

6th Grade Outdoor Education Field Trip  
Wonder Valley  
Sanger, CA  
September 30 - October 4, 2019



Proposal  
Submitted by Rick Barclay, Assistant Principal  
Friday, November 9, 2019

SAN MARINO UNIFIED SCHOOL DISTRICT  
APPLICATION FOR APPROVAL TO CONDUCT  
MULTI-DAY OVERNIGHT 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: 11/6/2018

The undersigned for Huntington Middle School hereby applies for approval to conduct a field trip to Wonder Valley, Sanger, CA . Date: 9/30 - 10/4/2019

<p>1. Inclusive dates of trip: <u>9/30 - 10/4/2019</u></p> <p><b>NOT DURING TESTING</b></p> <p><input checked="" type="checkbox"/> Itinerary attached <span style="float: right;"><u>Principal's Initials</u></span></p>	<p>2. Purpose of trip:</p> <p><input checked="" type="checkbox"/> Paragraph attached describing educational value and specific activities students will be required to complete</p>
<p>3a. Membership of Group: <u>HMS 6th grade Outdoor Education</u></p> <p><small>(e.g., U.S. History class, choral group)</small></p>	<p>3b. Number of Students Attending: <u>244</u></p> <p style="text-align: center;">Boys: 122      Girls: 122</p>
<p>4a. Cost of trip financed by: <u>HMS Parents</u></p> <p>4b. Name of travel agency contracted for trip: <small>(professional travel organization is required)</small></p> <p style="text-align: center;"><u>NA</u></p> <p>4c. Cost per student: <small>(no student will be excluded from a required trip due to a lack of funds.)</small> <u>\$700</u></p> <p><small>( ) Attached student(s) name and verify funding source</small></p>	<p>4d. Describe fundraising activities, if any:</p> <p style="text-align: center;">Attachment(s), if any</p>
<p>5a. Name of certificated employee(s) in charge of trip:</p> <p style="text-align: center;"><b>Rick Barclay</b></p> <p><small>Responsible for coordinating fundraising, organization, and supervision while students are on SMUSD – sponsored trip</small></p>	<p>5b. Names of staff members who will provide supervision of students: <b>See attached form</b></p>
<p>5c. Attach names of authorized chaperones on <b>FORM #1</b> <small>(include relationship to students and/or school)</small></p>	<p>5d. Student/Chaperone ratio: <small>(see attached <b>FORM #1</b>)</small></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:

11/7/18  
(Field Trip Coordinator's Signature) (Date)

11/7/18  
(Principal's Signature) (Date)

11/28/18  
(Assistant Superintendent of Instructional Services Signature) (Date)

Endorsed with Approval

BOARD APPROVAL DATE:

**San Marino Unified School District**  
**MULTI-DAY OVERNIGHT AND/OR OUT-OF-STATE/COUNTRY FIELD TRIP**

**Form #1**

**SCHOOL:** Huntington Middle School      **SPONSORING GROUP:** \_\_\_\_\_

**ACTIVITY:** 6th Grade Outdoor Education Trip      **DATE(S):** September 30 - October 4, 2019

**DESTINATION:** River Way Ranch, Wonder Valley, Sanger, CA

Please attach flyer or printed information pertaining to Study Trip.

**Number of Students:** 244      Attach list of student names and gender

**Submit 3 days before trip to appropriate Site Administrator**

**Number of Chaperones:** 11      List chaperones names below and indicate gender [M or F], attach pages as needed

For Retirees indicate date retired

<b>Certificated District Chaperones</b>			
	M	F	Training Completed
Rick Barclay	x		
Jim Dahlstein	x		
Jose Caire	x		
Shiela Doan		x	
Seong Oh		x	
Beth Negroe		x	
Aileen Schaefer		x	

<b>Classified District Chaperones</b>			
	M	F	Training Completed
Shawn Gonzales	x		
Angelica Garcia		x	
Mari Delgado		x	
Morgan Liss		x	

<b>Non-District Chaperones</b>			
	M	F	Training Completed

**TRANSPORTATION**

**Commercial Carriers:** Yes or No: Charter Busses

(Examples: bus, plane, ferry, taxi, shuttle)      (All buses must be CHP approved as SPAB, verify with SMUSD Transportation Department)

**Private Vehicles:** *DMV Report & Insurance Verification. Attach copy of completed forms*

*and Parent/Guardian to sign Transportation Waiver Form for each student:* Yes<sup>x</sup>      No \_\_\_\_\_

**FUNDING**

Individual Students: Yes<sup>x</sup>      No \_\_\_\_\_

Donations: Yes <sup>x</sup>      No \_\_\_\_\_

Fundraisers: Yes \_\_\_\_\_ or No <sup>x</sup>      Name of Fundraiser \_\_\_\_\_

Others: Wonder Valley waives payment for one chaperone for every 25 students.

Chaperones expenses to be paid by:      ☐ Funding indicated above      ☐ Individual Chaperones

**CHARGE OR BILL MANDATORY STUDENT TRIP LIABILITY INSURANCE TO:**

District Office staff in accordance with Board of Education Policy 3541.1(c) will obtain liability/insurance coverage.

In State <sup>x</sup>      Out of State \_\_\_\_\_      Out of Country \_\_\_\_\_






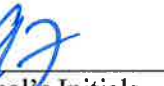


Others: \_\_\_\_\_

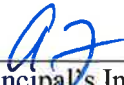





**When submitting field trip invoices for payment (includes deposits) attach a copy of this form and board item.**

Please submit all approved paperwork at least 3 weeks prior to Board Date.

Please route (1) copy of this form to Human Resources Dept.  
Submit to Assistant Superintendent of Instructional Services

**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, Sanger, CA on <u>9/30-10/4/2019</u> <b>(not during testing)</b> and I give tentative approval for the students to participate.	 Principal's Initials	<u>11/2/18</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	<u>11/7/18</u> 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>11/7/18</u> Date
<b>4. Return of Funds:</b> Any funds not used for the trip will be returned in the following way: A refund will be made to parents of students unable to attend due to last minute illness with a doctor's note of verification.	 Principal's Initials	<u>11/7/18</u> Date
<b>5. Chaperones:</b> An approved list of chaperones is on file in the main office of the school. <b>(FORM #1)</b>	 Principal's Initials	<u>11/7/18</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	<u>11/7/18</u> 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>11/7/18</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.	 Principal's Initials	<u>11/7/18</u> Date

<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: <b>Huntington Middle School</b>	 Principal's Initials	 Date
<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.  File title, if appropriate: _____	 Principal's Initials	 Date
<b>11. Forward</b> this completed form to the Assistant Superintendent of Instructional Services.	 Principal's Initials	 Date

**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 September 30 thru October 4, 2019. 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 September 30, 2019 at 7:00AM and return to HMS at approximately 1:30PM on October 4, 2019.

**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 \$700, 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 option. 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.