

PARTICIPATING ADULT INFORMATION



We ask you to follow and help our staff enforce HI's Campus Rules:

1. Except for lunch on the first day or in the case of pre-arranged special dietary needs, food, candy or drinks are not allowed to be brought to the HI campus. If allergies or other conditions require special arrangements, please call our office for information.
2. Electronic equipment (video games, CD players, etc.), with the exception of alarm clocks for adults only, is not allowed on our campus at anytime.
3. Participating adults are responsible for student supervision at all times. We require at least one adult of the same gender per 20 students in the dorms with students overnight and whenever students are present. **There are no exceptions to this rule.**
4. Absolutely no one without HI consent is allowed on-campus.
5. Lights Out and Quiet Time begin at 9:15 pm and end at 6:45 am the next morning. Please respect the needs of others during this time.
6. Swimming, playing wave tag or otherwise purposely getting wet in the pond, lagoon or ocean is not allowed.
7. Students cannot leave campus without an adult from their school or from HI. An *Early Departure* form must be filled out if a student does need to leave the program prematurely.
8. Students cannot use the phone on campus without an adult present or without adult consent. It is up to each school or group to determine if their students are allowed to use the phone.
9. Taking any natural objects out of the National Park is prohibited.
10. Cell phones are not allowed to be used from 9:00 am until 4:00 pm.
11. Weapons of any kind are not permitted on campus.
12. Smoking is not permitted on campus.
13. Controlled substances are not permitted on campus.
14. Alcohol in any form is not permitted on campus.
15. Students and adults must abide by all National Park Service rules and regulations.

* Please refer to and be aware of additional campus rules included on the *Student Responsibilities* sheet.

PARTICIPATING ADULT INFORMATION (continued)



ACTIVITY TIME SUPERVISION

Outside the 9:00am - 4:00pm time period, student supervision is the responsibility of participating adults. When the students are not involved in meals, evening programs, hiking day preparation, bedtime preparation or sleeping, we call it "Activity Time." This Activity Time is generally any unstructured time HI is not providing programming. The exception to this rule is participation in our Student Choice activities (see below).

Like any other time, Activity Time supervisory responsibilities include keeping track of your students, watching out for their safety and keeping them well behaved in all campus and park areas.

If indoor space is needed, please ask the Campus Coordinator to reserve one of our campus' meeting rooms. Plan to have an adult responsible for orchestrating the clean up of these rooms. Space may be limited.

We highly recommend planning for Activity Time periods **before** you arrive at the Headlands Institute. Your Lead Teacher/Trip Organizer may have already planned activities, so check-in beforehand to confirm your role as a supervisor. Otherwise, we offer the following popular activities for you to consider.

Participate in a STUDENT CHOICE ACTIVITY

At the close of the field science day, students have the option to sign up for activities sponsored by Headlands Institute through our Teen Environmental Action Mentorship (TEAM) program. TEAM is a year-round paid internship for diverse Bay Area high school students, focused on environmental education and leadership development. In addition to expanding their knowledge of science and teaching strategies, TEAM interns learn public speaking and group facilitation skills, and develop professional skills like time management, resume writing and interview strategies.

Interns lead short 30 minute activities on campus that compliment the field science day, such as Field Sketching, Eco-Art, Adaptations games and animal feeding in our Marine lab. As interns are developing skills throughout the year, activities offered will vary. Activities are offered from 4:30-5:00 pm and from 5:30-6:00 pm.

Interested students should gather at the campfire circle at 4:15pm for the first activity time (or when their group gets back to campus, whichever comes first), and at 5:15 for the second activity time. Activities will be offered by field group and in accordance with dinner times for each school.

Encouraging your students to participate in student choice activities supports the development of our budding TEAM educators while providing fun structured activities and often a chance for students to revisit an area they particularly enjoyed during the field day for further exploration. Adults should accompany students to all student choice activities.

Please remind your students that the same rules for the field day apply to these activities, and prepare them in advance for interacting with students from other schools.

Go to the BEACH:

- Inform the Campus Coordinator if you decide to take students to the beach.
- Students must be accompanied by adult chaperones (**at least** 1 adult per 10 students) while at the beach. Shoes must be worn at all times. No one is to get wet. No chasing waves. Stay on dry sand.
- Do not turn your back on the ocean, as it's unpredictable and quite powerful.
- Use the buddy system.
- Do not pick up sharp objects, especially glass or rusty metal.
- Use established trails and keep off fragile beach vegetation.

Play BASKETBALL or VOLLEYBALL or other SPORTS:

- The basketball court is available in the afternoon only, and students must be accompanied by an adult.
- A limited assortment of sports equipment is available to borrow.
- If you decide to bring your own equipment, please label items with your school's name in permanent ink.
- Fly kites! You'll need to bring your own kites. Kites are best flown at the beach. (see rules above.)

Write in JOURNALS:

We highly encourage you to set aside at least one time period each day when students are involved in some formal writing assignment in their journals. The best times are before or after dinner.

PARTICIPATING ADULT INFORMATION (continued)



Plan an ART ACTIVITY: You may want to involve your students in a fine or performing arts activity. We have limited supplies and encourage you to bring your own. Please advise our Campus Coordinator if indoor space is needed.

Play ORGANIZED GAMES: You may want to bring a variety of organized games such as board games or cards. HI is also happy to share the board games we have on campus. Donations are accepted!

Stay in the DORMITORIES and have some DOWNTIME: Some students will be tired from the day's activities and may want to rest or take showers. Students in the dorms must be supervised by an adult from their school at all times.

ADDITIONAL DORMITORY INFORMATION

- Remember that both students **and adults** will likely be sharing the dormitories/bathrooms, dining hall and outdoor activity areas with other schools.
- We ask that all participating adults assist the Campus Coordinator in getting students to bed and imposing the Lights Out and Quiet Time policies by 9:15pm.
- Please note that our facilities staff cleans the dormitories each day while participants are in the field, generally between 9:15am and 4:00pm. If you need to enter the dormitories during that time period, please be aware that you may encounter one of our staff and that they may be **male** or **female** regardless of which dorm you enter. To avoid embarrassment, please announce your presence before entering. Our staff will be sure to do the same.
- We always do our best to provide separate sleeping areas for some adults from each group, but this is not always possible. Please bear in mind that in no way does this negate our rule that at least one adult per 20 students is **required** in the dorms **with students** overnight and whenever students are present.
There are absolutely no exceptions to this rule.

ADDITIONAL DINING HALL INFORMATION

Our Campus Coordinator will meet each group outside our dining hall entrance before the start of each meal. Special announcements, description of seating arrangements and the dining experience are given at that time. Meals will start either at 7:10 am or 7:55 am for breakfast, and 5:10 pm or 6:05 pm for dinner. Groups need to be in a straight line, orderly and well behaved before they are allowed to enter the dining hall. During meals, at least one adult from each hiking group must be in the dining hall to help supervise their students.

Our Campus Coordinator will dismiss students when the students have completely cleaned up their area of the dining hall, and only when at least one adult is available to supervise after dismissal.

PARTICIPATING ADULT INFORMATION (continued)



SAMPLE DAILY SCHEDULE

6:45am	Wake-up!
7:10 or 7:55 a.m.	Breakfast and clean up or prepare for hiking day
9:00am	Morning Meeting
9:15 to 9:30 a.m.	Begin hiking day
Noontime	Lunch in the field (time varies)
4:00pm	Hiking day ends and Activity Time begins
5:10 or 6:05 p.m.	Dinner
7:10pm	Evening Meeting
7:30pm	Evening Program (start time varies with evening program)
8:45	Students prepare for bed
9:15pm	Lights out and quiet time!

COMMUNITY SERVICE

Daily Community Service

All program participants need to be aware that they may be asked to take part in any number of service activities on a daily basis. Speak to our Campus Coordinator if you would like to specifically request that your students help with any of the service activities listed below.

- Dining Hall clean-up - Students help sweep the floor and clean tables after every meal.
- Campus grounds clean-up - Students help pick up trash from the campus grounds and sweep walkways.
- Feeding and maintaining the worm compost box - Please arrange with your educator if you would like to get involved.
- Planting and watering of native plants and removal of exotic plants - Please arrange with a Field Science Educator if you would like to get involved.
- Recycling - We dismantle and recycle boxes all the time. Other activities can be arranged.

Departure Day Community Service

The following service activities are **required** of all participants on departure days: picking up and sweeping in and around dormitories, including bathrooms.

Lost and Found Policy

After your visit, we hope that you return safely home with all your belongings, but if you find that you are missing something, please call our Operations Manager at 415-332-5771 x24. If we find your missing item(s), we will mail it/them to you at your cost. **If items remain unclaimed after one week, they will be donated to a charitable organization.**