

# Visiting Teacher Guide



**SLY PARK**  
ENVIRONMENTAL  
EDUCATION CENTER

Sacramento County Office of Education



# TABLE OF CONTENTS

<b>Sly Park Weekly Schedule</b>	<b>1</b>
<b><u><a href="#">Tips for Visiting Teachers (VTs)</a></u></b>	<b>2-3</b>
<b><u><a href="#">Sly Park Activity Overview</a></u></b>	<b>4</b>
<b><u><a href="#">Daily Visiting Teacher Schedule</a></u></b>	<b>5-6</b>
<b><u><a href="#">Visiting Teacher Activity Responsibilities</a></u></b>	<b>7-11</b>
<b><u><a href="#">Program Procedures: Student Safety</a></u></b>	<b>12</b>
<b><u><a href="#">Program Procedures: Campus Safety</a></u></b>	<b>13</b>
<b><u><a href="#">Active Shooter Procedure</a></u></b>	<b>14</b>
<b><u><a href="#">Sly Park Rules &amp; Policies</a></u></b>	<b>15-16</b>
<b><u><a href="#">Program Procedures: Student Discipline</a></u></b>	<b>17</b>
<b><u><a href="#">Medical Procedures</a></u></b>	<b>18</b>
<b><u><a href="#">TGIF</a></u></b>	<b>19</b>
<b><u><a href="#">Campus Map</a></u></b>	<b>20</b>
<b><u><a href="#">Trail Map</a></u></b>	<b>21</b>
<b><u><a href="#">Sly Park Hike Overview</a></u></b>	<b>22</b>

# Tips for Visiting Teachers (VTs)

## ITEMS OF NOTE

- Students need a water bottle with them at all times.
- **Students may not** have in their possession: food, candy, gum, soda, medications (**except for inhalers, Epi-Pens, or diabetes supplies**), electronics, cell phones, weapons, money or any items not allowed at a public school. Cabin Leaders/VTs will confiscate these items.
- Director/VTs will call home in the event of illness, injury, or behavior issues. Do not allow students to use your cell phone or chaperones' cell phones to call/text home for **any** reason.
- Notify the Director about student discipline issues or other student or Cabin Leader concerns.
- VTs and Cabin Leaders meet with the Director at Stone Circle each morning at 8:45am.
- On Friday morning after the assembly, please join the Director at Mountain Misery for a brief meeting.

## SAFETY

- **NO alcohol or drug use (on site or off) during the week.**
- **Tobacco use is prohibited on site – please use the designated off-site smoking area.**
- Sly Park is a *nut-free* facility. Please be conscientious of students with food allergies (i.e., peanuts). Nuts and food containing/processed in a facility with nuts are not allowed anywhere on campus except Mountain Misery – after snacking, please wash your hands before joining the students.
- If you plan to leave the site for any reason, please inform the office staff. Be sure another teacher will be on campus and available in case of student illness, injury, or behavior issue.
- Be aware of wild animals that live in the area, including: mice, snakes, deer, raccoons, bears, and mountain lions. Do not jog/run alone. Do not leave any food items in your car.

## IN CASE OF EMERGENCY

- If you hear the emergency alarm, proceed immediately to Stone Circle. Once there, wait for direction from the Director or designee. The secondary emergency meeting location is the Outdoor Courts.
- From the office phone, dial the phone number directly, no number required for an "outside" line.
- **To make an emergency call on the office phone, to the Placerville 911 Dispatch, call (530) 626-4911, or from your cell phone call (530) 626-4911.**
- In the event of a major emergency, Sly Park staff will initiate our disaster plan, during which your role would be to assist with student supervision.
- Duties include:
  - Accounting for and identifying all students from your school
  - Keeping students calm, quiet, together, and organized
  - Supervising and entertaining students, and then releasing them to parents/guardians

### **Important phone numbers:**

Sly Park Office.....916-228-2485

**Director's Cell Phone....**TBD (call or text)

If you cannot reach Director,  
please contact the Sly Park Teacher-In-Charge:  
TBD

# Tips for Visiting Teachers (VTs)

## ACADEMICS, ACTIVITIES, AND TRAILS

- Feel free to join a Sly Park Teacher for any of the academic lessons, activities and trail hikes. If you will be joining a group for a hike, please make sure that another Visiting Teacher from your school is on site and available in case of student illness, injury, or behavior issue.

## DINING HALL

- Please join your students for meals in order to be available to check in with and assist your students with medications, illnesses, injuries, or other needs.
- If you have a student in Med Bay during a meal, please use the intercom to notify Sly Park staff at the beginning of the meal so we can have meals sent down to Med Bay for both you and the student.
- Please initial the clipboard on the teachers' table for every meal that you eat in the Café. If you plan to miss a meal, please notify the kitchen in advance.
- Please do not enter the kitchen. If you need something, please ask at one of the kitchen windows or find the Sly Park Teacher running the meal.
- The restroom in the Café is for adults only. If students need to use a restroom during meals, they should take a buddy and walk to the Education Building, or they can use the restroom in their cabin at the end of the meal. Once the green sign is posted for their cabin, students who are done eating should return to their cabin. They may not play outside or in the gym after meals.

## OTHER

- Your (COM) VT key (on your lanyard) works on all cabin entry doors, exterior Dining Hall doors, exterior Gym doors, Special Needs Apartment (formerly known as Cabin Leader Lounge), all exterior & sleeping rooms in Mountain Misery and the Med Room.
- If a student receives a care package, please have them open it with you; confiscate any items not allowed at Sly Park.
- You are welcome to use our WiFi. Choose "Sly Park Guest", the password is: **@SlyParkWireless**



# Sly Park Activity Overview

ACTIVITY	DESCRIPTION	NOTES
<b>PARK CREEK</b>	This off-campus <i>challenge hike</i> descends (800 ft) into the Sly Park Creek watershed (east of campus) over rugged, uneven terrain and ends creekside. Along the hike students learn about the canyon and creek's unique ecology and geology, study aquatic macroinvertebrates and explore the creek's seasonal surprises.	~ 3 hrs ~ 2.5 mi round trip
<b>LAKE</b>	This off-campus <i>challenge hike</i> follows the Sly Park Creek Canyon upstream to the Jenkinson Lake Group Campgrounds, where students enjoy time skipping rocks, looking for quartz crystals and exploring the reservoir's ecosystem. The trail is composed of uneven terrain, including moderate descents/ascents ( $\leq 100$ ft) and small stream crossings (seasonally dependent).	~ 3 hrs ~ 5 mi round trip
<b>CEDAR PARK</b>	This off-campus, wheelchair accessible/paved, moderate hike along the Cedar Park trail (east of campus) is a typical Day 1 afternoon or final day closing hike for Sly Park Teachers. Students explore a mixed conifer and chaparral ecosystem and enjoy a unique overlook of the Sly Park Creek canyon.	~ 1.5 hrs ~ 1-1.5mi round trip
<b>CHILDREN'S FOREST</b>	This off-campus moderate hike into the Clear Creek watershed (west side of campus) descends 200 ft and winds through mixed conifer forest. Students will discover the wonders of forest & fire ecology, while honing their observation and investigation skills.	~ 1.5 hrs ~ 1.5-2 mi round trip
<b>SHELTERS</b>	This off-campus moderate hike into the Clear Creek watershed (west side of campus) descends 200 ft and winds through mixed conifer forest. Students learn about survival and the engineering design process by working in groups to create their own shelter.	~ 1.5 hrs ~ 1.5 mi round trip
<b>INVERTEBRATE STUDY</b>	This activity's location varies and may occur close to campus or be combined with an off-campus hike. Students engage in a hands-on investigation of terrestrial organisms found at Sly Park. Ask your Sly Park Teacher about the activity location.	~ 1.5 hrs ~ 0.5-1 mi round trip
<b>ORIENTEERING</b>	This on-campus activity occurs at Sly Park's Orienteering Course (northeast of Gym). Students learn the basics of map & compass work, and utilize a GPS unit to navigate and discover hidden cache markers.	~ 1.5 hrs ~ 0.25 mi round trip
<b>CHALLENGE WALLS</b>	This on-campus activity occurs inside the Gym on Sly Park's climbing and traverse walls. Students build confidence, community and trust as they scale three 20-ft climbing routes of varying difficulty, or the lower ~8-ft traverse wall.	~ 1.5 hrs Indoors
<b>ECOLOGY (ECO) CENTER</b>	This on-campus activity is located adjacent to the Ed. Building. Students explore ecology through observation and inquiry of various natural phenomena, including live insects and corn snakes, and build their skills using scientific instruments.	~ 1.5 hrs Indoors
<b>ASTRONOMY (ASTRO) CENTER</b>	This on-campus activity is located adjacent to the conference room and parking lot. Through several hands-on stations students explore our solar system, galaxy and beyond while uncovering the wonder that fuels our investigation of the universe	~ 1.5 hrs Indoors
<b>DISCOVERY (DISCO) CENTER</b>	This on-campus activity is located north of the Office, adjacent to the TEK Center. Students engage in several hands-on stations, including an Augmented Reality sand table, designed to explore the cross-section of humans and the environment.	~ 1.5 hrs Indoors
<b>TRADITIONAL ECOLOGICAL KNOWLEDGE (TEK) CENTER</b>	This on-campus activity is located north of the Office, adjacent to the Disco Center. Students explore the science and engineering behind how California's Indigenous Peoples have lived on this land for thousands of years by investigating phenomena like fire ecology, natural resource usage, and shelter construction.	~ 1.5 hrs Indoors
<b>NIGHT HIKE &amp; ASTRONOMY</b>	This on/off-campus short hike occurs during the <i>Class Meeting &amp; Evening Activity</i> timeslot of the evening program. Students step out of their comfort zone to learn about nocturnal adaptations, including their own night vision, and star gaze with their Sly Park Teacher.	~ 1.25 hrs 0.5-1.0 mi round trip

# Daily Visiting Teacher Schedule (1-Cohort Program)

## Morning & Midday Program | Schedule Breakdown (★ = required of VT)

Time	What's Going On	What To Do
7:00 am	All cabins wake up for the day	<ul style="list-style-type: none"> <li>Use intercom for morning wake-up call                             <ul style="list-style-type: none"> <li>Play music as desired!</li> </ul> </li> </ul>
7:30 - 8:00 am	Cabins report to <b>Dining Hall</b> <b>BREAKFAST SERVICE</b>	<ul style="list-style-type: none"> <li>Please join your students for meal service ★</li> <li>Communicate with Sly Park Teacher (SPT) on duty regarding overnight updates ★</li> <li>Distribute morning meds as needed ★</li> <li>Distribute mail to students</li> </ul>
After breakfast students prepare for Morning Class Session		
8:45 - 9:00 am	All-Campus report to <b>Stone Circle</b> <ul style="list-style-type: none"> <li>Morning announcements</li> <li>Cabin Leaders (CLs) check-in w/ Director</li> </ul>	<ul style="list-style-type: none"> <li>Meet at Stone Circle ★</li> <li>Check w/ SPT regarding student behavior &amp; needed support</li> <li>Participate in CL Check-in meeting ★</li> </ul>
9:00 - 11:45am	<b>Morning Class Session</b> <ul style="list-style-type: none"> <li>Students join SPT in hiking group for on/off campus AM activities <i>* see Weekly Schedule *</i></li> </ul>	<ul style="list-style-type: none"> <li>Join your students' hiking group and participate in hikes and activities as desired/needed</li> </ul>
11:45 - 12:15pm	Students report to <b>Outdoor Courts/Gym</b> <ul style="list-style-type: none"> <li>Recreation Time <i>* location weather dependent *</i></li> </ul>	<ul style="list-style-type: none"> <li>Supervise <b>Rec. Time</b> for your students at designated VT duty location ★ <i>* At least 1 VT per school must oversee Rec. Time *</i></li> <li>Dismiss students at 5 mins early to wash hands &amp; prep for lunch in cabin</li> </ul>
12:15 - 12:45pm	Cabins report to <b>Dining Hall</b> <b>LUNCH SERVICE</b>	<ul style="list-style-type: none"> <li>Please join your students for meal service ★</li> <li>Distribute daily meds as needed ★</li> </ul>
12:45- 1:30 pm	Students & CLs report to <b>Cabins</b> <ul style="list-style-type: none"> <li>Cabin Rest &amp; Prep Time</li> <li>Students prep for PM class session</li> </ul>	<ul style="list-style-type: none"> <li>Check-in with students as needed</li> <li>See Director regarding souvenir purchases</li> </ul>
1:30 - 1:45 pm	All-Campus report to <b>Stone Circle</b> <ul style="list-style-type: none"> <li>Afternoon announcements</li> </ul>	<ul style="list-style-type: none"> <li>Meet at Stone Circle ★</li> <li>Check w/ SPT regarding student behavior &amp; needed support</li> </ul>
1:45 - 4:30 pm	<b>Afternoon Class Session</b> <ul style="list-style-type: none"> <li>Students join SPT in hiking group for on/off campus PM activities <i>* see Weekly Schedule *</i></li> </ul>	<ul style="list-style-type: none"> <li>Join your students' hiking group(s) and participate in hikes and activities as desired/needed</li> </ul>

# Daily Visiting Teacher Schedule (1-Cohort Program)

## Afternoon & Evening Program | Schedule Breakdown (★ = required of VT)

Time	What's Going On	What To Do
4:30 - 5:00 pm	<p>Students report to <b>Outdoor Courts/Gym</b></p> <ul style="list-style-type: none"> <li>Recreation Time</li> <li>* location weather dependent *</li> </ul>	<ul style="list-style-type: none"> <li>Supervise <b>Rec. Time</b> for your students at designated VT duty location ★</li> <li>* At least 1 VT per school must oversee <b>Rec. Time</b> *</li> <li>Dismiss students 5 mins early to wash hands &amp; prep for dinner in cabin</li> </ul>
5:00 - 5:30 pm	<p>Cabins report to <b>Dining Hall</b></p> <p><b>DINNER SERVICE</b></p>	<ul style="list-style-type: none"> <li>Please join your students for meal service ★</li> <li>Distribute daily meds as needed ★</li> </ul>
5:30 - 6:15 pm	<p>Students &amp; CLs report to <b>Cabins</b></p> <ul style="list-style-type: none"> <li>Cabin Rest &amp; Prep</li> <li>Students prep for Evening Program</li> </ul>	<ul style="list-style-type: none"> <li>Check-in with students as needed</li> </ul>
6:15 - 7:15 pm	<p>All-Campus report to <b>Outdoor Courts/Gym/Amphitheater</b></p> <ul style="list-style-type: none"> <li>Cabins convene for <b>Whole Group Activity</b> * see <i>Weekly Schedule</i> *</li> </ul>	<ul style="list-style-type: none"> <li>Meet students at designated Whole Group Activity location ★</li> <li>* locations announced at dinner *</li> <li>Help supervise activity &amp; student behavior</li> </ul>
7:15 - 8:30 pm	<p>All-Campus report to <b>Small Group Activities Location</b></p> <ul style="list-style-type: none"> <li>Some students break into hiking groups for <b>Night Hike</b> &amp; All other students attend <b>Class Meeting, Skit Practice and Evening Activities</b></li> <li>See overview of <i>Class Meeting &amp; Evening Activities</i> on <b>page 10</b></li> </ul>	<ul style="list-style-type: none"> <li>Escort your class to designated Class Meeting location (<b>Check room assignments on Daily Schedule</b>) ★ <ul style="list-style-type: none"> <li>If joining a <b>Night Hike</b> coordinate class coverage</li> </ul> </li> <li>Reference <b>Class Meeting &amp; Evening Activity Binder</b> in your assigned room for detailed instructions for Skit Practice and other Evening Activities. <ul style="list-style-type: none"> <li>Enlist cabin leader help as needed</li> </ul> </li> </ul>
8:30 - 9:00 pm	<p>All-Campus report to <b>Gym</b></p> <ul style="list-style-type: none"> <li><b>Evening Wrap-Up &amp; Cabin Dismissal</b></li> </ul>	<ul style="list-style-type: none"> <li>Bring students to Gym ★</li> <li>Distribute cookies &amp; evening meds in Dining Hall ★</li> <li>Assist (if needed) with Astronomy (telescopes) <ul style="list-style-type: none"> <li>Coordinate with on-duty SPT</li> </ul> </li> </ul>
9:00 - 9:30 pm	<p>Students &amp; CLs report to <b>Cabins</b></p> <ul style="list-style-type: none"> <li>Cabin <b>Cool Down</b> &amp; bedtime prep</li> <li>"brush, flush, wash, and PJ's,"</li> </ul>	<ul style="list-style-type: none"> <li>Check on students as needed (deliver toiletries, bedding, change of clothes, etc.) ★</li> <li>Check in with SPT in Dining Hall prior to Lights Out &amp; Cabin Checks</li> </ul>
9:30 - 10:00 pm	<p>SPT(s) &amp; VTs visit all <b>Cabins</b></p> <ul style="list-style-type: none"> <li><b>Lights Out &amp; Cabin Checks</b></li> </ul>	<ul style="list-style-type: none"> <li>Assist SPTs - ensure lights out and voice off ★</li> <li>Assist CLs as needed</li> </ul>
10:00 pm - 7:00 am	<p>VTs stay in <b>Mountain Misery</b></p> <ul style="list-style-type: none"> <li>On-call to respond to calls from cabins regarding student issues or emergencies</li> </ul>	<ul style="list-style-type: none"> <li>Contact Director as needed ★</li> <li>Convey non-urgent updates to SPT at Breakfast ★</li> </ul>

# Visiting Teacher Activity Responsibilities

🕒 9:00- 11:45 am & 1:45-4:30 pm		MORNING & AFTERNOON CLASS SESSIONS
<b>Purpose</b>	Students will break into hiking groups after meeting at Stone Circle each morning and afternoon to learn with their SPT's scheduled activities (off/on campus).	
<b>VT Expectations</b>	Please check in with your students' SPT(s) at Stone Circle regarding student behavior and potential needed support. Join your students for activities as desired/needed. Otherwise take a little break 😊	
<b>What to know</b>	Each day students will typically do a mixture of off/on campus activities. Scheduled activity changes will be reflected on the display screens in the Office & Dining Hall.	
<b>Important Notes</b>	If going on hikes, especially in inclement weather, students should be prepared with a water bottle & appropriate clothing. Ask an SPT if a student needs to borrow a water bottle - it can be returned to the Dining Hall dish-room window by Friday morning  Sly Park has a "loaner locker" for shoes & clothing that students may borrow if in need. Talk with your SPT or Director about this option.	

🕒 see timing note below		CHALLENGE WALLS
<b>Purpose</b>	This on-campus activity occurs inside the Gym on Sly Park's climbing and traverse walls. Students build confidence, community and trust as they scale three 20-ft climbing routes of varying difficulty, or the lower ~8-ft traverse wall.	
<b>VT Expectations</b>	The 20-ft climbing wall has one traditional belaying device and two auto-belayers. While an SPT is responsible for safely belaying students on the traditional belay device, <b>two extra adults are needed to help monitor and clip in students to the auto-belayers.</b> Check in with your students' SPT to see if support is needed belaying students. This is an opportunity to relieve a Cabin Leader of their duties if they need a break.	
<b>What to know</b>	If two groups are scheduled to climb during the same class session they will split the time at roughly the half-way mark: ~10:20am (morning session) & ~3:05 pm (afternoon session).	
<b>Important Notes</b>	Some students may benefit from their classroom teacher's support and encouragement. The Challenge Walls can be a transformative experience for students.	



Need to borrow a water bottle or clothing for inclement weather?  
We've got you covered!



# Visiting Teacher Activity Responsibilities

🕒 11:45 - 12:15 pm & 4:30-5:00 pm		RECREATION (REC.) TIME	
<b>Purpose</b>	Provides students with 20-25 minutes of unstructured time to play or rest after Sly Park Morning & Afternoon Class Sessions each day		
<b>VT Expectations</b>	<ul style="list-style-type: none"> <li>Supervise students at your designated Rec. Time duty location                             <ul style="list-style-type: none"> <li>At least 1 VT per school must be on Rec Time duty (to adequately monitor all locations)</li> </ul> </li> <li>Dismiss students <u>~5 minutes early</u> before meal times to wash hands in cabin</li> </ul>		
<b>What to Know</b>	<b>Midday Rec Time (before lunch)</b> 11:45 - 12:15 pm	<b>Afternoon Rec Time (before dinner)</b> 4:30-5:00 pm	
	Rec. Time locations: outdoor courts and/or ping pong tables & cabins  Gym <u>remains locked</u> during Midday Rec. Time except during inclement weather  Gym is open for Afternoon Rec. Time  <u>If Cabin Leader is present in cabin</u> students <b>may choose</b> to spend Rec Time inside cabins with at least one other student ( <i>Rule of 3</i> )		
<b>Important Notes</b>	<ul style="list-style-type: none"> <li>Students must stay within boundaries (forest trails are off limits)</li> <li>Keep hands/feet to self (no aggressive physical contact or fighting)</li> <li>Must use appropriate language</li> <li>No soccer or full-court basketball games</li> <li>The Gym is only used for Rec Time during inclement weather. For safety reasons, students may not be in the gym, except to use the restroom w/ adult permission, when Rec Time is outdoors.</li> <li>Climbing Wall is <b>never available</b> for students to use during Rec Time.</li> <li>For safety and supervision reasons, students may NOT hang out at Stone Circle, around the Education Building, or in the quad area around the cabins. If students choose to spend Rec Time in their cabins, they must stay in their cabin for the duration of that Rec Time period; they may not go back and forth between their cabin and the Rec Time area.</li> <li>At least one Cabin Leader per cabin must supervise their cabin during Rec Time. Students <b>may not</b> be in their cabin without an adult.</li> </ul>		



If equipment breaks or needs replacing let us know!



# Visiting Teacher Activity Responsibilities

🕒 6:15 - 7:15 pm		WHOLE GROUP ACTIVITY
<b>Purpose</b>	All campus convenes each evening for activities designed to build community and camaraderie amongst students, cabins and schools	
<b>VT Expectations</b>	Be present for and help facilitate activities if needed. VTs and Cabin Leaders are especially helpful with group transitions and managing student behavior.	
<b>What to know</b>	<p><i>Whole Group Activity</i> occurs after dinner and will start at 6:15 pm</p> <ul style="list-style-type: none"> <li>• Night 1 = Team Games at the Outdoor Courts (Gym if inclement weather)</li> <li>• Night 2 = Song Night at the Amphitheater (Gym if inclement weather)</li> <li>• Night 3 = Cabin Challenge at the Outdoor Courts (Gym if inclement weather)</li> <li>• Night 4 = Skit Night at the Amphitheater (Gym if inclement weather)</li> </ul> <p>★ During a 4-Day Program one activity will be omitted</p>	
<b>Important Notes</b>	Sometimes VTs may be otherwise occupied and unable to be present during this program time. Please communicate if you are unable to attend and coordinate with your partner VTs & SPT(s) on duty. VTs are expected to <b>meet their students at 7:15 pm</b> for the <i>Class Meeting &amp; Evening Activity</i> .	

🕒 7:15 - 8:30 pm		CLASS MEETING & EVENING ACTIVITIES
<b>Purpose</b>	To give VT and their class time to connect and debrief on their week, practice Class Skit (performed on Night 4) and enjoy several Sly Park Evening Activities.	
<b>VT Expectations</b>	<p>Escort your class from the Whole Group Activity location to your designated Class Meeting location (Check room assignments on Daily Schedule). Alternatively, if students in your class have Night Hike and you would like to join coordinate with your colleagues regarding coverage for your class.</p> <p>In your Class Meeting location please read through your room's <i>Class Meeting &amp; Evening Activity Guide</i> binder - it contains a suggested schedule and instructions for how to structure your evenings with your students.</p> <p>Escort your class to the Gym for 8:30 pm Evening Wrap-Up</p>	
<b>What to know</b>	<p><i>Priority Activities:</i></p> <ul style="list-style-type: none"> <li>• Skit practice</li> <li>• Tree cookie necklace craft</li> </ul>	<p><i>Time-Dependent Activities:</i></p> <ul style="list-style-type: none"> <li>• Unplugged games (in classroom)</li> <li>• Storytime (in classroom)</li> <li>• Gym games</li> <li>• Conference room movie</li> <li>• STEAM room</li> </ul>
<b>Important Notes</b>	Read through the <i>Class Meeting &amp; Evening Activity Guide</i> in your assigned room.	

# Visiting Teacher Activity Responsibilities

## 1 Cohort

SUGGESTED CLASS MEETING & EVENING ACTIVITY SCHEDULE		
<b>7:15-7:45</b> (prioritize)	Class Meeting	Hold Class Meeting in your assigned location *See <a href="#">Class Meeting &amp; Evening Activity Guide</a> for further directions & tips.
	Skit Practice	Each class will perform a short (4-6 minute) skit during the last Whole Group Activity of the week - Skit Night! Facilitate your class creation & practice of a skit. Start early 😊 *See <a href="#">Class Meeting &amp; Evening Activity Guide</a> for further directions & tips.
	Tree Cookie Craft	The sooner they are completed the better, as students will be able to wear their necklaces during the week. *See <a href="#">Class Meeting &amp; Evening Activity Guide</a> for further directions & tips.
<b>7:45 - 8:30</b> (time-dependent)	Unplugged Games & Storytime	Each SPT classroom contains several “unplugged games” & activity stations with instruction cards for students, as well as a library for student reading or class read-alouds. *See <a href="#">Class Meeting &amp; Evening Activity Guide</a> for further directions & tips.
	Gym Games	Time-permitting, if you are assigned any of these activities ( <a href="#">see assigned activities on printed Weekly Schedule</a> ). Since skits will be performed by this time on the final evening you will have the most free time for these activities on this day. *See <a href="#">Class Meeting &amp; Evening Activity Guide</a> for further directions & tips.
	Conference Room Movie	
	STEAM Room	
<b>8:30 pm</b>	Meet in Gym	Bring your class to the Gym and seat them on the bleachers. Prepare to distribute cookies to students at the Dining Hall and distribute evening medications to students if needed.



# Visiting Teacher Activity Responsibilities

🕒 8:30 - 9:30 pm		🌃 EVENING WRAP-UP & CABIN COOL DOWN
<b>Purpose</b>	All campus reconvenes in the Gym for evening announcements from lead SPT(s). Cabins are dismissed by SPT to receive a cookie at the Dining Hall and start Cabin Cool Down (showers & bedtime prep). Students who receive evening medication meet with their VT in the Dining Hall.	
<b>VT Expectations</b>	<ul style="list-style-type: none"> <li>• Be present initially in the Gym to help settle in students and touch bases with the lead SPT(s).</li> <li>• Prepare to distribute cookies to students at the Dining Hall.</li> <li>• Upon cabin dismissal meet any students who receive evening medications in the Dining Hall.</li> </ul>	
<b>What to know</b>	In addition to evening medication dispersal this is a good time to check in with students who may need to borrow extra toiletries, bedding or clothing. Sly Park has these supplies readily available in the Dining Hall storage cabinets.	
<b>Important Notes</b>	Coordinate with the on-duty SPT(s) or your partner teacher if you cannot be present in the Gym/Dinning Hall during this time.	

🕒 9:30 - 10:00 pm (or earlier)		🌃 LIGHTS OUT & CABIN CHECKS
<b>Purpose</b>	All cabins are checked on and locked by the end of the evening.	
<b>VT Expectations</b>	<ul style="list-style-type: none"> <li>• Assist SPT(s) on duty with cabin checks - ensure all cabins are quiet and lights are off before locking doors.</li> <li>• Check in with students who may still need evening medications or special attention.</li> <li>• Have at least one VT from each school stay in the Dining Hall til cabins are all locked to field phone calls from Cabin Leaders.</li> </ul>	
<b>What to know</b>	Some evenings are quiet, others more eventful!	
<b>Important Notes</b>	Coordinate with the on-duty SPT(s) if you need anything before they leave campus.	



# Program Procedures: Student Safety

## STUDENT SAFETY

- **All** public school rules and policies apply at Sly Park.
- Students arriving or departing during the week must be signed in or out at the office by a parent/guardian. Please notify the Office about Cabin Leader arrivals, departures and/or mid-week switches.
- If you plan to leave the site for any reason, please inform the Office staff. Be sure another VT from your school will be on campus and available in case of student illness, injury, or behavior issue.
- Be aware of wild animals that live in the area, including: mice, snakes, deer, raccoons, bears, and mountain lions. Do not jog/run alone. Do not leave any food items in your car.
- When we have snow, students may make snow angels and snow sculptures or have target practice at a tree. To avoid injuries, snowball fights are absolutely **not permitted**.
- **KNOW WHERE YOUR STUDENTS ARE AT ALL TIMES**
  - Count your students frequently, especially when transitioning between locations on campus and during evening program.
- **NEVER LEAVE STUDENTS ALONE**
  - Students must always be supervised by an adult; students may not be alone in the cabin, gym, classroom, etc.
- **NEVER PLACE YOURSELF ALONE IN THE COMPANY OF A CHILD**
  - This is for their safety and yours; students should always have a buddy with them – if a student buddy is unavailable, another adult should accompany you and the student; in the cabin, be discreet and allow privacy while students are showering, changing clothes, or using the restroom.

# Program Procedures: Campus Safety

## CAMPUS SAFETY

### LANYARDS

- All staff members, adult participants, and visitors are required to wear a Sly Park lanyard. Each lanyard designates their role as an adult while on campus in order to be easily identified.

### PARTICIPANTS AND VISITORS

- **All students** must be registered through Sly Park's online registration program, Campwise, prior to arrival.
- **All adult participants** must be registered through Sly Parks online registration program, Campwise, prior to arrival.
- **All visitors** must sign in at the Office at the time of their arrival, wear a visitor badge for the duration of their visit, and sign out at the Office at the time of their departure.

### UNREGISTERED VISITORS

Any staff member or participant who sees an unregistered visitor on campus is directed to immediately notify the Sly Park Director (or Teacher-In-Charge). If part of the program group, the visitor will be asked to register at the Office.

If not part of the program group, they will be asked to leave the campus. In the event that an unregistered visitor presents unsafe or threatening behavior, or returns to campus after being asked to leave, call 911 and the Sly Park Director.

### ENTRY GATE

#### **While students are on site:**

- At the end of the evening program (approximately 10:00 pm), the last Sly Park Teacher to leave campus will close and lock the yellow gate.
  - The Sly Park common (COM) master lock will be locked to the top of the gate dowel – the bottom of the dowel will be locked with an EMS master lock to allow it to be easily removed in case of emergency.
  - If 911 is called, send someone to open the gate and direct EMS to the correct location.
- The first staff member to arrive on-site in the morning will unlock and open the gate.
- The gate will remain open during daytime program hours, except in the event of an emergency situation as determined by law enforcement/emergency services.

### BUILDINGS/DOORS/KEYS

- Visiting Teachers and Cabin Leaders will be issued a key upon check-in. Cabin Leaders will be responsible for keeping their cabin locked during all non-cabin program time.
- Some buildings will remain open during the day and locked at night (Office, S.T.E.A.M. Center, Conference Room, Education Building, Dining Hall); all others will remain locked unless in use.

# Active Shooter Procedure

## HOW TO RESPOND WHEN AN ACTIVE SHOOTER IS IN YOUR VICINITY

QUICKLY DETERMINE THE MOST REASONABLE WAY TO PROTECT YOUR OWN LIFE. CUSTOMERS AND CLIENTS ARE LIKELY TO FOLLOW THE LEAD OF EMPLOYEES AND MANAGERS DURING AN ACTIVE SHOOTER SITUATION.

### 1. Run

- Have an escape route and plan in mind
- Leave your belongings behind
- Keep your hands visible

### 2. Hide

- Hide in an area out of the active shooter's view.
- Block entry to your hiding place and lock the doors

### 3. Fight

- As a last resort and only when your life is in imminent danger.
- Attempt to incapacitate the active shooter
- Act with physical aggression and throw items at the active shooter

**CALL 911 WHEN IT IS SAFE TO DO SO**

## HOW TO RESPOND WHEN LAW ENFORCEMENT ARRIVES ON THE SCENE

### 1. HOW YOU SHOULD REACT WHEN LAW ENFORCEMENT ARRIVES:

- Remain calm, and follow officers' instructions
- Immediately raise hands and spread fingers
- Keep hands visible at all times
- Avoid making quick movements toward officers such as attempting to hold on to them for safety
- Avoid pointing, screaming and/or yelling
- Do not stop to ask officers for help or direction when evacuating, just proceed in the direction from which officers are entering the premises

### 2. INFORMATION YOU SHOULD PROVIDE TO LAW ENFORCEMENT OR 911 OPERATOR:

- Location of the victims and the active shooter
- Number of shooters, if more than one
- Physical description of shooter/s
- Number and type of weapons held by the shooter/s
- Number of potential victims at the location

## RECOGNIZING SIGNS OF POTENTIAL WORKPLACE VIOLENCE

AN ACTIVE SHOOTER MAY BE A CURRENT OR FORMER EMPLOYEE. ALERT YOUR HUMAN RESOURCES DEPARTMENT IF YOU BELIEVE AN EMPLOYEE EXHIBITS POTENTIALLY VIOLENT BEHAVIOR. INDICATORS OF POTENTIALLY VIOLENT BEHAVIOR MAY INCLUDE ONE OR MORE OF THE FOLLOWING:

- Increased use of alcohol and/or illegal drugs
- Unexplained increase in absenteeism, and/or vague physical complaints
- Depression/Withdrawal
- Increased severe mood swings, and noticeably unstable or emotional responses
- Increasingly talks of problems at home
- Increase in unsolicited comments about violence, firearms, and other dangerous weapons and violent crimes



14



# Sly Park Rules & Policies

## PART 1

### PLANT TREES WHEREVER YOU GO BY BEING...

**T = TRUSTWORTHY** (Be honest and responsible)

**R = RESPECTFUL** (Be kind; make positive choices; follow directions; follow the rules)

**E = EMPATHETIC** (Be understanding of people's differences and feelings)

**E = ENTHUSIASTIC** (Give it a try! Make the best of it! Have fun!)

**S = STEWARDSHIP** (Be a responsible caretaker of our environment)



### PARTICIPANTS AND VISITORS

- **All students** must be registered through Sly Park's online registration program, Campwise, prior to arrival.
- **All adult participants** must be registered through Sly Parks online registration program, Campwise, prior to arrival.
- **All visitors** must sign in at the Office at the time of their arrival, wear a visitor badge for the duration of their visit, and sign out at the Office at the time of their departure.

### BEHAVIOR EXPECTATIONS:

- **RESPECT**
  - Respect school and personal property
  - Following adult directions
  - Display good manners
- **RESPONSIBILITY**
  - Put forth best effort
  - Make safe choices
  - Walk at all times
- **READINESS**
  - Be on time
  - Have the following:
    - Full water bottle
    - Inhaler/Epi-pen (if you have one)
    - Dress for Adventure (jacket, hiking shoes, etc.)



# Sly Park Rules & Policies

## PART 2

### CABIN RULES:

- **STUDENTS ARE NEVER ALLOWED IN THE CABIN WITHOUT AN ADULT!**
- Lights out and voices off from 9:30pm-7:00am. The 7:00am wake-up call is your cue to get up and start getting ready for the day (stay in bed until then, even if you wake up early).
- Student showers are allowed **ONLY** after 7:00am and before 9:20pm.
- You **MUST** stay on your own side of the cabin – you may never go into another cabin.
- **NO** food, snacks, candy, gum, cell phones, medicine, electronics, weapons, or money allowed.
- Cabin leaders may not give permission to break ANY rules.

### LAWS OF THE LAND:

- **Always** be prepared for the next activity.
- Dress appropriately for school and the weather. Waterproof coats/ponchos are required during rainy/snowy weather. Only shoes or hiking boots may be worn outside of the cabin (sandals/flip flops/slides worn in the cabin only). Pajamas may be worn only in the cabin.
- Stay inside established boundaries at all times. Return to and stay in your cabin after meals – the Gym/Outdoor Courts/ping pong tables are off-limits after **all** meals.
- No hiking sticks. NO throwing rocks, acorns, sticks, etc. NO throwing snowballs.

### MEDICINE AND FIRST AID:

- **All** medicine is turned in to the teachers, including over-the-counter medications, cough drops, vitamins, etc. **Exceptions:** Inhalers and Epi-Pens these items should be carried by the student.
- Sick students must be moved to Med Bay – **they may not stay in their cabin.**
- All injuries, cuts, scrapes, etc. must be reported to a visiting teacher as soon as possible.



# Program Procedures: Student Discipline

## STUDENT DISCIPLINE

Any student-to-student abuse, bullying, or harassment is not tolerated at Sly Park. Depending on the nature and severity of the incident, students who abuse, bully, and/or harass another student (or other students) may be sent home. The decision to send a student home will be made collaboratively with the student's classroom teacher and the Sly Park Director.

### Examples of student-to-student abuse, harassment, and sexual harassment include (but are not limited to):

- Fighting; hitting, punching, slapping, pushing, shoving, kicking, etc.
- Verbally or physically bullying or intimidating others
- Threatening to harm others; spreading rumors about someone threatening to harm others
- Making racist/culturally inappropriate comments, telling racist/culturally inappropriate jokes, etc.
- Snapping towels at other people
- Pulling/ripping off someone's towel while they are drying off or changing clothes
- Pantsing/Wedgies
- Pulling someone's bedding off of them while sleeping or changing clothes
- Looking under and/or over bathroom stall doors and/or walls
- Opening toilet stall doors and/or shower stall curtains intentionally while another person is in the stall
- Taking photos of students changing clothes, using the restroom (under and/or over bathroom stall doors and/or walls), taking a shower, etc. (photos are not allowed inside the cabins)
- Catcalling, making comments and/or telling jokes of a sexually explicit or violent nature
- Passing notes or pictures of a sexually explicit or violent nature
- Possessing sexually explicit or violent materials (magazines, pictures)

### Other safety concerns for which a student must be sent home:

- Self-harm and/or self-inflicting injuries
- Running away from the group/cabin

### In the event of a physical altercation or sexual harassment incident:

- Remove offending student/s from their group/cabin
- Notify the Sly Park Director. The Director will investigate what occurred and determine with the student's classroom teacher if the student/s are eligible to remain in the program.
- If the safety of ANY student/s is a concern, the offending student/s may not return to their group/cabin:
  - The Director will notify appropriate parent/s or guardian/s about the incident
  - The Director/Classroom teacher will inform the home school administrator about the incident
  - Parent/s or guardian/s may either
    - Pick up their child immediately, or if the incident occurs at night, the student will sleep in the Med Bay, and then arrangements will be made to pick them up in the morning.
  - If the parent is unable to be reached, leave a message and try to contact them later or first thing in the morning; the home school administrator will be updated; have the offending student/s stay in the office and/or sleep in Med Bay until their parent/guardian/home school administrator arrives.
- If the incident involved photos being taken on a digital camera:
  - Confiscate the student's camera and submit it to the Director for investigation.
  - Return the student to their group at end of the current activity

# Medical Procedures

## GENERAL

- Visiting Teachers are responsible for administering student medications and treating student illnesses and injuries throughout the week. Sly Park teachers may assist with 1<sup>st</sup> aid out on the trail.
- A “Health Information Handbook” is located in Med Bay and in the First Aid Cabinet in the Cafe. Use this as a reference for treating basic illnesses and injuries.
- If a student has a bedwetting issue, please notify that student’s Cabin Leader and the Director, one of the Sly Park teachers, or one of the Maintenance Team. We will provide an extra sleeping bag to have on hand in the cabin. We will wash any soiled bedding and/or clothing items as needed.
- A bedtime snack will be provided for all students. If a student has a food allergy, an alternative snack will be provided for them in an individually labeled bag.

## INJURIES/ILLNESS

- All injuries and illnesses must be logged in one of the spiral-bound log books. Located in the First Aid Cabinet in the Café. The other is located in Med Bay.
- If a student states that s/he is not feeling well, verify that s/he has been drinking enough water, has been eating at meals, and has had a bowel movement that day. Check for fever. Please let Cabin Leaders know if a student will be resting or sleeping in Med Bay.
- Any student who is not well enough to join activities must rest in Med Bay until they are well enough to rejoin their group or are sent home – they may not stay in the cabin, even if their parent is a Cabin Leader. Students with a fever of 100°F or higher and/or ongoing vomiting must be sent home immediately (they must be isolated in Med Bay until their parent/guardian arrives).
- Ice is available in the kitchen. Ice packs are located in the Med Supply Room. Please return them when they are no longer needed.

## MEDICATIONS

- All medication, prescription, **and** non-prescription (over-the-counter) must have parent authorization to be administered. Parent’s authorization for OTCs is verified through our online registration process; for all prescription medication, schools will need to have a doctor’s authorization. It is the Visiting Teacher’s responsibility to dispense and log all prescription and non-prescription medication. All medication will be kept in the dining hall except for inhalers and Epi-pens, which must be in the student’s possession at all times. All medication, etc., must be sent in its original container.
- **All medications (prescription or over-the-counter) must be locked up when not being used.** Student medications should be kept in one of the medication cabinets in the Café.
- Any medications, vitamins, OTC’s, etc. sent up with a student must be in the original containers.
- Inhalers and Epi-Pens must be with the students **at all times.**
- Students with diabetes must carry nut-free snacks, glucose tablets, glucagon, etc., **at all times.**

## KEYS

- The med cabinet key is on your lanyard. Each school will be assigned a Med cabinet located in the Café. **The cabinets must remain locked when not in use.**
- Your (COM) VT key (on your lanyard) works on the Med Room door.

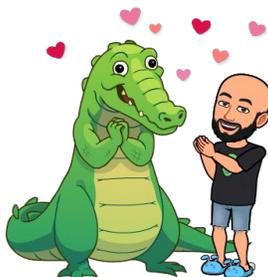
# TGIF

## WHAT IS HAPPENING TODAY?

- After breakfast, students pack ALL of their belongings. Sly Park staff will inspect the cabins and dismiss the students to bring their luggage to the assigned location for each school.
- At approximately 8:45am, please wait at your school's assigned luggage location to show students where to place their luggage. Put duffel bags/suitcases into one pile and sleeping bags into another to facilitate loading buses later.
- After placing luggage in assigned locations, students will proceed to the Outdoor Courts for Rec. Time before the Program Closure Assembly. The assembly will begin at approximately 9:00 am.
- After the assembly, students will meet their Sly Park teachers for their final class session. Cabin Leaders join their Sly Park teacher for the final class. All Visiting Teachers meet the Director in Mountain Misery for a brief review of the week. Be sure to stop in the office to:
  - Return: this **green folder, 1<sup>st</sup> Aid bag, lanyard and key**
  - Sign your school's Attendance Summary form
- Before lunch, pack and load your own luggage. Be available to help load the students' luggage into buses/cars/trucks.
  - Recommendation: Load the hard, heavy luggage first, then stuff the soft sleeping bags and pillows in afterwards. Parent drivers must wait in the parking lot until you dismiss the students to meet them.
- We recommend you eat lunch with your students and be the **first to eat at 11:30 am**. When students are finished eating, they may use the Education Building restrooms (the cabins will be closed for cleaning). Then they will wait at your school's luggage area for directions from you before boarding the bus.
- **REMEMBER TO TAKE STUDENTS' PRESCRIPTION MEDICATIONS AND MEDICATION AUTHORIZATION FORMS BACK TO SCHOOL!**

We advise you to call your district transportation department or the bus company ahead of time to verify your buses' Friday arrival time (around 11am) and the number of buses

It has been a pleasure working with you this week. Please have a safe trip home and a restful weekend. Thank you for choosing Sly Park Environmental Education Center!



19





# SLY PARK

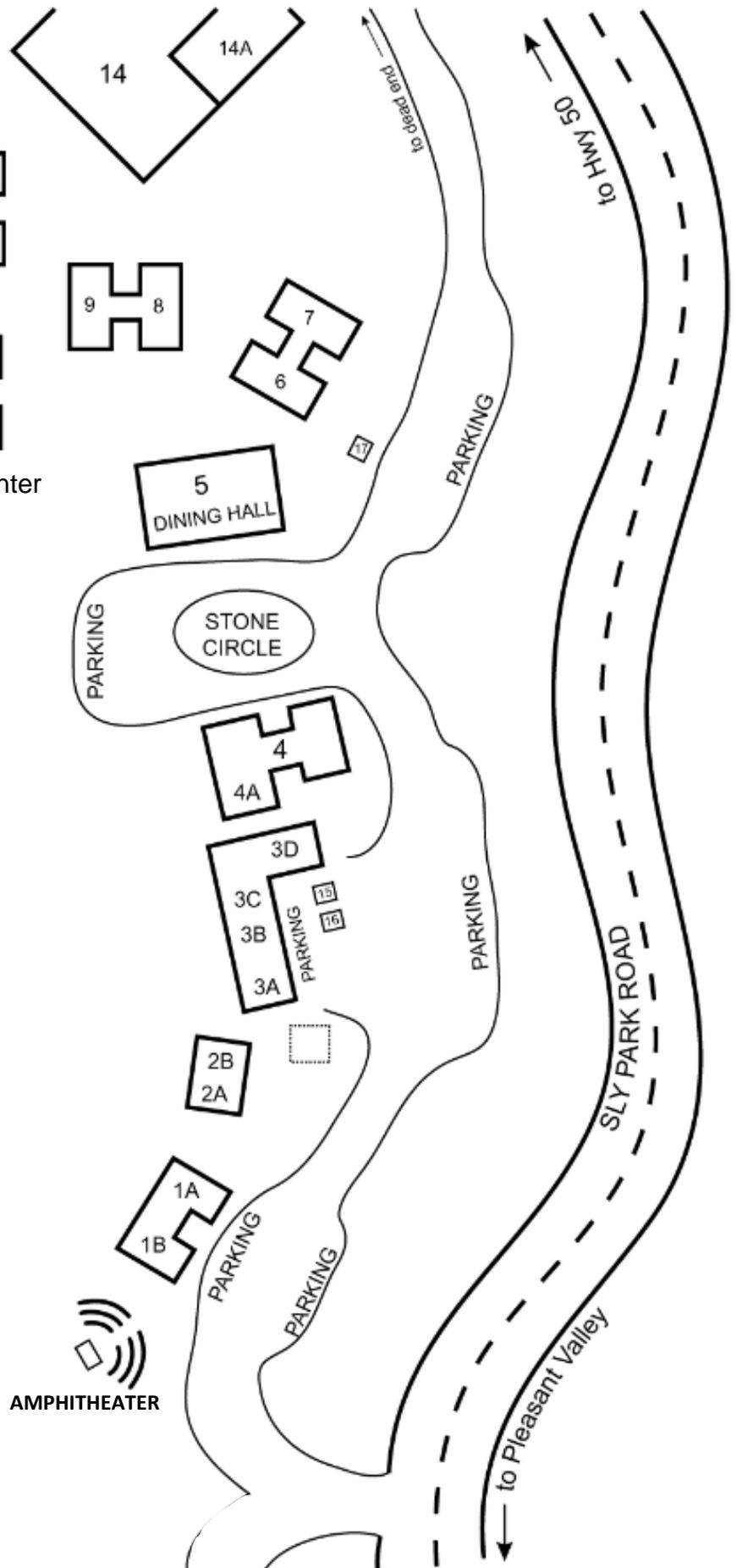
## ENVIRONMENTAL EDUCATION CENTER

Sacramento County Office of Education

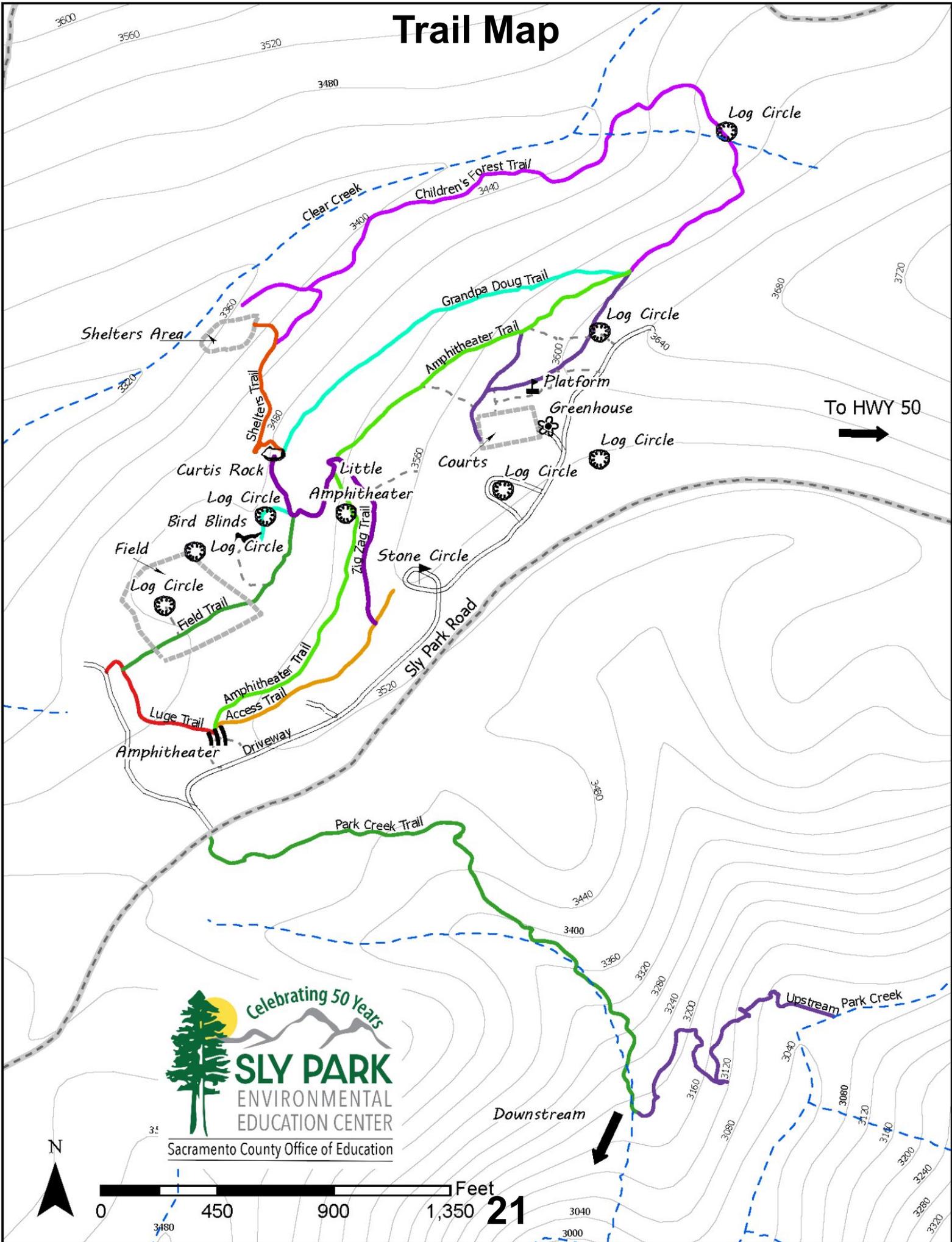
- 1A Sly Park Office
- 1B Visiting Staff Housing
- 2A Discovery Center
- 2B Native American Interpretive Center
- 3A Maintenance Shop
- 3B Astronomy Center
- 3C S.T.E.A.M. Center
- 3D Conference Room
- 4 Education Bldg. / Classrooms
- 4A Ecology Center
- 5 Café (Dining Hall)
- 6 Incense Cedar Cabin
- 7 Black Oak Cabin
- 8 Douglas Fir Cabin
- 9 Manzanita Cabin
- 10 Fox Cabin
- 11 Rattlesnake Cabin
- 12 Porcupine Cabin
- 13 Raccoon Cabin
- 14 Gym & Outdoor Courts
- 14A Cornhole Room
- 15 Observatory
- 16 Storage
- 17 Emergency Generator

### Campus Map

5600 Sly Park Road  
 Pollock Pines, CA 95726  
 (916) 228-2485  
 (530) 644-2071  
 Email: [slypark@scoe.net](mailto:slypark@scoe.net)  
[www.slyparkcenter.org](http://www.slyparkcenter.org)



# Trail Map

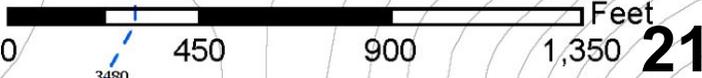


Celebrating 50 Years



**SLY PARK**  
ENVIRONMENTAL  
EDUCATION CENTER

Sacramento County Office of Education



21

# Sly Park Hike Overview

All trails are open year-round, regardless of snow or rain. Sly Park recommends wearing proper hiking shoes and socks, weather-appropriate clothing and taking plenty of water while on our trails.

	ACTIVITY	DESCRIPTION	NOTES
Challenge Hikes	<b>PARK CREEK</b>	This off-campus <i>challenge hike</i> descends (800 ft) into the Sly Park Creek watershed (east of campus) over rugged, uneven terrain and ends creekside. Much of this trail is steep and narrow, and portions may be slipping during inclement weather.	~ 3 hours ~ 2.5 mile round trip
	<b>LAKE</b>	This off-campus <i>challenge hike</i> follows the Sly Park Creek Canyon upstream to the Jenkinson Lake Group Campgrounds. The trail is composed of uneven terrain, including moderate descents/ascents ( $\leq 100$ ft) and small stream crossings (seasonally dependent).	~ 3 hours ~ 5 mile round trip
	<b>CEDAR PARK</b>	This off-campus, wheelchair accessible/paved, moderate hike along the Cedar Park trail (east of campus) is a typical Day 1 afternoon or final day closing hike for Sly Park Teachers. Students explore a mixed conifer and chaparral ecosystem and enjoy a unique overlook of the Sly Park Creek canyon.	~ 1.5 hours ~ 1-1.5 mile round trip
Mild-Moderate Hikes	<b>CHILDREN'S FOREST</b>	These off-campus moderate hikes into the Clear Creek watershed (west side of campus) descends 200 ft and winds through mixed conifer forest. Some portions of the trail are steep and narrow. Some portions may be slippery during inclement weather.	~ 1.5 hours ~ 1.5-2 mile round trip
	<b>SHELTERS</b>		
	<b>INVERTEBRATE STUDY</b>	This activity's location varies and may occur close to campus or be combined with an off-campus hike.	~ 1.5 hours ~ 0.5-1 mile round trip
	<b>ORIENTEERING</b>	This on-campus activity occurs at Sly Park's Orienteering Course (northeast of Gym).	~ 1.5 hours ~ 0.25 mile round trip
	<b>NIGHT HIKE &amp; ASTRONOMY</b>	This on/off-campus short hike occurs during the <i>Class Meeting &amp; Evening Activity</i> timeslot of the evening program (~7:00-8:30pm). While not as strenuous or quick-paced as other daytime hikes, this hike utilizes trails closer to campus and occurs in partial/full darkness depending on the time of year.	~ 1.25 hours ~ 0.5-1.0 mile round trip



Need to borrow warm gear, rain gear, or a hiking stick?  
We've got you covered!

