

8th Grade Outdoor Education Field Trip
Pali Institute
Running Springs, CA
September 8 - September 11, 2020



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

Proposal

It is proposed to take 8th grade students of Huntington Middle School to Pali Institute in Running Springs, CA for a four-day outdoor educational science experience September 8, 2020 to September 11, 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 tradition for 8th 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 classroom setting. Students will gain a greater understanding of the world around them in a natural and beautiful California mountain environment. Trees replace classroom walls as students get outside to explore trails, learn archery, orienting, and learn outdoor survival skills. Students will forge strong friendships, learn mutual respect, appreciate diversity and deal with peer pressure through activities uniquely designed to open a world of discovery and adventure. This camp will introduce students to methods of leadership and team building exercises that will impart essential interpersonal skills to help them throughout their lives.

About Pali Institute

Pali Institute, a 74-acre camp, is located 70 miles east of San Marino in the San Bernardino mountains. Pali is the only residential outdoor education program to be accredited by the Western Association of School and Colleges (WASC). The highly trained outdoor education staff provide around the clock supervision and instruction. All the instructors have bachelor's degrees and possess a variety of sciences and teaching credentials. The camp offers comfortable accommodations with built-in bunks, radiant floor heating, and a private bathroom inside each cabin.

Student Safety and Supervision

The safety regulations enforced by Pali staff speak to their emphasis on adult and student safety while enjoying the outdoor education experience. Pali employs two full-time registered nurses who are available 24/7. Each learning group of 16 students will be supervised at all times by a Pali instructor. HMS will take 8-10 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 an orientation outlining expectations for behavior and daily operations.

Tentative Itinerary

Each day, students will begin activities at 8:00AM and ending at 9:00PM and rotate between sessions with their learning groups. Each evening will include a nighttime activity that incorporates all students in attendance. The busses will depart from HMS on September 8, 2020 at 8:00AM and return to HMS at approximately 3:30PM on September 11, 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. 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 \$600, and includes but is not limited to:

- 13 meals
- Cabin accommodations
- Access to ropes course and zip-line equipment
- Pali activities
- Pali Instructors (ratio 15:1)
- Transportation to and from Running Springs, 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 Pali, in conjunction with qualified HMS chaperones will help set the tone for this remarkable outdoor educational opportunity.

PALI INSTITUTE

Date: 10/2/2019
 PO Box 2237
 Running Springs, CA 92382
 Phone (909) 939-0888
 Fax (909) 867-1964



Contract #: 06378

Dates of Attendance: 09-08-2020 to 09-11-2020

SITE RESERVATION AGREEMENT

This is an agreement between Pali Institute and Huntington Middle for the use of Pali Institute's Outdoor Education program.

Huntington Middle

1700 Huntington Drive, San Marino, California 91108
 (626) 299-7060

Trip Details: 4-day Trip

Attendee Type:	Quantity:	Price:	Total:
Zip Line	200	\$15.00	\$3,000.00
Student Payee	192	\$445.00	\$85,440.00
Student Scholarship	8	\$0.00	\$0.00
Teacher Scholarship	8	\$0.00	\$0.00
Total Cost:			\$88,440.00

Reservations & Deposits

Initials _____

Pali Institute does not officially reserve space until the deposit and signed agreement are received. The deposit amount will be deducted from the final bill. There is a 25-student minimum to reserve site facilities. Full payment is due 30 days prior to check-in. Any changes to the standard due dates and payment structure are subject to Pali Institute's approval. In exchange for the total payment listed, Pali Institute will provide your students and staff with meals starting with Lunch on 09-08-2020 thru Lunch on 09-11-2020, a ten (10) to one (1) ratio student to staff ratio, as well as instruction and supervision administered by Pali Institute Staff.

Late Payment Fees

Initials _____

Full payment is due no later than 30 days prior to check-in. Any last-minute contract changes incurring additional fees will be submitted to Huntington Middle, with payment due upon receipt.

If accounts are not paid in full within 15 days following the trip, Pali Institute shall be entitled to recover all expenses (including attorneys' fees) related to the collection of overdue invoices. Any amounts not paid when due shall bear interest at a rate of 1.5% per month or the maximum amount legally allowable, whichever is greater, until such time as all outstanding amounts (including all interest and collection-related expenses) have been paid in full.

DEPOSIT SCHEDULE		
Payment Number	Amount Due	Due Date
1	\$1,500.00	11-29-2019
2	\$44,640.00	06-26-2020
3	\$42,300.00	08-15-2020

All payments should be made out to Pali Institute, and mailed to:

Pali Institute Attn: Relationship Manager
 PO Box 2237, Running Springs, CA 92382

Scholarships**Initials** _____

Pali Institute will issue scholarships to both students and teachers. For students, one (1) scholarship will be allotted for every twenty-five (25) paying students. For teachers, one (1) scholarship will be allotted for every twenty-five (25) paying students. Additionally, for every teacher that attends above the 1:25 scholarship allotment the listed Rate per Teacher Payee will be incurred.

Cancellations**Initials** _____

There is no deposit forfeiture for cancellations received **at least 120 days prior to check-in**. All cancellations must be received in writing either via mail or e-mail. The deposit is forfeited for all cancellations received less than 120 days prior to check-in.

Reductions**Initials** _____

Any reduction in student attendance numbers received less than 45 days prior to arrival are only eligible for a refund of half (50%) the student cost. Schools are unable to reduce their payment numbers below 25 students. Any proposed increase in student numbers is contingent upon availability and must be approved by Pali Institute. **All refund requests are subject to the approval of Pali Institute. A written refund request does not guarantee that a refund will be issued.**

In the event that a student(s) cannot attend due to a last minute illness, a refund of half (50%) the cost per student will be available if a written refund request is submitted within five (5) days of departure with an attached doctor's note. If Pali Institute approves a refund it will be submitted to the school or financially responsible organization. Refund requests may be submitted to business@paliinstitute.com.

Guest Room Accommodations**Initials** _____

Our guest rooms vary in size and type and are assigned to event participants based on a variety of factors. Cabins have built-in solid wood bunks, showers and full toilet and sink facilities as well as ample storage for personal belongings. The maximum number of guests in a cabin will not exceed 10 to 1 student to staff ratio.

Meals**Initials** _____

Meals are served in our dining hall at the following times: Breakfast - 8:00 a.m., Lunch - 12:30 p.m., Dinner - 5:30 p.m. Meal times may change due to spacing limits in the dining hall or at the discretion of Pali Institute.

Smoke Free Environment**Initials** _____

Pursuant to state law, we have adopted a smoke-free policy in all buildings including guest cabins, meeting, social and dining rooms. Additionally, due to fire hazard in our mountain environment, smoking is prohibited anywhere at Pali Mountain.

Student Behavior and Facility Damage**Initials** _____

The school agrees to take responsibility for behavior issues that may occur on behalf of their students while attending Pali Institute. If a student violates the behavior policy of Pali Institute and/or the attending school, administrators from Pali Institute and the attending school may require a parent or guardian to remove their student. If the parent or guardian refuses to remove their student a school official will be responsible.

We cannot be responsible for lost or stolen articles, and there will be a charge for any damage to facilities by your students.

Transportation**Initials** _____

The attending school will be responsible for transportation to and from Pali Mountain. The scheduled arrival time will be between 10:30AM and 11:00AM, and busses should arrive on the day of departure between 9:00AM and 10:00AM to be loaded and depart by 11:00AM.

Inclement Weather**Initials** _____

During times of snowstorms and inclement weather, the Pali site remains open and operational. During these times, Routes 18 and 330, our chief access roads, remain open to buses with chains. It is therefore the responsibility of the client to reach Pali for scheduled programming. If the client is unable to reach the site due to weather conditions when Routes 18 and 330 are open, no refund will be given. The client will be refunded 100% if one or both of Routes 18 and/or 330 are closed to all traffic for more than 4 hours on arrival day, and the trip cannot be rescheduled.

School's Authorized Signature: _____

Date: _____

Printed Name: _____

Title: _____

Pali Institute's Authorized Signature: _____

Date: _____

Contract Notes: *Final attendance numbers are due to bridgette@paliinstitute.com no later than 45-days prior to arrival. If you know that your school will need an extension on this deadline, please let me know before signing.

Projected-PALI				
Revenue				
Items	Number	Hours	Amounts	Total Revenue
Student Donations	192		\$600.00	\$115,200.00
PTA Donation (May 2020 Allocation)				\$0.00
Total Revenue				\$115,200.00
Expenditures				
Accomodation Cost Per Student	192		\$460.00	\$88,320.00
Accomodations-Teacher 8 Free	0		\$317.00	\$0.00
Transportation - Busses and Luggage Truck	1		\$6,000.00	\$6,000.00
Substitutes	0		\$720.00	\$0.00
Chaperone Stipend	6	30.00	\$36.00	\$6,480.00
Total Expenditures				\$100,800.00
				\$14,400.00
Actual				
Revenue				
Items	Number	Hours	Amounts	Total Revenue
Number of Students Donating (FULL)	0		\$600.00	\$0.00
Number of Students Donating (Partial)	0		\$0.00	\$0.00
PTA Donation				\$0.00
Total Revenue				\$0.00
Expenditures				
Accomodations-Student	0		\$460.00	\$0.00
Pali Discount	8		-\$460.00	-\$3,680.00
Accomodations-Teacher (1 free chaperone per 25 students provided by Pali)	8		\$0.00	\$0.00
Transportation - Busses and Luggage Truck	1		\$6,000.00	\$6,000.00
Substitutes	0		\$720.00	\$0.00
Chaperone Stipend	6	30.00	\$36.00	\$6,480.00
Total Expenditures				\$8,800.00
				-\$8,800.00

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)

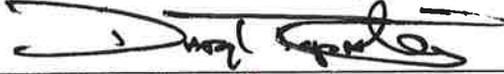
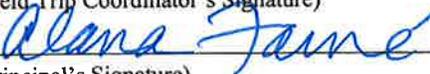
To: Board of Education San Marino Unified School District Date: November 1, 2019

The undersigned for Henry E. Huntington Middle School School hereby applies for approval to conduct a field trip to Pali Institute in Running Springs, CA.

<p>1. Inclusive dates of trip: <u>09/08/20-09/11/20</u></p> <p><input checked="" type="checkbox"/> NOT DURING TESTING Itinerary attached</p> <p style="text-align: right;"><u>AD</u> Principal's Initials</p>	<p>2. Purpose of trip: () Paragraph attached describing educational value and specific activities students will be required to complete</p>
<p>3a. Membership of Group: <u>8th Graders</u> (e.g., U.S. History class, choral group)</p>	<p>3b. Number of Students Attending: <u>233</u> Boys: <u>128</u> Girls: <u>105</u></p>
<p>4a. Cost of trip financed by: <u>Parents</u> 4b. Name of travel agency contracted for trip: <u>N/A</u> 4c. Cost per student: (no student will be excluded from a required trip due to a lack of funds.) <u>\$600</u> () Compliance form attached</p>	<p>4d. Describe fundraising activities, if any: Attachment(s), if any</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>5b. Names of staff members who will provide supervision of students: <u>See Form #1</u></p>
<p>5c. Attach names of authorized chaperones on FORM #1 (include relationship to students and/or school)</p>	<p>5d. Student/Chaperone ratio: (see attached FORM #1)</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.

	10/28/19
(Field Trip Coordinator's Signature)	(Date)
	10/28/19
(Principal's Signature)	(Date)
	11/1/19
(Assistant Superintendent of Instructional Services Signature)	(Date)

Endorsed with Approval:

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
Kellie Kido	Teacher	Yes	F
Suzanne Nitta	Teacher	Yes	F
Luis Riveria	Teacher	Yes	M
Brandon Garner	Instructional Aide	Yes	M
Daryl Topalian	Administrator	Yes	M
Students to Chaperones: 25 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**

<p>1. Approval for Field Trip: I have reviewed the plan for the field trip to Pali Institute in Running Springs on 09/08/20-09/11/20 (not during testing) and I give tentative approval for the students to participate.</p>	<p style="text-align: center;">AJ Principal's Initials</p>	<p style="text-align: center;">10/28/19 Date</p>
<p>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.</p>	<p style="text-align: center;">Principal's Initials</p>	<p style="text-align: center;">Date</p>
<p>3. Lack of Funds: To help students in need of funds, the following actions are being taken: Payment plans offered, need-based scholarships available</p>	<p style="text-align: center;">AJ Principal's Initials</p>	<p style="text-align: center;">10/28/19 Date</p>
<p>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.</p>	<p style="text-align: center;">AJ Principal's Initials</p>	<p style="text-align: center;">10/28/19 Date</p>
<p>5. Chaperones: An approved list of chaperones is on file in the main office of the school. (FORM #1)</p>	<p style="text-align: center;">AJ Principal's Initials</p>	<p style="text-align: center;">10/28/19 Date</p>
<p>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.</p>	<p style="text-align: center;">Principal's Initials</p>	<p style="text-align: center;">Date</p>
<p>7. Insurance: I certify that each and every student participating in the field trip has personal medical insurance and trip cancellation insurance, if applicable.</p>	<p style="text-align: center;">AJ Principal's Initials</p>	<p style="text-align: center;">10/28/19 Date</p>
<p>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. 09/14/20</p>	<p style="text-align: center;">AJ Principal's Initials</p>	<p style="text-align: center;">10/28/19 Date</p>

