0.00
Chaperone Stipend	9	30.00	\$36.00	\$9,720.00
<b>Total Expenditures</b>				<b>\$9,720.00</b>
Difference				-\$9,720.00



# FORM #1

This form must be attached to Application for Approval.

**San Marino Unified School District  
PRINCIPAL'S CHECKLIST  
MULTI-DAY AND/OR OUT-OF-STATE/COUNTRY  
FIELD TRIPS**

<b>1. Approval for Field Trip:</b> I have reviewed the plan for the field trip to River Way Ranch Camp, Wonder Valley on <u>10/05/20-10/09/20</u> (not during testing) and I give tentative approval for the students to participate.	 Principal's Initials	<u>10/28/19</u> Date
<b>2. Approval for Field Trip Fund-Raising:</b> I have reviewed the plan for fundraising for this field trip and give my approval for fundraising activities to begin.	Principal's Initials	Date
<b>3. Lack of Funds:</b> To help students in need of funds, the following actions are being taken: Payment plans offered, need-based scholarships available	 Principal's Initials	<u>10/28/19</u> Date
<b>4. Return of Funds:</b> Any funds not used for the trip will be returned in the following way: Refunds will be made to parents of students unable to attend due to last minute illness with a Dr.'s note of verification.	 Principal's Initials	<u>10/28/19</u> Date
<b>5. Chaperones:</b> An approved list of chaperones is on file in the main office of the school. (FORM #1)	 Principal's Initials	<u>10/28/19</u> Date
<b>6. Academic Competition Trips Only:</b> I certify that written criteria, guidelines and other communication to parents and students related to the competition are on file in the main office of the school.	Principal's Initials	Date
<b>7. Insurance:</b> I certify that each and every student participating in the field trip has personal medical insurance and trip cancellation insurance, if applicable.	 Principal's Initials	<u>10/28/19</u> Date
<b>8. Travel and Living Expenses:</b> Provision has been made for coverage of all expenses while outside of San Marino. This includes airfare, ground transportation, hotels, tours, and meals. Written evidence of this coverage is on file in the main office of the school. 10/12/20	 Principal's Initials	<u>10/28/19</u> Date

<p><b>9. Contribution of Services:</b> Statement of Acknowledgment and Consent to Conditions of trip are on file at the following location at the school site: HMS office 9/14/20</p>	<p><u>                    </u> Principal's Initials</p>	<p><u>                    </u> Date</p>
<p><b>10. Authorization for Student Participation:</b> For each and every student participating in the field trip there is a <i>Permission to Participate, Notification of Insurance, Waiver of Claims, and other Release Forms</i> on file in the main office of the school.</p> <p>File title, if appropriate: _____</p>	<p><u>                    </u> Principal's Initials</p>	<p><u>                    </u> Date</p>
<p><b>11. Forward</b> this completed form to the Assistant Superintendent of Instructional Services.</p>	<p><u>                    </u> Principal's Initials</p>	<p><u>                    </u> Date</p>