

7th Grade Outdoor Education Field Trip  
Emerald Bay  
Catalina Island, CA  
September 9 - 13, 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 Emerald Bay, Catalina Island, CA Date: 9/9 - 9/13/2019

1. Inclusive dates of trip:  <b>NOT DURING TESTING</b> ( ) Itinerary attached <u>Principal's Initials</u>	2. Purpose of trip:  ( ) Paragraph attached describing educational value and specific activities students will be required to complete
3a. Membership of Group: <u>HMS 7th grade Outdoor Education</u> (e.g., U.S. History class, choral group)	3b. Number of Students Attending: <u>244</u>  Boys: <u>122</u> Girls: <u>122</u>
4a. Cost of trip financed by: <u>HMS Parents</u> 4b. Name of travel agency contracted for trip: (professional travel organization is required) <u>N/A</u> 4c. Cost per student: (no student will be excluded from a required trip due to a lack of funds.) <u>\$700</u> ( ) Attached student(s) name and verify funding source	4d. Describe fundraising activities, if any:   Attachment(s), if any
5a. Name of certificated employee(s) in charge of trip:  <u>Rick Barclay</u> Responsible for coordinating fundraising, organization, and supervision while students are on SMUSD – sponsored trip	5b. Names of staff members who will provide supervision of students: <u>See attached form</u>
5c. Attach names of authorized chaperones on <b>FORM #1</b> (include relationship to students and/or school)	5d. Student/Chaperone ratio: (see attached <b>FORM #1</b> )

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)

11/7/2018  
(Date)

(Principal's Signature)

11/8/18  
(Date)

(Assistant Superintendent of Instructional Services Signature)

11-28-18  
(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:** 7h Grade Outdoor Education Trip **DATE(S):** September 9 - September 13, 2019

**DESTINATION:** Emerald Bay, Catalina Island, 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:** 17 List chaperones names below and indicate gender [M or F], attach pages as needed

For Retirees indicate date retired

Certificated District Chaperones	M	F	Training Completed
Rick Barclay	x		
Claudia Brown		x	
Rob Miller	x		
Michelle Macedo		x	
Aimee Davignon		x	
Cynthia Wong		x	
Luis Rivera	x		
Suzanne Nitta		x	
Elizabeth Drake		x	
Jana Downey		x	

Classified District Chaperones	M	F	Training Completed
Brandon Garner	x		
Samantha Gin		x	
Danny Torres	x		
Anthony Battaglia	x		
Dika Firmansyah	x		
Quoc Hoang	x		
Moises Arreola	x		

Non-District Chaperones	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: Chaperone expenses will be paid via site funds

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:


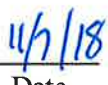




**When submitting field trip invoices for payment (includes deposits) attach a copy of this form and board item.**

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 <u>Emerald Bay, Catalina Island, CA</u> on <u>9/9-9/13/2019</u> <b>(not during testing)</b> and I give tentative approval for the students to participate.	<u>aj</u> Principal's Initials	<u>11/7/18</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.	<u>aj</u> 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: <b>Payment plans offered, need-based scholarships available</b>	<u>aj</u> 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: <b>A refund will be made to parents of students unable to attend due to last minute illness with a doctor's note of verification.</b>	<u>aj</u> 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>	<u>aj</u> 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.	<u>aj</u> 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.	<u>aj</u> 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.	<u>aj</u> 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 7<sup>th</sup> grade students of Huntington Middle School to Mountain and Sea Adventures (MSA) on Catalina Island for a five-day outdoor educational science experience September 9-13, 2019. The trip has been a long-standing tradition for 7<sup>th</sup> 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. The aquatic activities at Mountain and Sea Adventures are uniquely designed to open a world of discovery and adventure for our students. With an abundance of native and endemic flora and fauna, word class snorkeling, salt water aquariums and touch tanks, and multiple outdoor classrooms set in the natural beauty of Catalina, MSA's marine biology camp at Cherry Cove Camp is a rare opportunity to experience all the best that the island has to offer.

**About Emerald Bay**

The MSA program is located in one of most diverse locations on Catalina Island. This unique environment allows MSA to deliver high quality food service and standard of cleanliness to its clients than even the Boy Scouts at Emerald Bay have provided in the past. One of the main reasons we like MSA so much, is the amount of time students spend doing ocean-based activities. Opportunities to snorkel and kayak are 50% greater in comparison to other program providers and students develop aquatic competence and confidence in a short time.

Emerald Bay, is known to be one of the most beautiful coves on the island, and is one of the top snorkeling spots in the world. Crystal clear water hosts abundant sea life found nowhere else on the island. Students can view aquatic life up close and learn about marine biology from trained instructors. Multiple sandy beaches, several marine ecosystems, a wide canyon with a plethora of plant and wildlife and surrounded by untouched natural beauty, make Emerald Bay a real treasure for nature enthusiasts.

**Student Safety and Supervision**

Safety regulations enforced by MSA 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 an MSA instructor and HMS chaperone. HMS is taking 17 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, student will begin activities between 8:00 and 9:00AM 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 9, 2019 at 7:00AM and return to HMS at approximately 2:30 on September 13, 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 any 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 \$700, and includes but is not limited to:

- 13 meals
- Cabin/tent accommodations
- Access to water sports equipment
- MSA activities
- MSA 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 option. Teachers at a 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 MSA, in conjunction with qualified HMS chaperones will help set the tone for this remarkable outdoor educational opportunity.