



## **Pali Institute Teacher Packet**

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### **Role of the Classroom Teacher at Pali Institute**

The trained professional staff at Pali Institute work hard to facilitate a superior outdoor education experience for your school. Although the expected requirements of classroom teachers are minimal, we ask your help in supporting our program in the following areas:

1. **Preparing for the Outdoor Education trip.** Cabin and activity lists must be received via email at Pali at least *two weeks* prior to arrival. Health forms must be completed online at least *three weeks* before your schools arrival. Please make sure that all forms are filled out completely.
  - a. Cabin lists need to be gender specific. Please inform Pali Institute of your boy/girl student breakdown and the Visiting School Department can assist you in determining the number of cabins needed.
  - b. Activity groups are coed with 15 students per group. If you have any questions regarding cabin and activity groups, please contact the Visiting School Department at (909) 867-5743.
2. Arrival time at Pali Institute is between 10:30 AM and 11:30 AM. On departure day, the buses need to arrive at Pali by 10:00 AM. On arrival day, please call Pali Institute at (909) 867-5743 when buses are ready to leave the school with any last minute changes in student count. We equally appreciate a call to Pali when your buses reach the base of the mountain so we will have an estimated arrival time and our staff will be available to greet the buses. Each school needs to bring one personal vehicle that remains on Pali property for the duration of the trip for any rare transportations needs. If you have questions about the personal vehicle, please call Pali Institute.
3. Upon arrival, classroom teachers will be asked to attend the Student Orientation Meeting. This will give visiting teachers a chance to meet the Pali staff working with your school, and also allow teachers to hear the policies and procedures that students hear. Classroom teachers will then be escorted to the Main Lodge to settle into semi-private rooms. A scheduled meeting with the Outdoor Education Administrators will occur to discuss any prevalent issues for the group. We need to know about any illnesses not listed on the health form, learning disabilities, or behavior contracts. (Critical situations, late arrival or early departure, and any student behavioral issues should be reported prior to arrival.)
4. The Pali experience comes and goes so quickly that it is important for teachers to be aware of and support the Pali Staff with any behavior issues immediately, before they snowball.

It is important to consider the potential benefit of the trip for a student who is having difficulty in the classroom, while keeping in mind that a disruptive student may negatively affect the experience for other students, and adversely influence some student who otherwise would have been fine. It is important to inform the Pali staff in advance regarding details about students with behavior problems and learning disabilities. It is also helpful to know which teacher is most familiar with the student so that appropriate help can be obtained quickly if needed. Pali Institute has well-defined expectations for student behavior. Students are expected to cooperate with adults by following instructions without showing disrespect or being defiant. Inappropriate behavior or language is not permitted on school property. In situations where

students choose not to adhere to these guidelines, discipline is handled by a ***Three Strikes Discipline System*** to ensure a successful and safe experience for all students.

**1<sup>st</sup> Strike is a Warning:** The first warning is given with great seriousness. The student is clearly apprised of the consequences of continuing the actions and the three-strike system is reviewed. The adult issuing the strike will give a verbal warning and inform the Pali administration while the student writes down on the disciplinary form the reason the strike was given to him/her. Visiting teachers will be informed of all first strikes issued to students. We highly encourage speaking to your students regarding first strikes, informing them that you know what is happening and that it needs to stop.

**2<sup>nd</sup> Strike:** When a student is issued a second strike, the student writes down on the disciplinary form the reason the second-strike was given to him/her. They will have a meeting with their teacher and a Pali administrator. A Pali administrator will then call the student's parent(s), at which time the student will inform their parent(s) about their behavior that has earned them 2 strikes. The student will also inform their parent(s) that a 3<sup>rd</sup> strike will require the parent(s) to pick up their student from Pali immediately. Finally, the student will miss either a recreational time period or a class activity, which a visiting teacher must supervise.

**3<sup>rd</sup> Strike:** Students receiving a third strike will be sent home. The director, teachers, and involved staff will meet to clarify and further document the issue for Pali records. The students' parents will be contacted and instructed to pick up their child immediately. The student will remain in the infirmary after being accompanied by a teacher to their cabin to pack personal belongings.

**In some situations there are automatic 3<sup>rd</sup> strikes.** These include: pulling the fire alarm, dialing 911, fighting, hitting, punching or injuring another student, and spouting any racial or hazing epithets. If a student presents a danger to themselves or to others, they will be removed from the program and sent home without refund.

### **Examples of Rules and Consequences Chart**

RULES	CONSEQUENCES	
	<b><u>Minimum</u></b>	<b><u>Maximum</u></b>
<b><u>Minor Violations</u></b>		
Name calling/ excessive teasing/bullying	Verbal Warning	1 <sup>st</sup> Strike
Tardiness	Verbal Warning	1 <sup>st</sup> Strike
Wandering without permission	Verbal Warning	1 <sup>st</sup> Strike
Repeatedly disrupting activities, not following directions, etc.	Verbal Warning	1 <sup>st</sup> Strike
Will full disrespect for the environment or throwing objects like rocks, snow, etc. in an unacceptable manner	Verbal Warning	1 <sup>st</sup> Strike
Foul language	Verbal Warning	1 <sup>st</sup> Strike
Refusal to cooperate with safety	Verbal Warning	1 <sup>st</sup> Strike
Repeated disruption in cabin after lights out	Verbal Warning	1 <sup>st</sup> Strike
Entering a cabin of the opposite sex for any reason	Verbal Warning	1 <sup>st</sup> Strike
<b><u>Major Violations</u></b>	<b><u>Minimum</u></b>	<b><u>Maximum</u></b>
Toys/electronic devices at outdoor school	Verbal Warning	2 <sup>nd</sup> Strike
Causing or attempting to cause physical harm to another person	3 <sup>rd</sup> Strike	Sent Home
Causing or attempting to cause damage to Pali or personal property	3 <sup>rd</sup> Strike	Sent Home
Stealing or attempting to steal Pali or private property	3 <sup>rd</sup> Strike	Sent Home
Possession of a weapon or controlled substances	3 <sup>rd</sup> Strike	Sent Home
Sexual harassment	3 <sup>rd</sup> Strike	Sent Home
Profanity/racial slurs/hazing/degrading comments	2 <sup>nd</sup> Strike	Sent Home

Since different people oversee the students at different times, it is important that everyone remains aware of whether or not a student is involved in the disciplinary process. Once a student receives one strike, their name is posted in the Main Office (in a place reserved for adults' eyes only) so that each strike is communicated to all teachers. The Pali Administration will inform all visiting teachers of any strikes that students from your school have earned. This system is designed to put the behavior decisions in the student's hands and is meant to curb inappropriate behavior. The intent is to prevent a student from being sent home.

5. Teacher time takes place on one occasion for a three-day program and on three occasions during a five-day program. During this time, the classroom teachers are responsible for the supervision of the students from their school. This allows the Outdoor Education cabin instructors to prepare for their classes later in the week. Your students will meet at an assigned location. A teacher planned activity or journal work can be done at this time. Ideas to utilize this sixty minute block of time are as follows: Use of the camp store, basketball games at our basketball courts, field games such as soccer, football, or Capture the Flag on our playing fields, board games in one of our indoor meeting locations such as the Chalet or the Oak, indoor/outdoor journal time, letter writing or postcards home, and Science Zone activities such as jump rope and four-square.
6. At least one school representative must be on Pali Institute property at all times. When you leave the property, please inform the Outdoor Education Administration. Teachers and O.E. Staff need to be available 24 hours a day for extremely rare situations.
7. Pali Institute prohibits parent visitations during the OE experience. We find it takes away from the autonomous experience of the students while attending outdoor classes at Pali. We make rare exceptions to this policy for a medical issue if the school makes a written request via email at least two weeks prior to arrival. Please ensure parents are aware of this policy, know that we do not allow students to have cell phones, and that they will not have the ability to speak to their children during their stay at Pali. If a child needs to be picked up early or dropped off late we need to know this information *before* the school arrives.
8. OE Staff are ALL trained in CPR & First Aid and have passed a federal background check. We only hire extremely qualified educators with at least a Bachelor's Degree in a related education discipline.
9. Teachers are a vital resource at Pali Institute. Please join our staff of professional leaders in ensuring a positive learning experience for your students. Teachers are welcome to attend classes, participate on the ropes course, and of course take photos.
10. The school store may be opened for teachers upon request. If you forget any toiletries or want to buy Pali souvenirs, just let us know and we're happy to accommodate.

### **General Teacher Packing List**

- ❖ 4 pairs of unmentionables
- ❖ 4 pairs of socks (extra socks in the winter months)
- ❖ 3 – 4 pairs of long pants, jeans, or sweats
- ❖ 2 pairs of sturdy walking shoes (boots are appropriate for hiking trails)
- ❖ 5 comfortable day shirts
- ❖ 4 long sleeve shirts
- ❖ 2 sweatshirts or fleeces
- ❖ Jackets for all conditions
- ❖ 1 set of pajamas
- ❖ Hat, gloves, and scarf (to be used weather dependent in any season)
- ❖ Set of toiletries (including a wash cloth if so desired)
- ❖ Water bottle or camelback (we are at 6,250 feet in elevation)
- ❖ Day pack (only if hiking)

- ❖ Sunscreen
- ❖ Sunglasses or ball cap
- ❖ Camera
- ❖ Flashlight
- ❖ Lip balm
- ❖ Any musical instrument or talent you're willing to share at campfire (optional)
- ❖ Travel mug for hot beverages (optional)

**Pali Provides:** Lodging accommodations and bedding for teachers. Most rooms share bathrooms and showers with towels provided. There is a teacher lounge with access to internet and cable TV, fireplace, mini refrigerator, and couches.

**Please Note:** From October – April there is a **BIG** possibility of inclement weather conditions. Please pack appropriate clothing (winter coat for the snow, extra pair of wool socks, long underwear (thermals), heavy waterproof shoes/boots, etc.)

### **What to expect at Pali Institute if this is your first time attending:**

The Pali Institute experience is great not only for students, but also for teachers. Our program is highly unique in that you have the opportunity to select your students' curriculum while here and you are not responsible for the daily supervision of your students. At Pali Institute, we offer approximately 40 different classes (daytime and night time) to choose a specific curriculum to meet all the needs of your students. Our classes are divided into 3 main learning components: Outdoor Education, Explorations in Science, and Leadership (along with night time activities such as Night Hikes, Campfire, Karaoke, etc.).

While at Pali, the Pali Institute staff will be directly responsible for the 24-hour supervision and instruction of your students. What this means is that a Pali Institute instructor will be teaching the classes for your students, supervising them during any free time, and sleeping in the cabins overnight with your students.

So what does this leave for you? As a visiting teacher, you have a great opportunity to learn about your students outside of the classroom. While you are not required to attend any classes, we highly encourage you to visit and participate in as much as you can. If visiting a class, the Pali Institute instructors might ask for your assistance in a "Teacher Aid" manner. If you do not feel comfortable with this, please let us know. Otherwise, your participation will greatly enhance your student's experience, along with your own. Our program has been specifically designed to allow you, the visiting teacher, to participate along side your students, view your students in an outdoor classroom environment, and see your students test their comfort zones.

Pali Institute does provide a Teacher's Lounge for all our visiting teachers to relax. Included in this lounge are computers with Internet access, a television equipped with DISH Network, a microwave, and a refrigerator. We also have wireless Internet access if you wish to bring your laptop. Please bring foods and beverages if you desire.

If you have any questions about what to expect at Pali Institute, please do not hesitate to call the Visiting School Department at (909) 867-5743.