



Santa Clara County Office of Education

Mary Ann Dewan, Ph.D.  
County Superintendent of Schools

**Santa Clara County Office of Education**

**Walden West Outdoor Science School  
School District Agreement  
2019-2020**



The Santa Clara County Office of Education, a public educational agency, located at 1290 Ridder Park Drive, San Jose, California 95131, hereinafter referred to as "SCCOE", and Campbell Union School District hereinafter referred to as "District", located at 155 North Third Street, Campbell, CA 95008, mutually agree as follows:

1. BASIS OF CONTRACT

Pursuant to the provisions of Education Code Section 8763, SCCOE may enter into Contracts with governing boards of school districts or private schools in order to provide programs and classes in outdoor science education and conservation education for students of the District or private school.

2. TERM OF CONTRACT

This Contract is effective September 1, 2019 and shall remain in effect through June 30, 2020.

3. PAYMENT

3.1 Unless otherwise agreed in writing, District shall pay SCCOE after completion of a school's week at Walden West and upon receipt of invoice(s) as specified below. It is understood and agreed that payment to SCCOE for participation in the Walden West shall be made for each participant. Payments are due within forty five (45) days of the date of invoice.

3.2 If District funds are used, District shall submit a Purchase Order for participation at the Walden West. Or make checks out to Walden West Outdoor School.

3.3 The required per-Student charge is:

- Two Hundred Ninety (\$290.00) for four (4) days Title 1 Schools
- Three Hundred Five (\$305.00) for five (5) days Title 1 Schools
- Three Hundred Thirty Five (\$335.00) for (4) days Regular Prices
- Three Hundred Fifty Five (\$355.00) for (5) days Regular Prices

3.4 The required per-Teachers, School Representative and Adult Chaperones charge is:

- One Hundred Ninety Five (\$195) for four (4) days Two Hundred Ten (\$210.00) for five (5) days

3.5 Charges for District visitors to Walden West are as follows. Payment for District visitors will be included on the invoice from SCCOE to the District.

- Meals: \$ 7.00/each
- Lodging: \$ 40.00/per day

*BH*

The Director Environmental Education at Walden West must pre-approve all visitors to the program three (3) weeks prior to visit. Please see section 7 for visitor clearance.

- 3.6 The costs as specified in this Section are one (1) week costs. A week is defined as the period beginning with dinner following the participants arrival on Day 1 and ending with breakfast on the last day of the program (Day 4 or 5).
- 3.7 At the option of the District, their participating school(s) may collect an additional student fee to cover busing and other internal costs.

#### 4. CANCELATION/NO SHOWS/REFUNDS

- 4.1 In the event the District must cancel participation in the Walden West program, the District must provide SCCOE with sixty (60) days advance notification in writing to the Director Environmental Education Walden West. If such proper written notification is not provided, SCCOE may charge the District up to Eighty Percent (80%) of the original to provide for irrecoverable costs.
- 4.2 In the event that 10% to 20% of the number of students will not participate in the Program, the District shall give the Director Environment Education at Walden West at least thirty (30) days prior written notice. Otherwise, the District shall be liable and will be billed for those program costs for each non-attending student if not notified as indicated above. If more than 20% of the students are absent, the District shall be liable and be billed for the program costs.
- 4.3 No refunds will be given after a student's arrival at Walden West in cases of missing home, dismissal for discipline or voluntary withdrawal.
- 4.4 Students who leave camp for medical reasons for two (2) days or more will receive a pro-rated refund.

#### 5. RESPONSIBILITIES OF SCCOE

In order to provide such educational programs, SCCOE shall perform the following:

- 5.1 Provide a food service program for students, teachers and other participants in the Walden West program. Meals and food services on days specified as follows:
  - Day 1: Dinner meal
  - Day 2: Breakfast, lunch, snack and dinner meal
  - Day 3: Breakfast, lunch, snack and dinner meal
  - Day 4: Breakfast, lunch, snack and dinner meal\*
  - Day 5: Breakfast\*

\*Participants of a 4 day program receive only breakfast on day 4 and no meals on day 5.

- 5.2 All electricity, lights, heat, and water.

- 5.3 Facilities that are in good repair and in safe and habitable condition.
- 5.4 Personnel and resources necessary to implement the Program.
- 5.5 Contract with various camp facility owners for facilities, supplies and services necessary for the operation of the Walden West.
- 5.6 Communicate with participating Schools regularly regarding the operation and curriculum of the Walden West.
- 5.7 Develop the official calendar each school year which establishes the period of service and the number of students for each School which will participate in the Walden West program.
- 5.8 Provide curriculum materials for all participants of the Walden West program and tools for teachers/coordinators to prepare for camp.
- 5.9 Provide first aid facilities and supplies for minor injuries or illnesses.
- 5.10 Assign students to buildings for residence while attending the Walden West.

#### 6. RESPONSIBILITIES OF THE DISTRICT

The District, as a participant in the outdoor science education and conservation education program, shall perform the following:

- 6.1 The District shall recruit and provide for the attendance of students in the Walden West program.
- 6.2 The District agrees to participate with a minimum number of students as set forth in "Exhibit 1" and further agrees to pay the amount as listed in Section 3. The District will provide SCCOE the correct account structure to be invoiced accordingly.
- 6.3 The District shall provide at least a one (1) classroom teacher, for each class of thirty-six (36) or less students scheduled to participate in the Walden West program. The teacher is the authorized representative of the District at Walden West.
- 6.4 The District is responsible for the health and safety of District students during the entire period that the students are participating in the program, including the time the students are in transit to or from the Walden West.
- 6.5 The District is responsible for managing the health care needs of students with diabetes, seizures and other health related concerns. This includes providing a parent or nurse during the periods of need while attending Walden West.
- 6.6 The District shall provide at least one (1) cabin leader for every twenty (20) students who will fully participate in the week-long program and supervise students in the cabins during residence at the Walden West. All 18 and older cabin leaders and chaperones must comply with item 7.

- 6.7 The District shall fill out and return the Walden West Confirmation Sheet confirming the number of students, teachers, chaperones, and cabin leaders who will participate at least eight (8) weeks prior to the event.
- 6.8 The District will assign students to cabins for residence based on a cabin plan sent by Walden West.
- 6.9 The District shall provide Walden West with the following lists two (2) weeks prior to arrival: class rosters, list of participants, cabin lists, health list summary, dietary restrictions list, special needs/health concerns list and night concerns list.
- 6.10 The District will provide Walden West with an accurate list of program participant names upon arrival. The list shall indicate the name(s) for the teacher(s) who will supervise the students while at Walden West, and any adult chaperones and cabin leaders. Chaperones/cabin leaders over the age of 18 must comply with item 7.
- 6.11 The District shall provide Walden West completed and signed Walden West registration packet for each student participant two (2) weeks prior to arrival.
- 6.12 The District shall provide Walden West upon arrival at Walden West with all completed and signed physician's forms and medications for each student participant requiring over-the-counter or prescription medication while attending Walden West. This shall include the potential need of stocked over-the-counter medications or their generic equivalents available during attendance at Walden West.
- 6.13 The District shall provide Walden West upon arrival an emergency School District phone number list including school principal, assistant superintendent, transportation department, and an emergency communication plan listing parent participants and school officials who must be notified in the event of an emergency.
- 6.14 The District shall provide transportation to and from the Walden West for all students, teachers, and other personnel from the district participating in the Walden West. Transportation shall be scheduled to ensure the arrival of the participants between 9:30-10:00 a.m. on the beginning date and departure by 11:30 a.m. on the departure date as specified.
- 6.15 The District may provide cabin leader transportation with parental permission.
- 6.16 The District shall observe the regulations, policies, responsibilities checklist and schedule as set forth in Attachments "A", "B", "C", "D", and "E".
- 6.17 The District shall provide for the pre and post Walden West instruction of students attending the program. SCCOE shall provide assistance to District with respect to such instruction if requested to do so.

6.18 The District shall have on file a signed field trip authorization from the parent or guardian of each student participating in the Walden West program. SCCOE reserves the right to request copies of the field trip forms.

7. EMPLOYEE/VOLUNTEER/CHAPERONES/VISITORS FINGERPRINTING AND TB CLEARANCE

During the entire term of the Contract, the District, its employees and all subcontractors (nurses, health aides), interns, parent/guardian chaperones, and volunteers age of 18 and older, shall fully comply with the provisions of the Education Code Section 45125 and Education Code section 49406 regarding DOJ, FBI fingerprinting background checks and tuberculosis. Districts and/or its subcontractors (nurses, health aides, one on one aides), interns, parent/guardian chaperones, and volunteers must print with their school's district office or at the SCCOE. SCCOE may provide the Livescan fingerprinting background service for the District for the fee of \$74; schools will be billed for any adult that prints regardless of their participation or clearance status. Fingerprint clearance dates and proof that adults are negative for TB are required prior to their arrival on campus.

8. VISITORS

Any additional school staff, contractors, aides, nurses, parents or adults (other than scheduled classroom teachers) that plan to be on the Walden West campus must be approved three (3) weeks in advance by the school principal and the Director of Environmental Education at Walden West. See section 3.5 for charges and Attachment "C" for procedure details.

9. INDEMNIFICATION

The District agrees to defend, indemnify, save, and hold harmless SCCOE from and against any and all demands, debts, liens, claims, losses, damages, liability, costs, expenses (including, but not by way of limitation, attorneys' fees and costs actually incurred, whether or not litigation has commenced), judgments or obligations, actions, or causes of action whatsoever, for or in connection with injury, damage, or loss (including, but not limited to death) to any person or property unless such injury, damage or loss results from or is connected with the sole negligence or error or omission of SCCOE. The provisions of this clause shall not be limited to the availability or collectability of insurance coverage. SCCOE agrees to defend, indemnify, save, and hold harmless the District from and against any and all demands, debts, liens, claims, losses, damages, liability, costs, expenses (including, but not by way of limitation, attorneys' fees and costs actually incurred, whether or not litigation has commenced), judgments or obligations, actions, or causes of action whatsoever, for or in connection with injury, damage, or loss (including, but not limited to death) to any person or property unless such injury, damage or loss results from or is connected with the sole negligence or error or omission of the District. The provisions of this clause shall not be limited to the availability or collectability of insurance coverage.

10. INSURANCE

The District shall maintain such general liability, property damage, workers' compensation, and auto insurance as is required to protect District and SCCOE as their interests may appear. The SCCOE does not provide Accident/Illness insurance for participants. Each student is responsible for providing their own coverage.

11. VERIFICATION OF INSURANCE COVERAGE

Certificates of Insurance will be made available to the SCCOE upon request.

12. REIMBURSEMENT FOR DAMAGES

The District shall reimburse SCCOE for any damages resulting from the use of Walden West facilities and equipment, normal wear and tear excluded. Reimbursement shall be based upon the actual cost of materials, parts and labor required for repair or replacement. Payment shall be made upon receipt of an itemized invoice.

13. INDEPENDENT DISTRICT

While performing its obligations under this Contract, District is an Independent District and not an officer, employee or agent of SCCOE. District shall not at any time or in any manner represent that it or any of its officers, employees, or agents are employees of SCCOE. District warrants its compliance with the criteria established by the U.S. Internal Revenue Service (I.R.S.) and the California Employment Development Department (EDD) for qualification as an Independent District including, but not limited to, being hired on a temporary basis, having some discretion in scheduling time to complete contract work, working for more than one employer at a time, and acquiring and maintaining its own office space and equipment.

14. ASSIGNMENT

The District shall not in any manner, directly or indirectly, by operation of law or otherwise, assign, transfer or encumber this Contract or any portion hereof of any interest herein, in whole or in part, without the prior written consent of SCCOE. If prior written consent is not given by SCCOE to assign, transfer, or encumber this Contract, such action shall be deemed automatically void. In addition, District shall not subcontract the work to be performed pursuant to this contract without prior written approval of SCCOE. The names and qualifications of subcontractors or others whom District intends to employ, other than those identified, shall be submitted to SCCOE for prior written approval.

15. INTEGRATION

This Contract, including all attachments and exhibits and other documents incorporated herein or made applicable by reference, contains the complete and final understanding of the parties' rights, duties and obligations with respect to the transaction discussed in the Contract and supersedes all prior Contracts, understandings and commitments, whether

oral or written. This Contract shall not be amended in any way except by a writing expressly purporting to be such an amendment, signed and acknowledged by both of the parties hereto.

16. MODIFICATION

The Contract shall not be modified or amended without mutual written consent of the parties. If any actual or physical deletions or changes appear on the face of the Contract, such deletions or changes shall only be effective if the initials of both contracting parties appear beside such deletion or change.

17. ORDER OF PRECEDENCE

Except as specifically provided elsewhere in this Contract, conflicting, vague and/or ambiguous provisions of this Contract shall prevail in the following order of precedence: (1) the provisions in the body of this Contract, (2) the attachments and exhibits of the Contract, if any; (3) all other documents cited in this Contract or incorporated by reference.

18. AMENDMENTS

The Contract may be amended by mutual written consent of the parties.

19. TERMINATION

The Contract may be terminated by SCCOE upon sixty (60) days advance written notification.

20. NON-DISCRIMINATION AND NON-SEGREGATION

During the performance of this Contract, both parties hereby agree to comply with all Federal, state and local laws respecting non-discrimination in employment and non-segregation of facilities including, but not limited to requirements set out in 41 CFR 60-1.4, 60-250.4 and 60-741.4, which equal opportunity clauses are hereby incorporated by reference.

21. TOBACCO-FREE WORKPLACE

When at SCCOE-owned or SCCOE--leased buildings, both parties hereby agree to comply with the Santa Clara County Office of Education's Policy 3513.3 which states: The County Board recognizes the health hazards associated with smoking and the use of tobacco products including the breathing of second-hand smoke, and desires to provide a healthy environment for students and staff. The County Board prohibits the use of tobacco products at any time in SCCOE-owned or leased buildings, on SCCOE property and in SCCOE vehicles.

22. ALCOHOL AND DRUG-FREE WORKPLACE

Both parties hereby certify under penalty of perjury under the laws of the State of California that District will comply with the requirements of the Drug-Free Workplace Act of 1990

(Government Code Section 8350 et. seq.), and the Santa Clara County Office of Education's Alcohol and Drug-Free Workplace Policy 4020.

23. SIGNATURES OF THE PARTIES

**Approved By:**

Campbell Union

Name of School District

Print Name and Title

Signature

Date

Santa Clara County Office of Education

 9/18/19

Signature

Date

Marie Bacher

Director, Environmental Education

Signature

Date

Steve Olmos, Ed.D.

Assistant Superintendent Student Services  
& Support Division



**EXHIBIT I**  
**WALDEN WEST**

**ATTENDING**

<u>SCHOOL NAME(S)</u>	<u>WEEK OF (DATES)</u>	<u>4/5 DAY PROGRAM</u>	<u>MIN. # STUDENTS</u>	<u>MAX. # STUDENTS</u>	<u>SITE</u>
Monroe Middle	1/27-31/20	5	115		Saratoga
Monroe Middle	2/3-7/20	5	115		Saratoga
Rolling Hills Middle	11/12-15/19	4	175		Cupertino
Rolling Hills Middle	11/18-21/19	4	175		Cupertino
Village	5/11-15/20	5	45		Saratoga

**Additional Information/Notes:**

## **ATTACHMENT "A"**

### **WALDEN WEST**

#### **REGULATIONS "USE OF"**

The aesthetic beauty and educational values of the Walden West are due to its relatively undamaged natural area. Please use pathways and avoid walking on grass or plants.

All visitors to the Walden West are requested to observe the following regulations in order that this facility may be enjoyed for years to come.

- **Alcohol/Drugs:** The possession or use of alcoholic beverages or illegal drugs and narcotics is prohibited.
- **Firearms/Fireworks:** The possession of firearms, knives, air guns, and fireworks is prohibited.
- **Smoking:** Smoking is not permitted on Walden West grounds at any time.
- **Plants:** The mutilation, destruction, or removal of any plant material is prohibited.
- **Animals:** The destruction or removal of any animal is prohibited.
- **Geological and Archaeological Features:** The removal of geological, paleontological (fossil), archaeological or historical features or objects is prohibited.
- **Hunting/Fishing:** Hunting and fishing are prohibited.
- **Trails:** Hikers are required to confine their hiking to trails provided for that purpose.
- **Vehicles:** The speed limit is 5 miles per hour on all facility roads. Vehicles can be operated only on designated roads and must be parked only in designated areas.
- **Pets:** No pets are permitted.
- **Waste Disposal:** Trash, compost, and recyclables must be put in proper containers.

## **ATTACHMENT "B"**

### **WALDEN WEST**

#### **POLICIES REGARDING CLASSROOM TEACHERS**

1. A classroom teacher shall accompany each class of students in attendance during Walden West. One (1) teacher for each class unit of thirty-six (36) students or fewer.
2. The classroom teacher shall be subject to the following regulations during the period of time that his/her class is in attendance at Walden West.
3. The classroom teacher shall be available on a 24-hour per day basis for consultations involving his/her class except in the following situations:
  - a. Family Emergency:

Classroom teachers may be absent for short periods of time in case of unforeseen emergencies involving family members. In this event, the teacher shall notify the Director of Environment Education at Walden West of the nature of the emergency and where he/she may be reached if needed. The principal shall be notified of the teacher's absence.
  - b. Professional Responsibilities:

If a teacher is to be absent for professional responsibilities at any time, the principal of his/her school shall notify the Director of Environment Education at Walden West of this in writing, indicating the nature of the absence and the person who will substitute in that teacher's absence.
  - c. The classroom teacher shall actively participate in the Walden West Education program to the best of his/her abilities.
  - d. Family members of the classroom teacher are not permitted to accompany nor visit him/her at Walden West.
4. The Director of Environment Education at Walden West shall inform the school district in writing regarding any deviations from these policies by classroom teachers.



## ATTACHMENT "C" TRIP PREPARATION INFORMATION AND CHECKLIST 2019-20

Welcome to Walden West Outdoor School! Use this information and checklist on the next page to prepare for your school's trip.

At this time you should have received your scheduled date and partner school(s). Be sure it is added to your district calendar and notification has gone out to staff and parents. Note the sixty (60) days advance notification in writing for cancelations.

Remember to plan for transportation/busses early and verify there is at least a **1:36 teacher/student ratio** attending Walden West. Schools **recruit volunteer Cabin Leaders at a 1:20 ratio.**

General questions: [Jacque\\_Baclace@sccoe.org](mailto:Jacque_Baclace@sccoe.org)

Cabin leader recruiting questions: [Leigh\\_Jones@sccoe.org](mailto:Leigh_Jones@sccoe.org)

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Classroom Teacher Information webpage with links to:

- [Teacher Information Packet](#)
- [Student Registration Packet](#)
- [Parent/Participant Information Packet](#)
- [Health, Medication, First Aid and Menus](#)
- [Medication Form](#)
- [Merchandise Order Form](#)

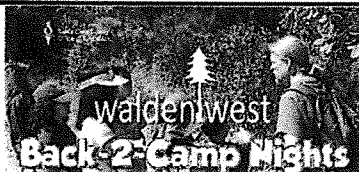
**You will receive an email from our Program Lead(s) eight (8) weeks prior to your trip scheduling a Pre-Camp Visit at your school. This email will also include your school's personalized link to a School Information Google Sheet. Be sure to share this link with all teachers/staff attending Walden West.**

Saratoga Lead: [Tad\\_Nakamura@sccoe.org](mailto:Tad_Nakamura@sccoe.org)

Cupertino Lead: [Ronald\\_Lauder@sccoe.org](mailto:Ronald_Lauder@sccoe.org)

**\*\* COMPLETED STUDENT REGISTRATION PACKETS COLLECTED BY STAFF AT PRE- CAMP PRESENTION \*\***

- **Give yourself time to complete the School Information Google Sheet.**
- **Links to Coordinator Prep Guide Slideshows – [Saratoga](#) -- [Cupertino](#)**



**Mark your calendar**

**Aug 28 or Aug 29, 4:30 to 6:30 pm**

**(not mandatory but strongly suggested)**

**Information, support and guidance for schools**

**Click HERE to RSVP for either date at Walden West or Santa Clara County Office of Education**

## Trip Checklist

### 2019-20

1. Confirm all classroom teachers have sent out <u>Parent/Participant Information Packet</u> , <u>Student Registration Packet</u> (which includes packing list and Merchandise form), <u>Medication form</u> , and <u>Additional Health Forms</u> for any special needs. Email potential contacts to recruit cabin leaders <u>Cabin Leader Recruitment 2019-2020</u>	8 weeks before trip	
2. Schedule a pre-camp visit for students and parents. <b><u>Completed Student Registration Packets collected by Walden West Staff at Pre-Camp Presentation.</u></b> Program Leads will email you to schedule. Saratoga: <a href="mailto:Tad_Nakamura@sccoe.org">Tad_Nakamura@sccoe.org</a> Cupertino: <a href="mailto:Ronald_Lauder@sccoe.org">Ronald_Lauder@sccoe.org</a>	8 weeks before trip	
3. Verify total number of students attending from your school. A cabin plan will be emailed based on the number of students. Complete the <u>Confirmation Form</u> . Saratoga: <a href="mailto:Tad_Nakamura@sccoe.org">Tad_Nakamura@sccoe.org</a> Cupertino: <a href="mailto:Ronald_Lauder@sccoe.org">Ronald_Lauder@sccoe.org</a>	8 weeks before trip	
4. Remind classroom teachers to collect Student Registration Packets (pages 3-6 only) and complete the <b><u>School Information Google Sheet</u></b> for their class.	6 weeks before trip	
5. Check in on cabin leader recruitment/invite parents if needed. Contact: <a href="mailto:Leigh_Jones@sccoe.org">Leigh_Jones@sccoe.org</a>	6 weeks before trip	
6. Review <u>Procedure for Adults at Walden West</u> and complete <u>Adult/Parent Attendance Request Forms</u> for any additional school staff, contractors, aides, nurses, parents or adults (other than scheduled classroom teachers) planning to visit or attend. Contact: <a href="mailto:Leigh_Jones@sccoe.org">Leigh_Jones@sccoe.org</a>	4 weeks before trip	
7. Email student cancelations by this time to remove from billing. Refer to CANCELLATIONS AND REFUNDS section in Teacher Packet. Saratoga: <a href="mailto:Tad_Nakamura@sccoe.org">Tad_Nakamura@sccoe.org</a> Cupertino: <a href="mailto:Ronald_Lauder@sccoe.org">Ronald_Lauder@sccoe.org</a>	4 weeks before trip	
8. Verify bus schedules with your transportation provider and confirm with the WW site (Saratoga or Cupertino) Arrival between 9:30 and 10:00 a.m. Departure by 11:30 a.m. Contact: <a href="mailto:Jacque_Black@sccoe.org">Jacque_Black@sccoe.org</a>	3 weeks before trip	
9. Follow up with the Walden West Health Aide about the student(s) teachers listed on the <b><u>School Information Google Sheet</u></b> Emergency Health Concerns or Dietary Needs tabs. Check for additional forms/medication forms. Contact: <a href="mailto:WaldenWest_HealthAide@sccoe.org">WaldenWest_HealthAide@sccoe.org</a>	3 weeks before trip	
10. Send in a list of any additional school staff, contractors, aides, nurses, parents or adults (other than scheduled classroom teachers) that plan to be on the Walden West campus for approval. See <u>Procedure for Adults at Walden West for Adult/Parent Attendance Request Form</u> . Contact: <a href="mailto:Leigh_Jones@sccoe.org">Leigh_Jones@sccoe.org</a>	3 weeks before trip	
11. Submit Cabin Lists, placing students in cabin groups, as detailed by your program lead Saratoga: <a href="mailto:Tad_Nakamura@sccoe.org">Tad_Nakamura@sccoe.org</a> Cupertino: <a href="mailto:Ronald_Lauder@sccoe.org">Ronald_Lauder@sccoe.org</a>	1 week before trip	
12. Complete Fever and Lice Checks at school. Students with fevers of 100.4 degrees and higher cannot attend until they are fever free and medication free for 24 hours. Let Walden West know of any last minute changes. Saratoga: <a href="mailto:Tad_Nakamura@sccoe.org">Tad_Nakamura@sccoe.org</a> Cupertino: <a href="mailto:Ronald_Lauder@sccoe.org">Ronald_Lauder@sccoe.org</a>	Friday before trip	
13. Prepare to take to Walden West: <ul style="list-style-type: none"> <li><u>Additional Health Forms</u> for special concerns; check for completeness</li> <li>Student Medication zip-top bags labeled with student's name, school and teacher (How-To Video <u>Preparing Medication</u>).</li> </ul> Bags include: <ol style="list-style-type: none"> <li>Medication(s) – check for expiration date</li> <li><u>Medication Form</u> -signed by medical professional AND parent/guardian</li> </ol> <ul style="list-style-type: none"> <li><u>Merchandise Forms</u> - with payment attached</li> <li>Any late or missing paperwork from students</li> </ul>	Day of the trip to Walden West ☺	

## **ATTACHMENT "D"**

### **WALDEN WEST**

#### **SCHEDULE AND DUTIES FOR TEACHERS**

##### **TEACHER MEETINGS**

Attend and participate in the on-site orientation meeting during the first morning of outdoor school.

##### **CABIN MOVE IN**

Teachers are to be visible to your students during their final move in after lunch. They often have questions or need help. They are most comfortable seeing you there to support them that first day.

##### **FIELD CLASS**

Teachers are encouraged to attend field class, the experience is extremely beneficial to both you and your students. Your students love to see you participate and it gives you the opportunity to mingle with them on a more personal level.

##### **CABIN INSPECTION**

This entails checking and scoring each cabin on a scale of 1-10 based on neatness. This is usually done each morning after 9 a.m. but can be done any time before 3:30 p.m. each day. We ask that teachers inspect together the first day so that they can agree on standards and be consistent throughout the week. These scores mean a lot to the students and cabin leaders. If teachers feel that the cabin is not cleaned to an appropriate level, they can have that cabin go in at recess to re-clean. Teachers supervise that re-cleaning and then dismiss the group to recess.

##### **RECESS DUTY AND/OR DISCIPLINE DUTY**

During recess, the first priority is to meet with your students who are on the discipline list. Once you have discussed with your students ways to improve their behavior, send them to the Walden West staff. The Walden West staff will then help assign them a task for the time they owe. You will monitor a section of our campus to make sure students are playing appropriately (no school against school, cabin against cabin, or boys against girls).

##### **TEACHER ON DUTY**

During each field class and the Night Hike, we require one classroom teacher to be the Teacher on Duty. This teacher is easily accessible to the Walden West Program Lead and/or Health Tech in case they need an additional person to assist students on trail to return to camp.

##### **DISCIPLINE**

Teachers please read the Student Rules for Safety and Behavior and be familiar with our expectations of your students during their week at Walden West. Walden West Staff members

use a group management system for discipline. Participant names will be taken for any negative behavior. Most actions warrant one name taken. Others might require more. Some are an automatic call home or go home. Bullying, fighting, hurting animals, pulling fire alarm, and disrespecting cabin leaders are all instances that warrant more than one name taken and possibly a need to be picked up.

In general, the system works on a 24 hour period from 4pm until 4pm the following day. Any participant, who owes time, must do a task during the 4 p.m. recreation time. Once the time is served, the participant has a clean record, unless the participant has three or more names taken.

1. Record name: warning (no task)
2. Second name: 10 minute task during recess
3. Third name: 15 minute task during recess
4. Fourth name: 15 minute task during recess, behavior contract made and a call home that is supervised by the classroom teacher. \*During the call home, parents must be told that if their child's behavior does not improve, he/she will be sent home. No refunds will be issued for children sent home.
5. If behavior contract is broken and the child needs to get picked up, the call is supervised by the classroom teacher.

If a participant receives three names in a day and then three the next, they will be put on a contract and will call home. A participant with four names taken may be sent home after any infraction at the classroom teacher's discretion though it is our goal that all participants complete their week here. After being placed on contract, a participant that receives a name taken for talking, may not be sent home. However, after calling home, a participant who does not show improvement may be asked to leave.

### **MEAL TIME**

The Walden West staff includes chefs with years of experience preparing nutritious meals for schools each week that adhere to school meal nutrition standards. Teachers, cabin leaders, and students eat family style meals in our dining hall.

### **TEACHER/STUDENT MEETINGS**

Teachers meet daily with their students to:

- Discuss the day
- Answer questions
- Complete student questionnaires

Teachers compile information from the questionnaires and communicate with Walden West staff any issues or concerns that need to be addressed immediately.

### **TEACHER/CABIN LEADER MEETING**

Teachers meet with a Walden West staff member and cabin leaders on the second day to:

- Provide feedback from the student questionnaire

- Answer questions
- Offer guidance and support
- Discuss concerns

#### **SHOWER DUTY (4:45 to 5:30 p.m.)**

Teachers should be present by the cabins and assist with monitoring students during shower time. Make sure showers start right away. Students put on swim suits near their bunks. At Saratoga, remind students to have on shoes, walk and line up at the shower area. Cabin leaders will turn the water on and off for their cabin groups, and you will be monitoring the efficiency of each group and recognizing them with cabin awards with the Walden West staff. At Cupertino, cabin leaders will help keep time for the showers to be turned on and off by the students and teachers should assist in the cabins as needed. All students should be dressed and ready for dinner by 5:30 p.m.

#### **DAILY CLASS MEETING/EVENING WATCH (6:30 to 6:45 p.m.)**

The time immediately after dinner is set aside for you to meet with your students. It can be used for discussion, journal work, letter writing, etc. Although we have some materials, you may wish to bring your own. It is your time to be with your students. When you finish meeting with your students please monitor the main quad area and visit cabins. This can be a very volatile time and the more visible you are, the better.

#### **EVENING PROGRAMS (7 to 9 p.m.)**

Each evening offers different programs. Teachers participate in Tuesday's Astronomy program (during 5-day programs) and Thursday's Jeopardy game. The Walden West staff will provide teachers with all they need to participate – costumes, props, activities....

#### **MEDICATION SUPERVISION (7 a.m. and 9 p.m. DAILY)**

Each day teachers are needed in the health office to supervise the dispensing of participant medication.

#### **NIGHT PATROL (9 p.m. to 9:45 p.m.)**

After students are dismissed from the evening program, teachers patrol to help students settle in for the night. At 9:30 p.m. cabins should quiet with their lights off and a cabin leader reading a story (we provide) with a flashlight. The cabins first score, from 1-10, is dependent upon how quiet they are and if lights are out. We need your help until students are quiet and settled. Walden West staff can help with homesickness and concerns. Their teachers are often best suited to help their own students.

#### **NIGHT SUPERVISOR/SECURITY GUARD**

Each campus has a Walden West staff member and a security guard that are assigned to stay awake throughout the night in case of any issue or emergency that may arise. You may be woken up to assist if necessary.



**EXIT MEETING**

All teachers are expected to complete an evaluation questionnaire online and participate in an exit meeting on

Friday (10:15 a.m.) with the Walden West staff. This is a time to reflect on the week and discuss ideas for upcoming years.

**FRIDAY CLOSING CEREMONY**

Friday's closing ceremony is a time to recognize students and volunteers for their positive actions throughout the week and enjoy being together one final time before departing. The closing ceremony also includes a reflective slideshow of your students' week at Walden West. We ask that during the week you take digital photos of your students and work with other teachers to create a presentation for students. You will have access to a wireless connection and an LCD projector but it is helpful if teachers have their own laptop to work on the slideshow throughout the week.

# ATTACHMENT "E"

Walden West Teacher Duties - 5-day (SAMPLE)

	DAY 1	DAY 2	DAY 3	DAY 4	DAY 5
7:00am		7:00-7:30 Health Hut Asst	7:00-7:30 Health Hut Asst.	7:00-7:30 Health Hut Asst.	7:00-7:30 Health Hut Asst.
7:15am		1. _____	1. _____	1. _____	1. _____
7:30am		Break - Continue getting ready for the day			Students moving out. Please assist them getting to your luggage spots.
7:45am					
8:00am		8:00-9:00 Breakfast (all teachers)			8:30-9:30 Breakfast (all teachers)
8:15am					
8:30am		Break - Students get ready for Field Class			
8:45am					
9:00am					9:30 Meeting with Program Lead in Teacher's Room
9:15am					
9:30am	Welcome! You may move in to the Teacher's Room!	9:30am-12pm Teacher on Duty	9:30am-12pm Teacher on Duty	9:30am ALL TEACHERS CHIGGY CHEER 10am-12pm Teacher on Duty	10:30 - Closing Ceremony
9:45am		1. _____	1. _____	1. _____	
10:00am	10-11am Meeting with Program Lead Please bring all paperwork and medications	Cabin Inspection (done before 3pm)	Cabin Inspection (done before 3pm)	Cabin Inspection (done before 3pm)	Slideshow Producer
10:15am		1. _____	1. _____	1. _____	
10:30am		2. _____	2. _____	2. _____	Goodbye! See you next year!
10:45am	15 min. break				
11:00am	11:15-12pm Meet with Cabin Leaders in Cabin Leader Room				
11:15am					
11:30am					
11:45am					
12:00pm	12-1pm Lunch in Dining Hall Meet the Field Staff!		12-1pm Lunch in Dining Hall (all teachers)		
12:15pm					
12:30pm					
12:45pm					
1:00pm	15 min. break	1:00 - Meeting with Students YELLOW FORMS	1:00-1:45 - Cabin Photos		
1:15pm	Songs in Amphitheater	1. _____	1. _____		
1:30pm	Open Store with Program Lead (3-4 teachers)	1:45-4:00pm Teacher on Duty		1:00-4:00pm Teacher on Duty	
1:45pm		1. _____		1. _____	
2:00pm					
2:15pm	During Field Class, ALL Teachers meet in the Hub for the first Cabin Inspection	ALL TEACHERS Please sort Yellow Forms by Cabin, choose 2-3 good ones to read to Cabin Leaders at Recess. Bring any issues to the Hub.	1:45-4:00pm Teacher on Duty		
2:30pm			1. _____		
2:45pm					
3:00pm	3:50-4:15			3:30 - Cookie Break	
3:15pm	Fire Drill - ALL Teachers			1. _____	
3:30pm	4:15-4:50 - Recess	4:00-4:45 - Recess	4:00-4:45 - Recess	4:00-4:45 - Recess	
3:45pm	1. _____	1. _____	1. _____	1. _____	
4:00pm	2. _____	2. _____	2. _____	2. _____	
4:15pm		4:45-5:30 - Showers	4:45-5:30 - Showers	4:45-5:30 - Showers	
4:30pm	Break - Students get home accompanied by their Cabin Leaders	1. _____	1. _____	1. _____	
4:45pm		2. _____	2. _____	2. _____	
5:00pm		Awards Ceremony Amphitheater			
5:15pm					
5:30pm		Dinner - Dining Hall (all teachers)			
5:45pm					
6:00pm					
6:15pm					
6:30pm	Meeting with students	Break	Meeting with students GREEN FORMS	Meeting with students	
6:45pm					
7:00pm		7:00-9:00 Astronomy	7:15-9:00pm Night Hike Teacher on Duty	7:00-9:00 Cabin Jeopardy	
7:15pm	7:00-9:00 Campfire Location TBD with Staff	Myths: _____ Password: _____ Telescopes: _____ (all subject to change for weather)	1. _____	As many Celebrity Judges as possible! (all teachers)	
7:30pm					
7:45pm	All teachers perform!		Go over GREEN FORMS and address any concerns to the Hub.		
8:00pm					
8:15pm					
8:30pm					
8:45pm					
9:00pm	9:00-9:30 Health Hut Asst.	9:00-9:30 Health Hut Asst.	9:00-9:30 Health Hut Asst.	9:00-9:30 Health Hut Asst.	
9:15pm	1. _____	1. _____	1. _____	1. _____	
9:30pm	9:30-10 Night Patrol	9:30-10 Night Patrol	9:30-10 Night Patrol	9:30-10 Night Patrol	
9:45pm	1. _____	1. _____	1. _____	1. _____	
10:00pm	2. _____	2. _____	2. _____	2. _____	