



Education,

Naturally.

Visiting Teacher Pocket Guide

SAFETY INFORMATION

IN CASE OF EMERGENCY

Life-Threatening Emergency:

Call 911 with use of campus phone while someone else calls Jeremy Meyers, Sly Park Director
(530) 718-0283

Non Life-Threatening Emergency:

Use the phone in your room to call:

Sly Park Office Extension 2485 or 916-228-2485

AED locations:

- Office
- Education Building
- Gymnasium

Visiting Teachers are responsible for the basic first aid and medication needs of their students during their time at Sly Park. It is possible that Cabin Leaders and Sly Park Teachers may bring students requiring assessment and attention. Students are able to rest in Med Bay bunks as long as there is an adult present.

FIRE ALARM:

1. Proceed to Stone Circle.
2. Be prepared to help manage all students.

There will be a fire drill at 4:10 pm first day of program.

VISITING TEACHER POCKET GUIDE

This guide will help you make it through the week. Don't be surprised if some times are changed due to special circumstances.

SAFETY & EMERGENCY INFO.....	Inside Cover
Thank You.....	1
Who is on Campus This Week.....	2
Campus Safety Procedures.....	3
First Aid Needs & the Office.....	4
Behavior Expectations.....	5 - 6
Bathroom & Shower Expectations.....	7
Role of Visiting Teachers.....	8
Visiting Teacher Details.....	9 - 10
Role of a Cabin Leader.....	11
Role of a 1:1 Aide.....	12
Things That Can Happen in the Night....	13
Last Day (Following Breakfast).....	14
Basic Schedule.....	15 - 16
Map.....	Back Cover

Thank you for being here!

Our goal is to provide a **world-class** outdoor educational experience for our students, Cabin Leaders, and to each of you.

This guide, our website, and our in-person orientation will give you as much preparation as possible to be successful as a Visiting Teacher.

We work to emphasize that Sly Park is a school and that all students are Sly Park students for the week. They are, in fact, **classmates**.

*We do this every week and all staff treat every week as a **once in a lifetime** opportunity.*

*“Great things are done by a series of small things brought together.”
- Vincent Van Gogh*

WHO IS ON CAMPUS THIS WEEK?

Visiting Teachers: The incredible teachers who brought students for the week. They have YELLOW lanyards on.

Cabin Leaders: Amazing and intrepid adults helping cabin and class supervision. They have all been cleared by their district.

1:1 Aides/Para Educators: Marvelous adults, also cleared by the district, here to help particular students be successful .

Students: Young humans on campus for a life-changing experience.

Custodial & Maintenance Staff: The team constantly working to sanitize and care for the facilities. They will come through each cabin daily to freshen and sanitize restrooms. Please contact the office or a Sly Park Teacher for additional assistance.

Kitchen Staff: The team working hard to fuel the campus. They have a variety of diets they prep for every meal. If you need to coordinate with them, please do so when they are not in the middle of serving a meal.

Office Staff: The team handling the essential logistics to help things flow smoothly. Please be courteous of their time!

Sly Park Teachers: California Credentialed Teachers on the trails bringing the wonder of the science of nature to life.

CAMPUS SAFETY PROCEDURES

- **ALL** public school rules and policies apply at Sly Park.
- **NEVER LEAVE STUDENTS ALONE.**
- **NEVER PLACE YOURSELF ALONE IN THE COMPANY OF A CHILD.**
- **KNOW WHERE YOUR STUDENTS ARE AT ALL TIMES.**
- **STUDENTS** arriving or departing during the week must be signed in/out at the office by a parent/guardian.
- Visiting Teachers must inform the Office Staff if planning to leave the site. Arrange with another teacher from your school to handle any illness/injury/behavior incidents while you are out.
- Be aware of wild animals in the area, do not run alone.
- **ADULTS** on campus have all been fingerprinted. They have been issued a badge/key/lanyard. **VISITORS** must check in at the office to receive a lanyard. Any adult without a lanyard should be asked to report to the office or leave immediately.
- The gate is closed overnight, but not locked fully.
- In the event of snow, snowball fights are absolutely prohibited.

FIRST AID NEEDS & THE OFFICE

First Aid Supplies: You will be issued an “ouch pouch” with basic supplies . More supplies are located in the office and the dining hall. However, medications **MUST BE BROUGHT INDIVIDUALLY BY STUDENTS TO SLY PARK AND REMAIN IN YOUR POSSESSION** during the visit.

Med Bay: Students are able to stay in Med Bay (room attached to the office and VT’s quarters). Please help settle the students in a bunk, orient them to the space, and check in with these students regularly. There is an activity monitor and door alarm for overnight students.

Students with Fever & Nausea: These students may not remain in program with other students until medically cleared by the office. Students with a fever over 100.4 may not stay on campus. Students who have vomited but are deemed fit to stay may be asked to not participate in the dome astronomy class for the health and safety of others.

Office: Our office staff are busily tending to all the calls and questions involved in running a school that changes clientele every 7 days. They are friendly and helpful in assisting with students until a visiting teacher is available. Please respect their space.

BEHAVIOR EXPECTATIONS

Any type of behavior that would be referred to the Principal at a school should be reported to the Sly Park Director.

Cabin Leaders are not responsible for disciplining students who will not respect rules of behavior, but are responsible for calling the student's teacher to work with the student to redirect.

RESPECT

- Respect school and personal property
- Follow adult directions
- Display good manners
- Use appropriate language

RESPONSIBILITY

- Put forth best effort
- Make safe choices
- Walk at all times

READINESS

- Be on time
- Show up to activities with: full water bottle, inhaler/epi-pen [if you have one], and layers for adventure.

Sly Park does not tolerate harassment of any kind. Visiting Teachers and/or the Director will be notified IMMEDIATELY if any student-to-student abuse, harassment, sexual harassment, etc. is witnessed or overheard.

A Few Specifics

- no photography in cabins
- no crossing into other cabins
- no going into/opening curtains on people showering

Contraband List

- All medications (cough drops, vitamins..)
- Smart devices
- Food/Drink/Gum/Candy
- Money
- Spray products
- Firestarter
- knives/weapons

Sly Park is a NUT FREE facility. Please do not bring peanuts or tree nuts on campus.

As a school campus, ALCOHOL, TOBACCO, and DRUG USE and/or POSSESSION is **PROHIBITED**.

BATHROOM & SHOWER EXPECTATIONS

It is critical to ensure a calm environment in the bathrooms and cabins to promote a sense of dignity and safety. During cabin times a Cabin Leader should be close enough to bathroom doors to monitor language, conversation, and activity level.

- Students are expected to shower every FULL day of program.
- Shower schedules are provided.
- One student per shower.
- Showers are limited to 5 minutes.
- Students may time each other.
- Cabin Leaders may shower before 7am and after 9:30. Students may not.

Students may wear bathing suits in the shower, but should change in the bunkrooms rather than the shower stalls.

ANY MISBEHAVIOR IN THE SHOWER/BATHROOM AREA MAY BE GROUNDS FOR DISMISSAL.

ROLE OF VISITING TEACHERS

Be a positive role model. Monitor the health and safety of your students and Cabin Leaders. Assist in a few key times on campus. These times are:

Morning Wake-Up Call [7:00 am] Use phone intercom system to signal to students they may get out of bed.

Morning Rec Time [11:45am - 12:10pm] Monitor students who CHOOSE to go to the gym or courts.

Afternoon Rec Time [4:30 - 4:55] Monitor students who CHOOSE to go to the gym or courts for social/play time.

Class Meeting [7:15 - 8:15pm] Take students to designated class space while others are on Night Hike.

Bedtime [8:30 - 9:45pm] See Nighttime Routine details.

Astronomy Night Assist Sly Park Teacher at Observatory Platform to help students use telescopes.

Song Night [Tuesday night on a 5-day program] Your cabin will sing a song you have practised in front of campus at song night.

Meals This is when Cabin Leaders and students can easily find you if needed. It is also a time for you to administer medications and informally assess your students dispositions.

When you are not on duty, you are free to use your time as you wish. You are encouraged to visit your students in their Hiking Groups.

VISITING TEACHER DETAILS

Mountain Misery

We strive to keep this a Teacher-Only space to allow you the freedom to relax. Please meet with students and cabin leaders in the office or on the deck.

Hiking Group Distribution

Your students are in different hiking groups. They will be with their buddy and a few other students from your school. On the first day you will receive a list from the office with the cabin and hiking group number for each student. Please ask for help if you need to translate this information.

Class Meeting

At 7:15 every evening, following All-Campus Program, you are responsible for taking your students not on a night hike in a class meeting format.

Each space is equipped with supplies to help you manage this time. You are the only familiar and trusted adult for some of the students and this check in time is critical to their well-being.

If you would like to go on a night hike one night, you may send your students with another teacher to cover both classes.

Nighttime Routine After walking class to courts at 8:15pm, at least one teacher per school is to head to the dining hall to distribute cookies and nighttime meds for the students. VTs remain in the Dining Hall during the shower/winding down time in case any cabins/students need assistance. 9:15 - 9:30pm VTs go to student cabins to say good night, help the students focus, bring the energy down, and get in bunks. After 9:30, VTs remain in Dining Hall or courtyard area until cabins are confirmed quiet by the Sly Park Teacher.

Dining Hall

Please do not enter the food preparation sections of the Dining Hall. Our staff can assist you with whatever you need. Please join your students at mealtime in order to be available to check in and assist with medications, illnesses, injuries, etc. *note that sick students should not remain in the dining hall.

Please initial the pink sheet on the teacher table indicating which meals you ate.

The restroom in the Dining Hall is for ADULTS ONLY.

If you have a student in Med Bay during a meal, please arrange with Sly Park staff at the beginning of the meal to have trays sent down.

ROLE OF A CABIN LEADER

Be a positive role model and assist students in activities and routines to have the best possible experience here at Sly Park. We appreciate that they are giving a week of personal and professional lives to be here. As an adult, their life experience is helpful in guiding students this week. Each Cabin Leader team is expected to:

- Nurture community within the cabin group.
- **Supervise students**; especially during time in cabins.
- Assist students to be **ready** and on time.
- Of course, be a **kind and empathetic** adult.
- Refer students to teachers or Sly Park director for behavior intervention. Cabin Leaders are **not** responsible for discipline.

Cabin List/Room Assignments Changes to the room assignments without authorization from both Sly Park Office and Visiting Teaching Staff are prohibited. Much thought went into student placement.

Morning Check-In The Director will meet every morning with Cabin Leaders and Visiting Teachers directly following Stone Circle gathering.

Cabin Leader Room The space is limited, no students are allowed in the adult space, even children of Cabin Leaders.

Cabin Leader Breaks A Sly Park Teacher will explain where to find breaks in the schedule. Essentially, during some classes, class meetings, and some of the cabin times as long as another Cabin Leader is available to cover the cabin.

ROLE OF A 1:1 AIDE

The success and safety of the student is the first priority. 1:1 is to stay with the student at all times (or as outlined by the teacher).

The role should not overlap with the role of a Cabin Leader. 1:1s are welcome to support and assist CLs, but their role is to be there first and foremost for the success of the assigned student.

If the student's needs are food related, the 1:1 is to be vigilant during meals, trail snack, and cookie time.

If the student's needs are physical related, the 1:1 is to check with the Sly Park teacher to understand the many accommodations available to make the most of the program accessible.

If the 1:1 is removing the student from an activity, they are to alert the Sly Park Teacher in advance of the activity.

THINGS THAT CAN HAPPEN IN THE NIGHT

Enuresis (bedwetting): Utilize spare bedding in med bay. Place any soiled items for maintenance to launder and notify Sly Park Teacher running breakfast.

Vomiting: Cabin Leaders will call Mountain Misery for the teacher to come retrieve student to sleep in med bay. The sanitizing supplies are stored in the dining hall cabinet. Please gather on your way to the cabins.

Homesickness: This is an actual condition that can manifest itself physically. Validate their feelings. Encourage them to find their courage. Persistent homesickness should be addressed by teachers. We advise calling home as a LAST resort.

Nosebleeds: Students can get big nosebleeds. Use supplies in Ouch Pouch for your protection.

Sleepwalking: There is an alarm on the front door of the cabin to set at the end of the night AFTER the Sly Park teachers have made their rounds (9:45 ish)

Fire Alarm: Proceed to Stone Circle to meet students. Call Director Jeremy Meyers for further details.

Each building has a maintenance room. It may be on the other side of the curtain in the shower rooms.

Dining hall lockers contain extra bedding, toiletries, towels, and sanitizing supplies.

LAST DAY (following breakfast)

VISITING TEACHERS

- **Return** all Sly Park materials to the office. [key, bag]
- **Remove your personal belongings** from Mountain Misery before lunch.
- **Meet students at YOUR SCHOOL's** assigned luggage location at 8:50.
- **Attend** closing ceremony and slideshow in the gym.
- **Meet in Dining Hall** following the slideshow for a debrief.

STUDENTS/CAMPERS

- **Pack** luggage and place outside of the cabin
- **Check for personal items**
- **Sweep** all rooms, including the bathroom
- Empty **small trash cans** into **large garbage can**
- **Shut** all windows and **open** all window covers.
- **Pile borrowed gear** (or that remains unclaimed by students) in the bookshelf area.
- Water bottles borrowed from Sly Park should be returned to the dish window in the Dining Hall.

8:45 AM SLY PARK TEACHERS WILL CONDUCT CABIN INSPECTION.

STUDENTS sit on bunks in room where they slept

CABIN LEADERS return key lanyard and clipboard to Sly Park Teacher.

After luggage is moved, there will be a slideshow in the gym. Following the slideshow, students and Cabin Leaders will go on a Closing Hike with their Sly Park Teacher.

BASIC SCHEDULE

TIME	ACTIVITY	COMMENTS
7- 8:45 AM	Wake Up call Breakfast/AM meds Prep for class	VTs DO WAKEUP CALL! BREAKFAST 7:30
8:45 - 11:45	Morning Class with hiking group	VTs & CLs participate or take break after morning check in
11:45 -12:15 PM	Rec Time	VTs supervise courts ONE CL minimum in cabin to supervise
12:15 - 1:30	Lunch/ Cabin Time	All Cabin Leaders supervise
1:30 - 4:30	Afternoon Class with hiking group	VTs & CLs participate or take break
4:30 - 5:00	Rec Time (except Thursday-skit practice in cabin)	VTs supervise courts ONE CL minimum in cabin to supervise
5:00 - 6:15	Dinner/Cabin Time	All Cabin Leaders supervise

A more detailed schedule is online and printed

TIME	ACTIVITY	COMMENTS
6:15 - 7:15 PM	Whole Campus Activity	VTs present CLs supervise
7:15 - 8:15	Night Hike OR Class Meeting	VT Class Meeting CLs participate (night hike) or take break
8:15 - 8:35	Whole Campus Wind Down	VTs bring class back CLs meet at Gym
8:35 - 9:15	Night Meds/Cookie/ Cabin Time	VTs give out cookies & meds All Cabin Leaders supervise
9:20	All Students to their respective rooms	VTs go through cabins after 9:20 to help settle students. Students should keep their shoes, jackets, and flashlights easily accessible in case of a nighttime emergency. Students are to remain quiet and in bunks until the morning wake-up over the intercom.
9:25	All students in bunks	
9:30	Lights Out/Story Time	

