

7th Grade Outdoor Education Field Trip
Naturalists at Large
Emerald Bay, Catalina Island
September 21 - September 25, 2020



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

Proposal

It is proposed to take 7th grade students of Huntington Middle School to Emerald Bay on Catalina Island for a five-day outdoor educational science experience with Naturalist at Large. This trip will be September 21 - September 25, 2020. The primary focus of the trip is to create an outdoor educational experience that cannot be replicated in the classroom setting. The trip has been a long-standing tradition for 7th graders in the San Marino Unified School District.

Rationale

The rationale for this trip is to create an outdoor educational experience that cannot be replicated in the classroom setting. This opportunity allows students to deepen friendships in a new environment. For many students, this will be their first time to have a hands-on science experience at the ocean and marine life. The aquatic activities at Naturalist at Large are uniquely designed to open a world of discovery and adventure for our students. With an abundance of native and endemic flora and fauna, breathtaking snorkeling, world-class salt water aquariums and touch tanks, and multiple outdoor classrooms set in the natural beauty of Catalina, NAL's marine biology camp at Emerald Bay is a rare opportunity to experience all the best that the island has to offer.

About Emerald Bay

NAL is located at Emerald Bay Cove, which is known to be the most beautiful cove on the island, and is one of the top 10 snorkeling spots in the world. Crystal clear water hosts abundant sea life found nowhere else on the island. Emerald Bay is home to the most sophisticated and elaborate saltwater aquariums on Santa Catalina Island. Students can view aquatic life up close and learn first-hand from marine biologists. Multiple sandy beaches, several marine ecosystems, a wide canyon with a plethora of plant and wildlife and surrounded by the untouched beauty of nature, make Emerald Bay a real treasure for nature enthusiasts.

Student Safety and Supervision

Safety regulations enforced by NAL speak to their emphasis on keeping adults and students safe while enjoying the outdoor education experience. Each research group of 18 students will be supervised at all times by a NAL instructor and HMS chaperone. HMS is taking 18 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 an orientation outlining expectations for behavior and daily operations.

Tentative Itinerary

Each day, students will begin activities starting at 8:00AM and ending at 9:00PM and rotate between sessions with their research groups. Each evening will include a nighttime activity that incorporates all students in attendance. The busses will depart from HMS on September 21, 2020 at 7:00AM and return to HMS at approximately 1:30 on September 25, 2020.

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 the fee. Furthermore, Education Code section 39807.5(b), (d), and (f) allows for fees to be imposed for an event deemed optional.

Parent fees will fund this trip. The cost per student is \$800, and includes but is not limited to:

- 13 meals
- Cabin/tent accommodations
- Access to water sports equipment
- NAL activities
- NAL Instructors (ratio 18:1)
- Transportation to and from Emerald Bay, Catalina Island, CA

Students who request assistance to pay the fee will be referred to the HMS Accounting Technician to develop a payment plan or other options. Teachers at HMS will provide instruction to any students who do not attend the trip.

Closing Comments

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

**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 Emerald Bay, Catalina Island, CA.

<p>1. Inclusive dates of trip: <u>09/21/20-09/25/20</u></p> <p>NOT DURING TESTING</p> <p><input checked="" type="checkbox"/> Itinerary attached <u> </u> Principal's Initials</p> <p>3a. Membership of Group: <u>7th Graders</u></p> <p>(e.g., U.S. History class, choral group)</p> <p>4a. Cost of trip financed by: <u>Parents</u></p> <p>4b. Name of travel agency contracted for trip: <u>N/A</u></p> <p>4c. Cost per student: <u>\$800</u> (no student will be excluded from a required trip due to a lack of funds.)</p> <p><input type="checkbox"/> Compliance form attached</p> <p>5a. Name of certificated employee(s) in charge of trip: <u>Daryl R. Topalian</u> Responsible for coordinating fundraising, organization, and supervision while students are on SMUSD – sponsored trip</p> <p>5c. Attach names of authorized chaperones on FORM #1 (include relationship to students and/or school)</p>	<p>2. Purpose of trip:</p> <p><input type="checkbox"/> Paragraph attached describing educational value and specific activities students will be required to complete</p> <p>3b. Number of Students Attending: <u>192</u></p> <p style="text-align: center;">Boys: <u>92</u> Girls: <u>100</u></p> <p>4d. Describe fundraising activities, if any:</p> <p>Attachment(s), if any</p> <p>5b. Names of staff members who will provide supervision of students: <u>See Form #1</u></p> <p>5d. Student/Chaperone ratio: (see attached FORM #1)</p>
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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:

Daryl R. Topalian 10/28/19
(Field Trip Coordinator's Signature) (Date)

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

[Signature] 11/4/19
(Assistant Superintendent of Instructional Services Signature) (Date)

Endorsed with Approval

BOARD APPROVAL DATE:



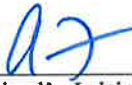



San Marino Unified School District
Chaperone Summary
MULTI-DAY AND/OR OUT-OF-STATE/COUNTRY
FIELD TRIPS

FORM #1

Name of Chaperone	Relationship to Students	Chaperone Training Complete	Male / Female
Claudia Brown	Teacher	Yes	F
Kris Good	Teacher	Yes	M
Cynthia Wong	Teacher	Yes	F
Suzanne Nitta	Teacher	Yes	F
Rob Miller	Teacher	Yes	M
Elizabeth Drake	Teacher	Yes	F
Michelle Macedo	Teacher	Yes	F
Katy Simpson	Teacher	Yes	F
Rob Folsom	Teacher	Yes	M
Samantha Gin	Instructional Aide	Yes	F
Dika Firmansyah	Instructional Aide	Yes	M
Shawn Gonzalez	Instructional Aide	Yes	M
Moises Arreola	Instructional Aide	Yes	M
Jean Pierre	Instructional Aide	Yes	M
Audrey Nunez	Instructional Aide	Yes	F
Brandon Garner	Instructional Aide	Yes	M
Daryl Topalian	Administrator	Yes	M
Students to Chaperones: 12 to 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

1. Approval for Field Trip: I have reviewed the plan for the field trip to <u>Emerald Bay, Catalina Island</u> on <u>09/21/20-09/25/20</u> (not during testing) and I give tentative approval for the students to participate.	 Principal's Initials	<u>10/28/19</u> Date
2. Approval for Field Trip Fund-Raising: I have reviewed the plan for fundraising for this field trip and give my approval for fundraising activities to begin.	<u>N/A</u> Principal's Initials	<u> </u> Date
3. Lack of Funds: 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
4. Return of Funds: 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
5. Chaperones: 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
6. Academic Competition Trips Only: 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.	<u> </u> Principal's Initials	<u> </u> Date
7. Insurance: 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
8. Travel and Living Expenses: 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. 09/20/20	 Principal's Initials	<u>10/28/19</u> Date

<p>9. Contribution of Services: Statement of Acknowledgment and Consent to Conditions of trip are on file at the following location at the school site: HMS office 9/21/20</p>	<p><u>AJ</u> Principal's Initials</p>	<p><u>10/28/19</u> Date</p>
<p>10. Authorization for Student Participation: 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>AJ</u> Principal's Initials</p>	<p><u>10/28/19</u> Date</p>
<p>11. Forward this completed form to the Assistant Superintendent of Instructional Services.</p>	<p><u>AJ</u> Principal's Initials</p>	<p><u>10/28/19</u> Date</p>

Projected- Catalina				
Revenue 20-21				
Items	Number	Hours	Amounts	Total Revenue
Student Donations	192		\$800.00	\$153,600.00
PTA Donation (Allocation in May)				\$0.00
Total Revenue				\$153,600.00
Expenditures				
Accomodation Cost Per Student	192		\$552.00	\$105,984.00
Accomodations-Teacher (17 attending	7		\$412.00	\$2,884.00
Transportation - Busses, Boat. Luggage	1		\$17,000.00	\$17,000.00
Substitutes	0		\$720.00	\$0.00
Chaperone Stipend	17	30.00	\$36.00	\$18,360.00
Total Expenditures				\$144,228.00
				\$9,372.00
Actual-Catalina				
Revenue 20-21				
Items	Number	Hours	Amounts	Total Revenue
Number of Students Donating (FULL)	0		\$800.00	\$0.00
Number of Students Donating (Partial)				
PTA Donation				\$9,600.00
Total Revenue				\$9,600.00
Expenditures				
Accomodations-Student	0		\$552.00	\$0.00
Accomodatiions-Teacher -17 attending Catalina Naturalist at Large will cover 10	7		\$412.00	\$2,884.00
Transportation - Busses, Boat, Luggage Truck	0		\$17,000.00	\$0.00
Substitutes	0		\$720.00	\$0.00
Chaperone Stipend	17	30.00	\$36.00	\$18,360.00
Total Expenditures				\$21,244.00
				-\$11,644.00