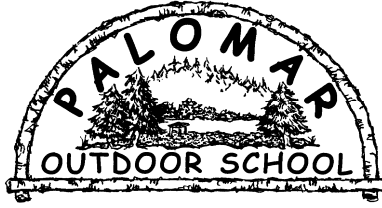


# CITY STAFF PACKET

SAN DIEGO UNIFIED SCHOOL DISTRICT  
OFFICE OF INSTRUCTIONAL SUPPORT  
SCIENCE DEPARTMENT



19452 State Park Rd. – P.O. Box 159, Palomar Mountain, CA 92060  
Phone (760) 742 – 3270 FAX (760) 742 – 2126 E-mail [grose@sandi.net](mailto:grose@sandi.net)

## CITY STAFF INFORMATION

We look forward to your arrival at Palomar Outdoor School! We are pleased to have you join our team. Together, we can create a positive and successful camp experience for our students.

Teachers must be prepared to perform all responsibilities on the Palomar City Teacher's schedule, which will be assigned to you upon arrival. Almost all schedules will require you to hike at least once during the week. The hike is approximately 3 miles. A sample schedule is attached for your perusal.

If you are driving up in your own car, you are expected to be here by the time the students arrive. Teachers are expected to attend the full week (Monday through Thursday, except in weeks with a Monday holiday which we will be in session Tuesday through Friday). If you cannot arrive as expected, please provide a substitute.

Upon arrival, you will drop off any student medications AND sign in at the Health Office. You will receive room and other assignments in the Health Office.

Palomar Outdoor School provides a compensation day for teachers who work a **full** week at camp. Comp days should be taken after your visit and before the end of the school year. In the event we are in session on a holiday, we provide a second compensation day.

We are having **4-day sessions this year**. You and your students will arrive at your school approximately 6:00pm on Thursday (Friday approximately 1:00 pm if Monday is a holiday). Parents will need to pick up students on Thursday from your school, as there will be no bus transportation home. This includes Special Education students.

## CITY STAFF INFORMATION

The following information will help prepare you for your visit to Palomar:

### COMPLETE IN ADVANCE

- STUDENT NEEDS Form  
(Return to your OCILE Coordinator **Four Weeks** prior to attendance)
- Prepare Luggage Tags and Name Tags for all participants

### ITEMS TO BRING

- Sleeping bag or bed roll, sheets, blankets, pillow  
(expect to sleep 2 to 3 people per room, dorm style)
- Towels, bathrobe, bath shoes
- Personal toiletries
- Personal medications
- Lip protection, sunscreen, moisturizers for skin
- Comfortable walking/hiking shoes
- Hat and clothing appropriate for the weather  
(check the weather forecast before packing)  
(teachers may wear shorts)
- Laptop computers
- Bathing suit for the pool during warm weather
- Water bottle or canteen
- Travel coffee mug
- Flashlight
- Videos & DVDs (A VCR & DVD player are available in the staff house)
- Books or other reading material
- Board or card games
- Boom box, music
- Fishing pole (Fishing license required to fish in Doane Pond.)
- Snacks or sodas in a cooler or use our refrigerator in the staff house  
(No alcohol or tobacco allowed on campus)
- Tire Chains if snow is predicted

## CITY STAFF INFORMATION

### THE FOLLOWING CONVENIENCES ARE AVAILABLE

- Washers and dryers (bring own soap and quarters)
- Computers (limited for email and business use only)
- Wireless Internet in our Staff House
- Public telephone (cell phones do not work on campus)  
⇒ Staff House Public Phone # is **(760) 742 - 2127**
- Full kitchen in the staff house if you want to prepare your own meals
- Refrigerator to store food in
- Fresh mountain spring water
- Coffee, tea and hot cocoa in the dining hall
- Swimming Pool (in season)

We do not have a satellite dish, therefore we have no TV channel reception.

There is only one small gift/general store and restaurant (with limited hours) approximately 5 miles from the camp. There is no gasoline station on Palomar so, if you are driving, fill up before you come!

We look forward to creating a memorable and valuable experience with you and your students.



	<b>MONDAY</b>	<b>TUESDAY</b>	<b>WEDNESDAY</b>	<b>THURSDAY</b>
<b>A</b> (Female)  <b>(2 ADH T/W)</b>	1:30 Lunch 2:45 Meeting (SH) 4:00 Games 5:10 Dinner 7:00 EveProg (CC)	7:20 Breakfast 9:00 Games 9:45 Hike (SG)w/ _____ F #2 3:10 Games 5:10 Dinner 7:00 Eve Prog(SG)	7:20 Breakfast 9:00 Program (EN) 9:45 Hike (EN) w/ _____ WL#3 4:00 Showers(BH) 5:10 Dinner 7:00 Eve Prog(EN)	7:20 Breakfast 9:00 Cleanup (TH) 11:30 Cabin (CV) 12:00 Lunch 12:30 Cabin (CV) 3:30 Dinner 5:00 Dismissal
<b>B</b> (Male)  <b>(2 ADH T/W)</b>	1:30 Lunch 2:45 Meeting (SH) 4:00 Games 5:10 Dinner Walk students to cabin: 6:00 Cabin (BH)	7:20 Breakfast 9:00 Games 9:45 Hike (SG) w/ _____ F #1 3:10 Games 5:10 Dinner 7:00 Eve Prog(SG)	7:20 Breakfast 9:00 Program (EN) 9:45 Hike (EN) w/ _____ WL#4 4:00 Showers (TH) 5:10 Dinner 7:00 Eve Prog(EN)	7:20 Breakfast 8:00 Cabins (CV) 9:00 Cleanup (CV) 11:30 Cabin (CC) 12:00 Lunch 12:30 Cabin (CC) 3:30 Snack 5:00 Dismissal
<b>C</b>  <b>(2 ADH W/TH)</b>	1:30 Lunch 2:45 Meeting (SH) 4:00 Games 5:10 Dinner Walk students to cabin: 6:00 Cabin (TH)	7:20 Breakfast 8:00 Cabin (TH) 9:00 Games 11:30 Cabin (TH) 12:00 Lunch 12:30 Cabin (TH) 3:10 Games 5:10 Dinner 6:00 Cabins (TH) 7:00 EveProg (SG)	7:20 Breakfast 9:00 Cleanup (BH) 9:45 Hike (EN) w/ _____ WL#5 3:30 Games 5:10 Dinner 6:00 Cabin (BH) 7:00 Eve Prog(EN)	7:20 Breakfast 8:00 Cabins (CC) 9:00 Cleanup(CC) 9:45 Hike (SG) w/ _____ F #6 3:30 Snack 5:00 Dismissal
<b>D</b> (Female)  <b>(1 ADH TH)</b>	1:30 Lunch 2:45 Meeting (SH) 4:00 Games 5:10 Dinner Walk students to cabin: 6:00 Cabin (CV)	7:20 Breakfast 8:00 Cabin (CV) 9:00 Games 11:30 Cabin (CV) 12:00 Lunch 12:30 Cabin (CV) 3:10 Games 5:10 Dinner 6:00 Cabin (CV) 7:00 Eve Prog(SG)	7:20 Breakfast 8:00 Cabins (BH) 11:30 Cabins (CC) 12:00 Lunch 12:30 Cabins (CC) 3:30 Games 4:00 Showers (CV) 5:10 Dinner 7:00 Eve Prog(EN)	7:20 Breakfast 9:00 Grounds (EN) 9:45 Hike (EN) w/ _____ WL#7 3:30 Snack 5:00 Dismissal
<b>E</b>  <b>(2 ADH W/TH)</b>	1:30 Lunch 2:45 Meeting (SH) 4:00 Games 5:10 Dinner 7:00 EveProg (BH) Assist with dish setup and walk students back to BH	7:20 Breakfast 8:00 Cabin (BH) 9:00 Games 11:30 Cabin (CC) 12:00 Lunch 12:30 Cabin (CC) 3:10 Games 5:10 Dinner 7:00 Eve Prog(SG)	7:20 Breakfast 9:00 Program (SG) 9:45 Hike (SG) w/ _____ F #3 3:30 Games 5:10 Dinner 6:00 Cabin (CC) 7:00 Eve Prog(EN)	7:20 Breakfast 8:00 Cabins (BH) 9:00 Cleanup (BH) 9:45 Hike (EN) w/ _____ WL#6 3:30 Snack 5:00 Dismissal
<b>F</b>  <b>(2 ADH W/TH)</b>	1:30 Lunch 2:45 Meeting (SH) 4:00 Games 5:10 Dinner 7:00 EveProg (CV)	7:20 Breakfast 9:00 Games 11:30 Cabin (BH) 12:00 Lunch 12:30 Cabin (BH) 3:10 Games 5:10 Dinner 7:00 Eve Prog(SG)	7:20 Breakfast 9:00 Cleanup (CV) 9:45 Hike (SG) w/ _____ F #4 3:30 Games 5:10 Dinner 6:00 Cabin (CV) 7:00 Eve Prog(EN)	7:20 Breakfast 9:00 Grounds(SG) 9:45 Hike (SG) w/ _____ F #7 3:30 Snack 5:00 Dismissal
<b>G</b>  <b>(2 ADH T/W)</b>	1:30 Lunch 2:45 Meeting (SH) 4:00 Games 5:10 Dinner 7:00 EveProg (TH)	7:20 Breakfast 9:00 Games 9:45 Hike (DH) w/ _____ WL#1 3:10 Games 5:10 Dinner 6:00 Cabin (BH)	7:20 Breakfast 9:00 Program (SG) 9:45 Hike (SG) w/ _____ F #5 3:30 Games 5:10 Dinner 6:00 Cabins (TH) 7:00 Eve Prog(EN)	7:20 Breakfast 9:00 Grounds (EN) 11:30 Cabin (BH) 12:00 Lunch 12:30 Cabin (BH) 3:30 Snack 5:00 Dismissal
<b>H</b> (Male)  <b>(1 ADH T)</b>	1:30 Lunch 2:45 Meeting (SH) 4:00 Games 5:10 Dinner Walk students to cabin: 6:00 Cabin (CC)	7:20 Breakfast 8:00 Cabin (CC) 9:00 Games 9:45 Hike (DH) w/ _____ WL# 2 3:10 Games 5:10 Dinner 6:00 Cabin (CC) 7:00 EveProg (SG)	7:20 Breakfast 8:00 Cabins (TH) 11:30 Cabin (TH) 12:00 Lunch 12:30 Cabin (TH) 3:30 Games 4:00 Showers(CC) 5:10 Dinner	7:20 Breakfast 8:00 Cabins (TH) 9:00 Grounds (SG) 11:30 Cabin (TH) 12:00 Lunch 12:30 Cabin (TH) 3:30 Snack 5:00 Dismissal

**Wild Life (WL) side of Camp**

EN = Eagle's Nest

BH = Bird House CC = Critter Cabin

**Forest (F) side of Camp**

SG = Shady Glen

CV = Chaparral Village TH = Tree House

DH = Dining Hall

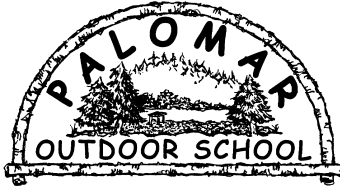
SH = Staff House

Eve Prog = Evening Program

ADH = All Day Hike

**CT 8**

**DRAFT SCHEDULE - CURRENTLY UNDER REVISION 7-22-08**



## Planning for Students with Special Education Needs attending Palomar Outdoor School

- Every effort is made to accommodate the needs of students while at Palomar.
- Completing and submitting the **Student Needs** form **three weeks** prior to attendance communicates needs and strategies. This facilitates planning for cabins, dens, core groups and staff assignments.
- The usual ratio of “**on schedule**” city teachers to students is 1:30. As needed and authorized, additional teacher(s) and/or classified staff may come to Palomar and be “**off schedule**”. This allows for direct support and supervision of a student or group of students with additional needs.
- When a Special Education teacher is not attending Palomar with their students, it is very helpful to plan with the teacher who will be attending to meet the needs of the students.
- Consider factors that are different while away e.g. around the clock, personal needs, multiple changes throughout the day, unstructured time as compared to school, etc. These often affect and influence student needs and behavior.
- Students are in groups of approximately 15-19 in core and 55-65 in cabins. These groups have 1-2 supervising adults. Information about new routines and transition from one activity to another is under the leadership of a variety of Palomar staff.
- Arrival is approximately noon on Monday. Teacher and/or aide are requested to check into the Health Office to discuss needs/plans with the Palomar school nurse.
- Days start at 6:30 am; lights out is about 9:30 pm.
- City staff **does not** sleep in the cabins with students.
- Students who usually have a 1:1 aide will likely need one while at Palomar. Aides are paid by their school for their usual hours worked. Additional hours worked while at Palomar will be recorded on a time sheet by the individual and paid by the OCILE program.
- Students who do not have an aide in the school may require an aide in the Palomar Outdoor School environment. While the site school must arrange for the requested aide, OCILE can provide budget money to assist in this.
- **The sending school is responsible for making all arrangements for staffing.** This can be done with school site staff and/or the sub desk.
- Conversations with parent/guardian may be essential to discuss any needs related to sleep, self care, etc. so appropriate plans be made ahead of time.