

## TEACHER INFORMATION PACKET

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. Your involvement in activities is encouraged, while keeping in mind that the students' experience is the first priority. Although the expected requirements of classroom teachers are minimal, we ask your help in supporting our program in the following areas.

### Table of Contents:

- Preparing for the Trip
- Arrival/Departure Procedures
- Behavior and Disciplinary Guidelines
- Teacher Time
- Presence on Site
- OE Staff - Qualifications
- Teacher Packing List
- What to Expect - The Teacher Experience

### PREPARING FOR THE TRIP

- Use the Teacher Checklist to help you plan and prepare for your trip.
- Cabin and activity lists must be received by Pali Institute via email at least one week prior to arrival. Health forms must be completed online at least one week before your school's arrival. Please make sure that all forms are filled out completely.
- Cabin lists need to be gender specific. Please inform Pali Institute of your boy/girl student breakdown at least 4 weeks prior to your visit and your Trip Coordinator can assist you in determining the number of cabins needed.
- Activity groups are coed with 16 students per group. If you have any questions regarding cabin and activity groups, please contact your Visiting School Coordinator at (909) 939-0888.

### ARRIVAL/DEPARTURE PROCEDURES

#### ARRIVAL/DEPARTURE TIMES

Expected arrival time at Pali Institute is between 10:30am and 11:30am for a Monday or Tuesday arrival. For a Wednesday or Friday arrival, please arrive at Pali no earlier than 11:00am to allow our departing schools time to leave the facility. On departure day, the buses need to arrive at Pali no later than 10:00am and no earlier than 9:00am to allow for time to load up student's luggage before departing.

#### ARRIVAL DAY

On arrival day, please call Pali Institute at (909) 939-0888 when your buses reach the base of the mountain (CA-330) so we will have an estimated arrival time and our staff will be available to greet the buses. Please inform us of any last-minute changes in student count.

## ORIENTATION MEETING

Upon arrival, classroom teachers will be asked to attend an orientation meeting. During this meeting, a member of the Visiting School Department will review your weekly schedule, highlight the expectations and policies that the students will be told during their orientation meeting, ask about any pertinent information that was not provided during the pre-trip planning and answer any questions that you might have. We need to know about any illnesses not listed on the health forms, learning disabilities or behavior contracts. (Critical situations, late arrivals, early departures and any student behavioral issues should be reported prior to arrival.)

## BEHAVIOR AND DISCIPLINARY GUIDELINES

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 camp property. In situations where students choose not to adhere to these guidelines, discipline is handled by a Three Strike Discipline System to ensure a successful and safe experience for all students.

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. 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. The Pali Leadership Team 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.

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 had a positive experience. Please 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 specific student, so that appropriate help can be obtained quickly if needed.

## THREE STRIKE DISCIPLINE SYSTEM

**1st Strike:** The 1st strike is a warning that is earned after a student repeatedly does not follow the policies set forth by their instructors. 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 Leadership Team 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 ask that you speak to your students regarding first strikes, informing them that you know what is happening and that it needs to stop.

**2nd Strike:** When a student earns 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 member of Pali's Leadership Team. A Leadership Team member will then call the student's parent(s) or guardian(s), at which time the student will inform their parent(s) or guardian(s) about their behavior that has earned them 2 strikes. The student will also inform their parent(s) or guardian(s) that a 3rd strike may require the parent(s) or guardian(s) to pick up their student from Pali immediately. Finally, the Pali Leadership member and visiting teachers will discuss any further consequences, such as missing out on an activity or writing apology letters to those affected, which must be supervised by a visiting teacher.

**3rd Strike:** Students that earn 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 student's parents will be contacted and may need to pick up their child. The student will be separated from the rest of the school, and if needed accompanied by a teacher to their cabin to pack their personal belongings.

**In some situations, there are automatic 3rd strikes.** These include: pulling the fire alarm, dialing 911, fighting, hitting, punching or injuring another student, and utilizing 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 a refund.

### SAMPLE CHART OF RULES AND CONSEQUENCES

Minor Violations	Minimum	Maximum
Name Calling/excessive teasing/bullying	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
Willful 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 rules	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

Major Violations	Minimum	Maximum
Toys/electronic devices at outdoor school (or other items labeled as contraband)	2 <sup>nd</sup> Strike	Sent Home
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	3 <sup>rd</sup> Strike	Sent Home

## TEACHER TIME

Teacher time is a one-hour time slot (6:30-7:30pm) that takes place once during a three-day program three times during a five-day program. During this time, your classroom teachers are responsible for the supervision of the students from their school. This allows the Pali Institute Instructors to prepare for their classes later in the week. Your students will meet at an assigned location and a teacher-planned activity or journal work can be done at this time. We suggest use of the camp store, basketball games, field games, soccer, football, Capture the Flag, board games, indoor/outdoor journal time, letter/postcard writing, and outdoor activities such as jump rope and four-square. You can discuss Teacher Time activities with your Visiting School Coordinator. Pali will try to accommodate all Teacher Time activity requests, but sometimes this is not possible due to the size of your group or total number of groups that are at camp.

## PRESCENCE ON SITE

### TEACHER PRESCENCE

At least one school representative must be on Pali Institute property at all times. If you leave the property, please inform our leadership team and leave a cell phone number in case we need to get in touch with you. Teachers need to be available 24 hours a day for extremely rare situations.

### PARENT PRESCENCE

Pali Institute prohibits parent visitations during the outdoor education experience. We find that it takes away from the autonomous experience of the students while attending outdoor classes at Pali Institute. 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. Please also ensure parents 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.

## STAFF QUALIFICATIONS AND CERTIFICATIONS

The trained professional staff members at Pali Institute work hard to facilitate a superior outdoor education experience for your school. Our staff members are ALL trained in CPR & First Aid and have passed a federal background check. We only hire extremely qualified educators who have a minimum of a bachelor's degree. Our staff is qualified to teach your students, and can be trusted as overnight supervisors in the cabins, giving you as a teacher the ability to stay in our semi-private accommodations instead of in-cabin with your students.

## TEACHER PACKING LIST

4 pairs of underwear  
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  
Day pack/Backpack  
Sunscreen  
Sunglasses or ball cap  
Camera  
Flashlight  
Lip balm  
Travel mug for hot beverages  
Nut-Free Snacks/Food

**Pali Provides:** Accommodations and bedding are provided for teachers. Teachers will either stay in our Main Lodge rooms or in our other semi-private accommodations located throughout camp or in a cabin. Most rooms share bathrooms and showers with towels provided. There is a teacher lounge with access to Wi-Fi, cable TV, mini refrigerator and couches.

**Please Note:** From October – April there is a STRONG 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 – THE PALI INSTITUTE TEACHER EXPERIENCE

The Pali Institute experience is great not only for students, but also for teachers. Our program is highly unique in that your school has the opportunity to select your own classes while here, and you are not responsible for the daily supervision of your students. At Pali Institute, we offer 30+ classes (daytime and nighttime) for you to choose a specific curriculum to meet all the needs of your students. Our classes are divided into 3 main learning components: Outdoor Education, Science and Leadership (plus night time activities).

While at Pali, our staff will be directly responsible for the 24-hour supervision and instruction of your students. 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.

As a visiting teacher, you have a great opportunity to learn about your students outside of the classroom. Our program has been specifically designed to allow you, the visiting teacher, to participate alongside your students, observe them in an outdoor classroom environment and watch them expand their comfort zones. While you are not required to attend any classes, we highly encourage you to visit and participate in as many classes and activities 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 involvement will greatly enhance your students’ experience, along with your own.

Pali Institute also provides a teacher’s lounge for all our visiting teachers to relax. Included in this lounge are televisions, a microwave, refrigerator, and a coffee maker. We also have wireless internet access if you wish to bring your laptop. Please feel free to bring extra food (nut-free) and beverages if you desire, though meals are provided. If you have any questions about what to expect at Pali Institute, please do not hesitate to call the Visiting School Department at (909) 939-0888.