



Gold Rush Living History Program
A program of Living History & Environmental Education
in the Outdoor Classroom

3-Day Teacher Handbook

2011-2012 Edition

P.O. Box 484 • Coloma, CA 95613 • www.cods.org
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 *Printed on recycled paper.*

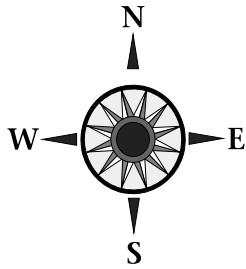


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Please Detach: Health Information Form

Welcome!

All of us at the Coloma Outdoor Discovery School (CODS) are looking forward to an action-packed educational adventure! The success of our program is dependent upon the clear communication between your school and ours. Please know that it is our desire to support you in your dual role as educator and trip facilitator. This Handbook has been designed to facilitate your Outdoor School experience by:

- Guiding you through the organization process
- Clarifying your role while at Coloma
- Serving as a resource for pre and post-trip activities

The CODS program evolves every year based on feedback from participants such as yourself. Small changes are always being implemented to increase the quality of our program and the enjoyment of our participants. Consequently, whether this is your 10th visit or your maiden voyage, we ask that you carefully read through the Student, Chaperone, and Teacher Handbooks. As always, we are committed to providing a memorable educational experience for your students. Please let us know how we may be of assistance.

Sincerely,

Cornbread Cookin' Kindra
Program Director



4TH GRADE GOLD RUSH

Learning about the past...changing the future.

The Coloma Outdoor Discovery School's Gold Rush program is designed for fourth graders, and is correlated with the California Content Standards. Our intention is to celebrate the culture, music, and folklore of the California Gold Rush while using lessons of the past to awaken students' interest and sense of responsibility for the environment.

At CODS, students *live* the Gold Rush: stories, songs, skits, and characterizations all help to convey the social and economic community of early Coloma. Students will walk in the footsteps of the forty-niners and experience some of the challenges of surviving away from home.

All of the educational programs at the Outdoor School operate around the concept of respect: for nature, oneself, and others. Students possess responsibilities in the bunkhouse, in the kitchen, and on the trail.

THREE-DAY PROGRAM HIGHLIGHTS:

DAY 1

- Where did the forty-niners come from? How did they get here?
- Did most Argonauts strike it rich?
- How does one identify *real* gold?
- What were some of the challenges of surviving in Coloma?

"Greenhorns" create a Gold Rush encampment with the help of a "Sourdough". Young forty-niners will get hands-on experience creating a shelter, washing laundry, baking cornbread, and of course, panning for gold. Then, partner up for a foot stompin' good time at the Hoe Down!

DAY 2

- How did the local people use plants in their daily lives?
- What kinds of animals live in the Sierra Nevada foothills?
- Why was the American River important in the gold discovery?
- What first attracted James Marshall to the Coloma valley?


Students will continue their adventures into the town of Coloma and the Marshall Gold Discovery State Historic Park. Students will also learn about the plants and animals of the Sierra foothills on a three mile hike! That evening a guest presenter will bring to life native and local lore.


DAY 3


- What are/were some of the effects of the Gold Rush on Coloma?
- How did the Native Americans treat their environment?
- How are we similar to the forty-niners? How are we different?
- What ideas do you have for *conservation* back at home?


On the final day, the students will talk about the forty-niners of today—themselves! Students will learn that what they need to survive today hasn't changed much... or has it? We hope that the new "sourdoughs" will return to their homes with some ideas of how to show respect to the environment where they live.


GENERAL INFORMATION


 **About CODS** Coloma Outdoor Discovery School is a non-profit, outdoor learning center which has been providing educational programs since 1990. Our residential programs offer experiences in Gold Rush Living History or *Team Discovery* Ropes Challenge. Each year, we provide educational experiences for over 7,500 students from public and private organizations throughout the state.

 **Location** CODS is located in the town of Coloma, one hour east of Sacramento and just off Highway 49. Our campus sits within the Coloma Resort, a gated campground situated on a mile of riverbank adjacent to the South Fork American River. This unique location allows students to experience California Gold Rush history where it all began. A walk across a historic bridge allows students to visit the Marshall Gold Discovery State Historic Park which includes a replica of Sutter's Mill, the visitor's museum, numerous historical artifacts, and beautiful hiking trails.

 **Facilities** Our bunkhouses sleep between 12-24 same gender individuals and are supervised by two or more Parent Chaperones. The rooms are climate-controlled and are equipped with a restroom. Additional shower houses are available for student use. Visiting teachers stay in separate, centrally located accommodations. Aside from the bunkhouses and a small clubhouse, all teaching and meeting areas will occur outdoors or under covered, outdoor areas. **All participants should be prepared for inclement weather!**


 **Supervision** The safety and well-being of your students is our primary concern. All students are supervised on a 24-hour basis by either the Outdoor School teaching staff, classroom teachers, and/or trained Parent Chaperones from your school. This allows the adult/student ratio to be 1:5 during the day and 1:8 at night. All chaperones and teachers will be oriented to emergency policy and procedures upon arrival at CODS.

 **Contacting Students** The best way to communicate with students at CODS is by writing! Many teachers hand out letters from home on the second night. **Please ask parents to prepare an 1849 letter for their "greenhorn" at least one month prior to the departure date.** Do not have parents mail letters directly to Coloma--our e-mail and fax are for office-related use only. If parents need to contact CODS in case of an emergency, please have them contact (530) 621-2298 x 305 between the hours of 7:30am-10:00pm, or (530) 621-2298 x 309 between the hours of 10:00pm-7:30am.

 **Program Fees** Please visit our website for a current price list. Fees include room and board, instruction, program supplies, evening presenters, a souvenir bandanna, and admission to the State Park. Transportation from your school to the Coloma Outdoor Discovery School is an additional expense.

Direct costs to parents vary as student fundraising, PTA assistance, and district contributions may offset program costs in some school districts. The decision to conduct fundraising activities is usually made by the classroom teacher(s), students, and parents after receiving permission from the school administration. Please inform parents of the exact amount due for the program and transportation after any fundraising has been collected.

Refunds, minus a 20% administrative fee, will only be given for students who fall ill within three days prior to the arrival date. The illness must be verified by a classroom teacher and reported to CODS. Refund money will be sent directly to your school.

 **Sharing CODS** Frequently, more than one school attends CODS at once. In these cases, schools will remain independent for the small learning groups and for sleeping accommodations. Schools will be integrated during meals, recreation periods, and the evening program. We encourage the formation of new friendships between schools, and teachers often facilitate this process by having students write "pen-pal" letters ahead of time.



Teacher Planning Timeline

WELL IN ADVANCE

- Mail deposit, first & second payments.** Consult your Service Agreement for these dates. The Outdoor School depends upon timely payments. If you are having difficulty with payments, please email Executive Director, Marielle: marielle@cods.org.
- Read CODS Policies and Procedures.** Please familiarize yourself with the terms and conditions which your school is responsible to understand and abide by.
- Pre-trip presentation.** Arrange a time for students, parents and teachers to view the pre-trip DVD presentation. If you would like more than one DVD to check-out to loan to students and/or parents, please email kindra@cods.org and specify the desired quantity.
- Arrange transportation.**

Arrival Times:	Monday	10:30am
	Wednesday	11:00am
Departure Times:	Wednesday	12:00pm
	Friday	12:30pm

If traveling by car, please encourage parent drivers to arrive somewhat together. Once on-site, drivers are welcome to observe introductory activities, but will be asked to leave when participants divide into “small learning groups” (after about 30 minutes). On the final day, we request that parent drivers arrive no earlier than 30 minutes prior to the departure time.

If traveling by bus, please provide your transportation provider the following weight limitations for the one-lane bridge:

- 2 axle vehicles—14 tons (28,000lbs.)
- 3 axle vehicles—21 tons (42,000lbs.)

If your bus is over the limit, we will arrange to meet you at our alternate drop-off and pick-up site which is at the Old Schoolhouse in the town of Coloma. A map and directions may be found in this Handbook, or can be faxed upon request. Luggage may then be transported over by our pre-arranged trailer, or be carried in your supplemental vehicles. At least one private vehicle must accompany each visiting school and remain on-site for the duration of the program in case transportation is necessary between the hours of 10:00pm-7:30am.

- Solicit responsible parents to be chaperones.** Each individual selected *must* receive a fingerprint background check and be able to be present for the duration of the CODS program (see policies and procedures for additional requirements). The total number of Parent Chaperones is contingent upon the final number of attending students (approximately two parents per 15 students). In addition to these parents, select two “on-call” parents who are willing to act as alternate chaperones in the case of last minute changes or emergencies.
- Check to see if your school or district is registered with the D.O.J. as an Applicant Agency for fingerprint review.** If not, please visit <http://ag.ca.gov/fingerprints/agencies.php> for instructions on how to become an Applicant Agency.
- Fundraising** (if applicable). Fundraising is often necessary to obtain the necessary tuition and transportation fees. Parents, students and administration may need help in coordinating this effort.
- Prepare your class with pre-visit activities.** Students should know what to expect during their visit to CODS. This includes examples of what to pack, behavior expectations, as well as introductory curricula.
- Pen Pals** (optional): Frequently, two or more schools attend CODS simultaneously. Linking your students with students from another school adds excitement to the trip and encourages the integration of schools while at CODS. Contact CODS to determine which, if any, schools will be attending the Outdoor School at the same time as yours. From there, we will provide you with the corresponding contact information.

ONE MONTH BEFORE TRIP

- ❑ **Distribute Medical Information and Release Forms.** All participants, including chaperones and teachers, must complete a Medical Information and Release Form.
- ❑ **Designate your medication administrator(s).** If your school does not have an attending nurse, at least one staff member from your school must be designated and trained in medication administration. Consult your school nurse, duly qualified supervisor of health, or site administrator for assistance.
- ❑ **Request parent letters** (optional). We encourage parents to communicate to their child through letter writing. Letters should be collected in advance to make sure that each child receives one. Please discourage parents from mailing or faxing letters directly to CODS.
- ❑ **Plan a Teacher Time activity.** “Teacher time” is the opportunity for classrooms to reunite at CODS. Following evening free time, students will meet with their classroom teachers from 6:20-6:50 PM, during which time the Parent Chaperones will be on break. Please plan a structured activity for your students—teacher time is not “free time.”

THREE WEEKS BEFORE TRIP

- ❑ **We will be contacting you...** to verify student numbers, arrival information, any special needs students or situations, and to solicit any requests.
- ❑ **Divide your students into groups of approximately 15 students.** If your total student number has changed since the CODS Service Agreement was sent, please contact us as we may need to make adjustments to the number of learning groups and Parent Chaperones. Please remember that Parent Chaperones are not to be placed in the same group as their children. If a parent strongly requests to be with his/her child at night, please let us know at least two weeks prior to the trip, as we will assign sleeping arrangements.

TWO WEEKS BEFORE TRIP

- ❑ **Collect signed Medical Information and Release Forms from participants and create a summary of all major medical issues and medications to be administered.** Verify completeness, including authorized health care statements, and make one photocopy of the whole set (including chaperone and teacher forms). Separate the forms by small learning group and gender before arriving at CODS. One set of forms will stay in the CODS first aid hut and the other will be divided amongst the Parent Chaperones.
- ❑ **Distribute participant handbooks.** Reduce loss! Many teachers have found that handbooks distributed prior to this time disappear. Teacher, chaperone and student handbooks will be sent to your school at least 1-month prior to your trip date.
- ❑ **Fax or e-mail your small learning groups to CODS.** If you choose to use a format other than the form provided in this Handbook, please be certain to specify whether a participant is male or female, including chaperones.
Fax: (530) 621-4960 or kindra@cods.org
- ❑ **Conduct a pre-trip meeting with selected Parent Chaperones** (optional). In addition to the pre-trip presentation, some teachers have found it useful to conduct a meeting just for Parent Chaperones. This is a great time to relate school-specific information, reiterate CODS responsibilities and expectations, and answer questions.
- ❑ **Check your school calendar for next year’s booking availability.** CODS fills up fast! Before you leave Coloma, we will be able to schedule your date for the following year.

ALMOST DONE!

- ❑ **Collect medications.** Make sure that all medication, including over-the-counter medication, has been turned in to designated trained school personnel. Medications must be packaged and labeled according to the instructions outlined in this Handbook.
- ❑ **Collect all parent letters** (if applicable). Verify that all students have at least one letter. Some teachers have found it useful to create a “template letter” that they can copy in case parents forget!
- ❑ **Get yourself ready** for Coloma! See you soon!

TYPICAL SCHEDULE

DAY ONE	
10:30am (11:00am Wed.)	Arrive at CODS, Students Live the Gold Rush! Teachers and Chaperones meet for orientation
3:45pm	All present for the first Town Meeting
4:30pm	Students move into bunkhouses Prepare for evening program
5:00pm	Fire drill, then straight to...
5:30pm	Dinner, free time
6:20pm	Teacher Time/ Student restroom break Parent Chaperone recess☺
6:50pm	Meet in the Kitchen
7:00-8:00pm	Hoe-Down! Then straight to...
8:00-8:30pm	Campfire, we love campfire!
8:30-9:30pm	Bunkhouse time, hygiene
9:30pm	Lights Out
9:45pm	Good Night! Quiet time
DAY TWO	
7:00am	Rise and Shine! Hygiene, pack backpacks
7:50am	Meet for breakfast, free time
9:00am	Meet Naturalists in the Kitchen
9:00am-4:00pm	Explore the State Park and hike the Monroe Ridge!
4:00-5:15pm	Shower or Feet-on-Bunk time Supervised by Teacher(s) and Parent Chaperones
5:15pm	Meet in the Town Square for dinner, free time
6:20pm	Teacher Time/ Student restroom break Parent Chaperone recess☺
6:50pm	Meet in the Kitchen
7:00pm	Campfire presentation with Native American guest
8:30-9:30pm	Bunkhouse time, hygiene
9:30pm	Lights out
9:45pm	Good night! Quiet time
DAY THREE	
6:45am	Rise and Shine! Hygiene, move-out and clean-up
7:45am	Move-out/clean-up complete
7:50am	Meet in the Town Square for breakfast, free time
9:00am	Students begin closing activities with Naturalists Adults remain for departure meeting
10:45am (11:00 Fri.)	All present for the Final Town Meeting
11:15am (11:30 Fri.)	Lunch, load cars/bus and say goodbye
12:00pm (12:30 Fri.)	Departure

We may amend parts of this schedule due to fluctuating departure/arrival times of individual schools, weather restrictions, or other unforeseen circumstances☺.

TYPICAL MENU

The CODS menu is designed to be kid-friendly, allergen-sensitive, and earth-conscious. Food items are served individually, so participants will have choices according to their liking. When available, other items, including food from our organic garden, may supplement the typical menu outlined below.

If you, or a student, require food different from that provided (food allergies, vegan, etc.), ready-to-eat, supplemental food, labeled and packaged for each meal should be prepared. Once on-site, you will be in charge of making sure students with special diets receive their supplemental food; access to refrigeration and a microwave are available. A complete ingredient list is available at www.cods.org under the “visitor info” page.

*Food containing nuts or pork is not served. *This product contains dairy, *contains wheat, *contains soy.*

Day One	
Sack Lunch	<ul style="list-style-type: none"> Parents/Guardians: Please prepare healthy, low-sugar food and use minimal packaging. Food without nuts is preferred ☺.
Cornbread	<ul style="list-style-type: none"> Ingredients: cornmeal, baking powder, flour, sugar, salt, eggs, vegetable oil *
Taco Dinner	<ul style="list-style-type: none"> Flour tortilla** or taco shell, ground turkey, Spanish rice*, vegetarian refried beans, steamed corn, tortilla chips Condiments: Diced tomatoes, Picante mild salsa, shredded cheddar/jack cheese*, lettuce, sour cream*, Tapitio hot sauce, olives, onions Beverages: Milk (or soy*), water Dessert: Chocolate chunk cookies**
Day Two	
Breakfast	<ul style="list-style-type: none"> Scrambled eggs*, biscuits***, turkey sausage, country-style potatoes, cold cereal (Corn Chex, Cheerios*), instant oatmeal, seasonal fruit Condiments: strawberry preserve, butter pats* Beverages: Milk (or soy*), orange juice, hot cocoa*
Picnic Lunch	<ul style="list-style-type: none"> Honey-wheat bagel *, soy butter*, hummus, cream cheese*, carrots, pretzels*, sliced oranges, string cheese*, celery sticks Snack: Animal crackers**, apple
Spaghetti Dinner	<ul style="list-style-type: none"> Spaghetti noodles** with vegetarian or turkey marinara sauce, garlic bread***, green salad, steamed broccoli Condiments: Italian* or buttermilk ranch dressing*, olive oil, Romano cheese* Beverages: Milk (or soy*), water Dessert: Brownie**
Day Three	
Breakfast	<ul style="list-style-type: none"> French toast***, turkey sausage, scrambled eggs*, cold cereal (Corn Chex, Cheerios*), instant oatmeal, seasonal fruit Condiments: Syrup, butter pats* Beverages: Milk (or soy*), orange juice, hot cocoa*
Deli Lunch	<ul style="list-style-type: none"> Sourdough** or wheat bread***, turkey slices, seasonal fruit, potato chips; vegetarian, minestrone soup will be provided when cold** Condiments: cheese slices*, dill pickles, onions, lettuce, tomatoes, ketchup, mayo*, mustard Beverages: Lemonade, water

Coffee and tea are available at all times. Mochas and lattes are available for an additional charge. If you'd like us to brew your favorite blend, bring along some grounds and be prepared to share!

Kitchen Privilege (KP): Each meal will have an assigned group to assist with kitchen clean-up. These students will help to oversee food scrapin', plate washin', table wipin', waste weighin', and general clean-up of the kitchen

PACK LIST

Do not bring anything that you worry about getting dirty or “gently used” and make sure you pack “weather appropriate” attire. Please limit luggage to one backpack, one suitcase or duffel bag, sleeping bag and pillow. Please label everything with your name. **CODS is not responsible for lost or stolen items.**

Pack in your suitcase:

- 1 pair light weight pants (when hot)
- 2 pair long pants
- 2 sets underwear
- 2 t-shirts
- 3-4 pair socks
- close-toed walking shoes
(2 pair late Oct.-mid April)
- flashlight
- hair brush/comb
- laundry bag or plastic bag
- non-spray insect repellent-no wipes please! (spring)
- sleepwear
- toothbrush & paste
- warm sweater/sweatshirt
- washcloth, towel & soap

Winter Items (late Oct.-early Mar.):

- long sleeve shirts
- warm coat
- warm hat
- gloves or mittens
- waterproof boots
- thermal underwear

Don't forget:

- sleeping bag & pillow
- watch with alarm



Pack in your backpack:

- 16 oz.+ reusable water bottle
(two in September, May, June)
- chapstick
- camera (optional)
- gold pouch (if you're returning)
- hat or cap
- lunch for arrival day
- pencils
- this handbook
- sunscreen
- waterproof rain jacket or poncho

Optional:

- calling card or quarters for pay phone
- earplugs
- \$2.50-3.00/drink for a latte or mocha
- book
- calling card or quarters for pay phone
- earplugs
- fanny pack for carrying student medications
- hair dryer
- permanent markers (for labeling student gold vials, water bottles, bandanas, etc.)
- re-useable coffee mug
- slippers
- student activities for “teacher time”
- wireless-compatible lap-top or phone if you wish to access the internet through WiFi
- your favorite ground coffee to share

Do not bring:

- Open-toed shoes or flip flops
- Alcoholic beverages
- Weapons
- Candy or gum
- Things of great value that could be lost or stolen
- Family members or pets ☺

YOU MADE IT! YOUR ROLE AT CODS...

The success of the Gold Rush program is dependant upon the assistance of Visiting Teachers and Parent Chaperones. *It is imperative that Visiting Teachers and Parent Chaperones be on-site for the duration of the CODS program—programs require a 24-hour/day commitment.*

Departure for Outdoor School

Please facilitate the transportation of students to CODS. We will have someone assigned to greet you at 10:30am on Mondays and 11:00am on Wednesdays. At this time, we will direct students and give instructions for luggage and parking. *Please note: If you arrive earlier than planned, see the map for directions to Lotus Park--a great place to gather, get the "wiggles" out and use the restroom.*

During the Day

While at the Outdoor School, please "float" between learning groups and join your students in the activities taking place. You are the vital link between the classroom and their Coloma experience! The Naturalists and Parent Chaperones greatly appreciate the presence of the classroom teacher throughout the duration of the program, particularly during free time and at times of transition (i.e. bunkhouse move-in, fire drill, morning wake up, shower time, etc.). Your assistance helps everyone stay on schedule—thank you!

During Meals

You will be in charge of assisting students with special-needs diets. Parents who have a child with special dietary needs are asked to provide ready-to-eat supplemental food, labeled and packaged for each meal. Also plan to assist with general supervision in the kitchen and on the playground.

Teacher Time

"Teacher time" is the opportunity for classrooms to reunite at CODS. Following evening free time, students will meet with their classroom teachers from 6:20-6:50 PM, during which time the Parent Chaperones will be on "recess." Please plan a short (15-20 minutes), structured activity for your students, and give them an opportunity to fill up water bottles and use the restroom. Here are a few suggestions:



- ◆ Two-School or Pen-Pal Mixer: Recombine students into new groups or by pen-pals. Give each team a small piece of scratch paper and challenge them to come up with five things that they have in common and five ways in which they are different.
- ◆ Progressive Story Writing: Instead of "write a story about..." have each student begin a Gold Rush story by writing a starting sentence. Pass these papers to the right. The next person writes the next sentence of the story and folds over the first sentence. Pass to the right and continue folding. After several rounds, unfold and share the tales!
- ◆ Paper Bag Skits: A two night activity. Divide your students into small groups. Each group receives a "bag" with props or lines that they must incorporate into a skit. This activity is very fun!
- ◆ Other ideas: Reading stories, singing songs, playing organized games, sharing letters from home, debriefing the day, etc.

Student Health

Careful plans need to be made in preparation for medication administration at CODS. CODS encourages your school to follow the guidelines established for medication administration for school-sponsored activities as written by the California Department of Education (CDE). However, since the liability and responsibility for medication administration at CODS rests upon your school, your school has the option to administer medication according to different protocol if so deemed by your administrator.

Please inform the Program Director if your school wishes to conduct procedures differently than suggested by the CDE.

CDE's Guidelines for Medication Administration for School-Related Activities:

As written in the Program Advisory on Medication Administration, "Only designated trained school personnel be allowed access to student medication and medication responsibilities for students needing medication at school-sponsored activities." If your school district does not have a nurse who can attend outdoor school, your administrator will need to designate the appropriate number of staff members to assume responsibility. CODS staff does not qualify as trained school personnel (TSP). The following should be considered when selecting TSP:

- Estimate 1 TSP per two (2) small learning groups requiring mid-day medication. Students that require mid-day medication should be placed in the same small learning group(s).
- TSP must be willing and physically competent to escort groups of students during off-campus hikes.

All medications, including over-the-counter (OTC) medications, may only be administered by TSP, and must have a written statement on the Medical Information and Release Form (provided by CODS) from the authorized health care provider AND the parent or guardian. An exception to the above applies if a parent/guardian in attendance agrees to administer medications to his/her child--this agreement must be documented on the medication log provided by TSP. TSP are responsible for logging medications at the time and place of administration. Logs are to be returned to and reviewed by the school nurse or other duly qualified supervisor of health.

Students may self-administer emergency medication, such as asthma inhalers and epi-pens, providing that the authorized health care provider states that the student is trained and competent. TSP are responsible for ensuring that such medication is available to the student at all times. Medication given on an "as needed basis" (P.R.N.) must be kept under lock and key.

★ Please note: insulin can only be administered by the student, a registered nurse, or the student's parent (who may attend CODS as a special-needs aide). CODS does not have a registered nurse on-site.

All medications must be turned into TSP prior to the trip, and packaged individually in pharmacy-prepared containers (with only the amount to be administered). Container labels must include:

- Student's name
- Authorized health care provider's name
- Name of medication
- Dose of medication
- Method of administration
- Time of administration

For detailed information on the California Department of Education's health guidelines, visit: <http://www.cde.ca.gov/Ls/he/hn/documents/medadvisory.pdf>

Upon arrival at CODS, all adults will participate in a tour of the facilities including the location of the First Aid Hut, which includes an emergency phone/voicemail, emergency phone numbers, hospital driving directions, first aid supplies and participant health forms. First Aid supplies such as bandages, gauze, and medical tape are also carried by Naturalists. CODS does not provide OTC medications in the First Aid Hut. These include, but are not limited to: allergy remedies (Benadryl, etc.), antiseptic or topical ointments, vitamins, cold remedies, insect bite remedies, non-aspirin substitutes, and poison oak remedies. Trained school personnel (TSP) may provide OTC medications if your school has an approved procedure for the administration of selected OTC medications.

During the on-site orientation, Parent Chaperones will be given envelopes by Visiting Teachers which contain participant health forms for the same-gender students in their small learning group. They will carry these forms on their person at all times for emergency purposes. For the best interest of the students, relevant information will be communicated to Parent Chaperones and CODS staff on a need to know basis, ensuring strict confidentiality of any sensitive information.

Visiting teachers have primary responsibility for administering basic, on-campus first aid, and assisting/supervising students who become injured/ill. If a student exhibits repeated vomiting, fever, flu-like symptoms, or other serious, non-life threatening illness/injury, Visiting Teachers are to immediately notify the student's parent/guardian to arrange pick-up. If the student's parent/guardian is unable to provide transportation home within six (6) hours of the requested leave time, the visiting school is responsible to provide transportation home for the student.

Teachers are to also notify parent/guardians if a student: has an allergic reaction of any kind, for sprains/strains/breaks, receives a puncture wound, is stung by a bee/wasp, has an injury in a sensitive area (i.e., eyes, face), or for any other questionable situation.

If a student will be departing early for illness/injury, discipline, or other necessary reasons, please check his/her medical form for authorization to release him/her to the adult present at time of pick-up. Have the adult sign and date the "early release" log provided in the First Aid Hut.

At Night

We are delighted to be able to provide you and your fellow teachers separate sleeping accommodations. However, please remember you are an important resource to your Parent Chaperones. Even though each bunkhouse is supervised by two or more Parent Chaperones, sometimes there are up to 22 students! Please make yourself available to assist with general problem solving and enforcing quiet time.

You have primary responsibility for handling ill students and emergency situations that may occur after normal operating hours, between 10:00pm-7:30am. CODS personnel are not onsite during this time. Our campus is located three minutes from the Coloma-Lotus Fire Station and just across the river from the State Park Ranger Headquarters. The instructions listed below are also posted in the CODS First Aid Hut.



IN CASE OF A LIFE-THREATENING EMERGENCY:

A life-threatening emergency is defined as an emergency in which an individual has one or more of the following conditions: no pulse, no breathing, severe bleeding, or unconsciousness.

1. Use the emergency phone in the First Aid Hut to **DIAL 911**. Be sure to indicate your location & address:
Coloma Resort
530-621-2298 x309
6921 Mount Murphy Road, Coloma, 95613
2. Once on-site, give emergency personnel the individual's medical form. A second set of all medical information forms is located in the First Aid Hut.
3. Visiting teachers should phone one of the CODS staff members on the emergency contact list and notify an emergency contact person listed on the individual's medical form.

IN CASE OF A NON LIFE-THREATENING EMERGENCY:

1. Alert the classroom teacher.
2. If a participant has been harmed or injured, consult the individual's medical information form. If the individual is a student, have the classroom teacher call a parent/guardian for advice or phone the Marshall Hospital emergency line.
3. For students: if the teacher in charge elects to personally transport a student for non-emergency medical care as requested by the parent at home, please assign another adult to accompany the student and make sure he/she has the student's medical information form—this allows permission to treat the child and provides related medical history.
4. Directions to Marshall Hospital are located in the red folder in the First Aid Hut.
Marshall Hospital, (530) 622-1441
1100 Marshall Way, Placerville, CA 95667

IN CASE OF FIRE:

1. Use the emergency phone in the First Aid Hut to **DIAL 911**. Be sure to indicate your location & address:
Coloma Resort
530-621-2298 x309
6921 Mount Murphy Road, Coloma, 95613
2. Chaperones should evacuate bunkhouse participants to the safe spot. Once assembled, one chaperone should leave to alert the teachers or other individuals staying in the trailer rentals. Teachers or other individuals should be directed to the safe spot.
3. Once in the safe spot, teachers should conduct a student and chaperone head-count.
4. All individuals should remain in the safe spot until directed otherwise by emergency personnel.
5. Visiting teachers should phone one of the CODS staff members on the emergency contact list.

For non-health related emergencies involving the facilities (plumbing, power, etc.), call Marielle or Fred at: **530-626-5206**.

Moving Out

Whew! All good things must come to an end. Moving out takes place *BEFORE* breakfast on your departure day.

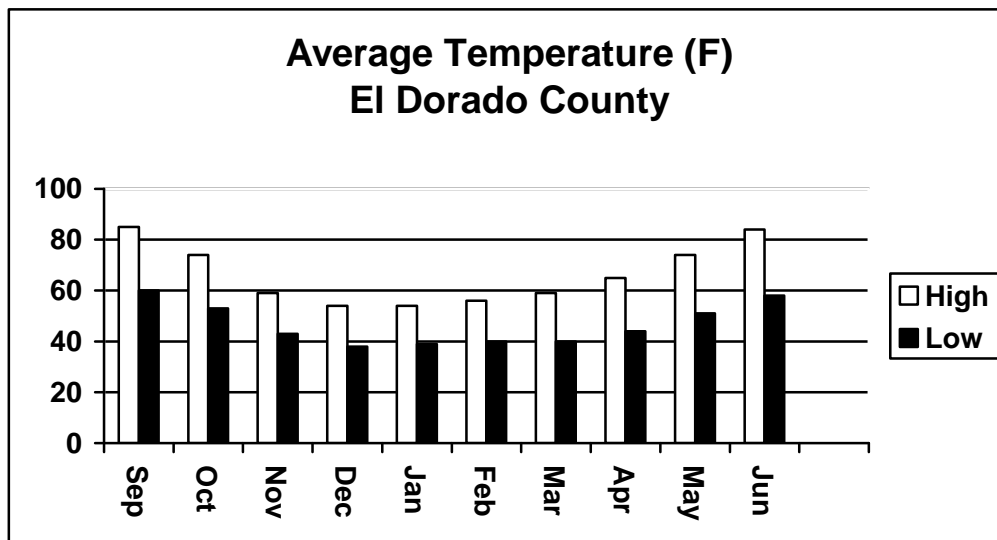
- 1 Once you have moved out your own belongings, please help students pack up their luggage and carry to the designated luggage spot for your school. Students will need to keep their water bottle, backpack and gold pouch on their person for final day activities.
- 2 Each student is 100% responsible for his/her belongings. Remind them to check the lost and found.
- 3 Have students help tidy up the bunkhouse (see cleaning duties posted in bunkhouse) and pick up any trash in the bunk/Town Square area.
- 4 Each bunkhouse will be eligible for the "golden dust pan" award if the above is completed by 7:30am.

WEATHER AT CODS



The weather in the Sierra foothills is variable! During the winter months, expect chilly weather during the day and hot apple cider at night. Be prepared for anything in early spring... but by May we are usually dipping our bandannas in cold water! We suggest "layering" clothing to accommodate cool mornings and warmer afternoons.

What happens in case of extreme weather conditions? We are an OUTDOOR school and try to conduct almost every part of our program, regardless of the weather. However, in the case of extreme heat (95 degrees↑) or torrential rain, we will abridge the hike on day two. Please come prepared to be outside in the rain if you are traveling to Coloma in the months of: October, November, December, January, February, March or April. If you are traveling to CODS during the months of May, June or September, expect it to be hot. Please refer to the average temperature chart while packing.



CHAPERONE EXPECTATIONS

Expectations of Parent Chaperones are outlined below and include: assisting at meal time; participating in activities; supervising and providing general help to students both during the day and at night.

- Tobacco, drugs and alcohol are NOT permitted on the CODS campus.
- Role-model student guidelines: no gum, candy, open-toed shoes, or electronic devices.
- Travel in groups of three. A group of three consists of two (2) students and one (1) adult or two (2) adults and one (1) student.
- Use positive and appropriate language.
- Avoid conversations related to personal or controversial topics.
- Respect student modesty and privacy.
- Limit physical contact with the students (aside from general assistance and supervised activities).
- Ensure that assigned students are supervised at all times.
- Parents should not request to leave at any time during the program duration.

In order to ensure a safe and positive learning environment for all participants, any parent in violation of the expectations outlined above, or who exhibits abnormal behavior, may be asked to leave the program.

STUDENT EXPECTATIONS

Behavior at the Coloma Outdoor Discovery School is guided by respect: for nature, self, community members, the facility, and leaders. Students will wear a red bead on their gold pouches representing a commitment to the above. The Naturalists at CODS model these forms of respect and reinforce positive behavior. However, even with the best intentions, people make mistakes! The behavior in question will be made aware to the student so that he/she can make an improvement. If the condition persists and the quality of education for others in the group is being compromised, a discussion will take place between the student, classroom teacher and CODS Program Coordinator. As a last resort, parents will be contacted and required to come and pick up their student. Each student will have the following guidelines included in his/her student handbook. Please assist us in promoting a *community of respect* at our school:



Respect for Nature: Everything in nature has a purpose, so we leave natural things where they are unless guided by a Naturalist. A stick may be a home; a rock could be protecting something else. Picking flowers takes away that plant's ability to produce seeds and return next season. Use trails to avoid unnecessary erosion.



Respect for Oneself: Drink plenty of water, eat, and sleep to replenish your body during the active days at Outdoor School. Don't get hurt by doing something inappropriate like pushing, fighting, or tree climbing. Come for activities dressed appropriately, with water bottles full and bladders empty. Shoes must be worn at all times. If you are feeling bad or have injured yourself, tell someone in charge. If you hear the fire bell ring, walk to the safe spot, find your bunkhouse group and wait for instructions.



Respect other community members: Only go in your own bunkhouse during your visit at CODS and only when your Parent Chaperone is there. Respect the property of others as you wish your own things to be respected. Stay on schedule so others don't have to wait for you. Seek ways to be helpful and caring.



Respect for the Coloma Outdoor Discovery School facility: Remember that other adventurers will be using this site after you. Do your best to leave it in the best possible condition. Keep your eyes peeled for litter and signs of people that don't share your high level of respect.



Respect for Leaders: The staff and Parent Chaperones are dedicated to making your adventure an enjoyable and memorable one. Please be attentive, follow directions and boundary guidelines at all times. Be enthusiastic and ask questions for better understanding.

PRE-TRIP ACTIVITIES

Get ready to witness the amazing impact that outdoor education can have on your students! We've put together some ideas (with the help of our sourdough teachers) that will enhance your students' experience here in Coloma. Whether you're attending CODS at the beginning of your school year or towards the end, here are some pre-trip activities to stimulate learning.

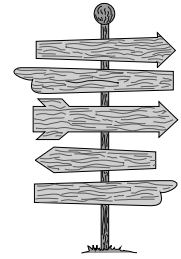
- ⊗ **Thought Museum:** Gather a collection of Gold Rush images including the journey west, life in a mining camp, the cultures of California, etc. Post each image on a piece of butcher paper and scatter around the classroom. Have students wander up to each station and write a comment on the paper that explains how he/she interprets the image. Re-group, pair and share!
- ⊗ **Name that Town:** Students will be divided into Gold Rush "towns" upon arrival to CODS. If you would like to know the town names that will be assigned to your students, let us know at least two weeks prior to your arrival. Have students research the actual story behind their town, create a fictitious story, or design an advertisement that will lure newcomers. Our favorite resource is *Tales and Treasures of the California Gold Rush* by Randall A. Reinstedt.
- ⊗ **KQL:** If you have already been studying the Gold Rush, challenge students to come to Coloma seeking more knowledge! Have them chart out what they Know, what they Question, and what they want to Learn.
- ⊗ **Wanted Poster:** Many teachers have their students research individuals that played a role in early California. Have each student create a *wanted poster* for their character and include information gathered about personal life.
- ⊗ **Prepare Costumes:** Dressing the role doesn't have to cost a fortune! Investigate the variety of immigrant clothing through books, video, and/or the internet. Search your local thrift store and grandma's attic to find some treasures. Maybe you'll be lucky enough to have a parent volunteer as a seamstress...
- ⊗ **Team Building:** Very few forty-niners survived *alone*. Your students might benefit from some activities that specifically target working as a community. Some resources include: www.gamesforgroups.com and www.usscouts.org/games.
- ⊗ **Respect** is our guiding principle at CODS. On a piece of butcher paper, design an acrostic for the word respect. Have students brainstorm how they might show respect in certain circumstances. For example, in the bunkhouses, on the trail, towards a guest presenter, etc. How about at home? On the playground at school?
- ⊗ **Physical Conditioning:** The Monroe Ridge hike is a great excuse to get your students in shape! Integrate walking, jogging, or even square dancing to prepare greenhorns for their journey.
- ⊗ **Packing 101:** As you know, this may be the first trip away from home for some 4th graders. Because of this, we have found that a little pre-trip packing experience might be helpful. Demonstrate how to pack a suitcase in the classroom, making sure to stress "weather appropriate" clothing.
- ⊗ **Sing!** Music was a significant part of the mining town environment. A great resource is *Days of Gold: Songs of the California Gold Rush* published by the Calicanto Associates. Or... change the lyrics to a familiar tune and write your own.
- ⊗ **Read!** Many teachers turn to children's literature as an introduction to California history. Some favorites include:
 - Fleischman, Sid. *By the Great Horn Spoon*.
 - Laurgaard, Rachel Kelly. *Patty Reed's Doll*.
 - Reinstedt, Randall A. *One-Eyed Charley, The California Whip*

POST-TRIP ACTIVITIES

What? There's more? We truly enjoy celebrating the songs, stories, and culture of the past. But it is our hope that our young forty-niners will return to their homes with the realization that they too impact the environment where they live. Students feel *empowered* at CODS and here are some ideas that will keep the momentum going at home.

- Y' **The First Californians:** Many students research California Native Americans in third grade. If you haven't done so already, find out which tribe lived in your area. Where are those people now? Is there any evidence of their culture in your area? A good place to start is <http://www.ceres.ca.gov/nahc/cna.html>
- Y' **Culture Day:** California's unique history has had a significant impact on the diverse population that exists here today. How many countries are represented in your classroom? Students can prepare to share about their culture(s) on an honorary day. Have students provide samples of food, wear a costume, share cultural music, etc.
- Y' **Coloma Assembly:** Some classrooms invite family members who did not attend CODS into the classroom for a CODS celebration☺. What a great way to let your students shine! Use PowerPoint to share photos, sing a song, create a skit, or share from a journal...
- Y' **Read All About It:** Have your students create a publication highlighting their experiences in Coloma. Include articles, letters, art, maps, poetry—the possibilities are endless! Don't forget to send us a copy.
- Y' **Wholly Habitat:** Draw a simplified landscape which has a variety of resources including mountains, water, and timber. Divide students into small groups. Cut up the drawing into sections so that each group receives one "piece" of land to design their city (city planners don't know pieces connect). Each town must include a dwelling, food source, water source, power source, and septic system. Now, connect the city plans and investigate how each neighbor is affecting the other. Any river dams? Sewage contamination? Air pollution? Can any of these problems be solved?
- Y' **Waste Watchers:** We found out how much food is wasted at CODS, but how about back at home? Weigh the waste at your school's cafeteria to see which meal is the heaviest. Can you come up with an alternative menu suggestion? How much waste would this save per year? How about in five years? How many people could this feed?
- Y' **Math Power:** Many students come up with creative ways to save energy at home and to clean our air. But just how much do each person's actions matter? Let's find out. Research how much electricity various appliances/electronics use and calculate the energy saved when appliances are unplugged. What about if everyone in the class unplugs? And the school?
- Y' **4th Grade Action!:** What earth-friendly actions are your students doing since their trip to CODS? Tell us about it! Send a letter, photograph, or any other materials documenting student environmental actions. In return, we will send you an autographed picture of our Sourdoughs! Check out the following resources:
 - California Department of Conservation: www.conservation.ca.gov
 - Recycling: www.bottlesandcans.com/index.html
 - California Integrated Waste Management Board: www.ciwmb.ca.gov
 - California Regional Environmental Education Community Network: www.creec.org
 - Environmental Protection Agency: <http://epa.gov/kids/>
 - Leave No Trace: <http://www.lnt.org/programs/peak/index.html>
 - Natural Resources Defense Council: www.nrdc.org/greensquad/
 - The Big Green Box: <http://www.biggreenbox.com>
 - Kids Recycling Challenge: www.kidsrecyclingchallenge.com/
 - Empties4Cash: <http://empties4cash.com/>
 - Jonsteen Tree Company, order Saplings <http://www.jonsteen.com>

MORE INFORMATION ABOUT CODS



Ropes Challenge

Did you know we offer additional programs? This program allows both individuals and groups to be challenged through a series of initiatives that begin on the ground and progress to more ambitious heights. This program is ideal for organized groups of 15 or more people grades five to adult.

Coloma Resort

Coloma Resort, home of CODS, is a full-service campground that offers site reservations when our school is not in session. Return with your family during the summer and enjoy activities such as: tubing, fishing, rafting, and of course...gold panning! Visit www.colomaresort.com for more information.

Coloma Resort General Store

Forget something? The store offers convenience items, souvenirs, and non-alcoholic beverages. The best time to visit the store is on your break after the hike.

CODS E-Store

While at CODS, you'll receive a souvenir bandana and gold pouch. However, if you'd like more memorabilia, visit www.cods.org to check out a variety of CODS merchandise!

Our Naturalists

People often inquire about our wonderful staff. Our Naturalist team is carefully selected from applicants who have a minimum of a BA or BS and 6 or more months teaching experience. Naturalists participate in a comprehensive training, yet, the strength of our program comes from the unique talent and energy that each contributes.

Opportunity Reaching Everyone (O.R.E.)

Unfortunately, financial burden keeps students from attending CODS each year. Although CODS does offer a limited number of scholarships for students in need of financial assistance, we are unable to accommodate every request. The objective of the ORE fund is to provide a "lucky strike" for teachers who have exhausted all other resources. If someone you know might be interested in sponsoring a student or class from your school, please direct them to the "donate to CODS" link at www.cods.org

Frequently Asked Questions



Can you accommodate special needs children?

- ★ Most likely. For everyone's best interest, please let us know ahead of time. In some cases an additional Parent Chaperone or aide may be necessary.

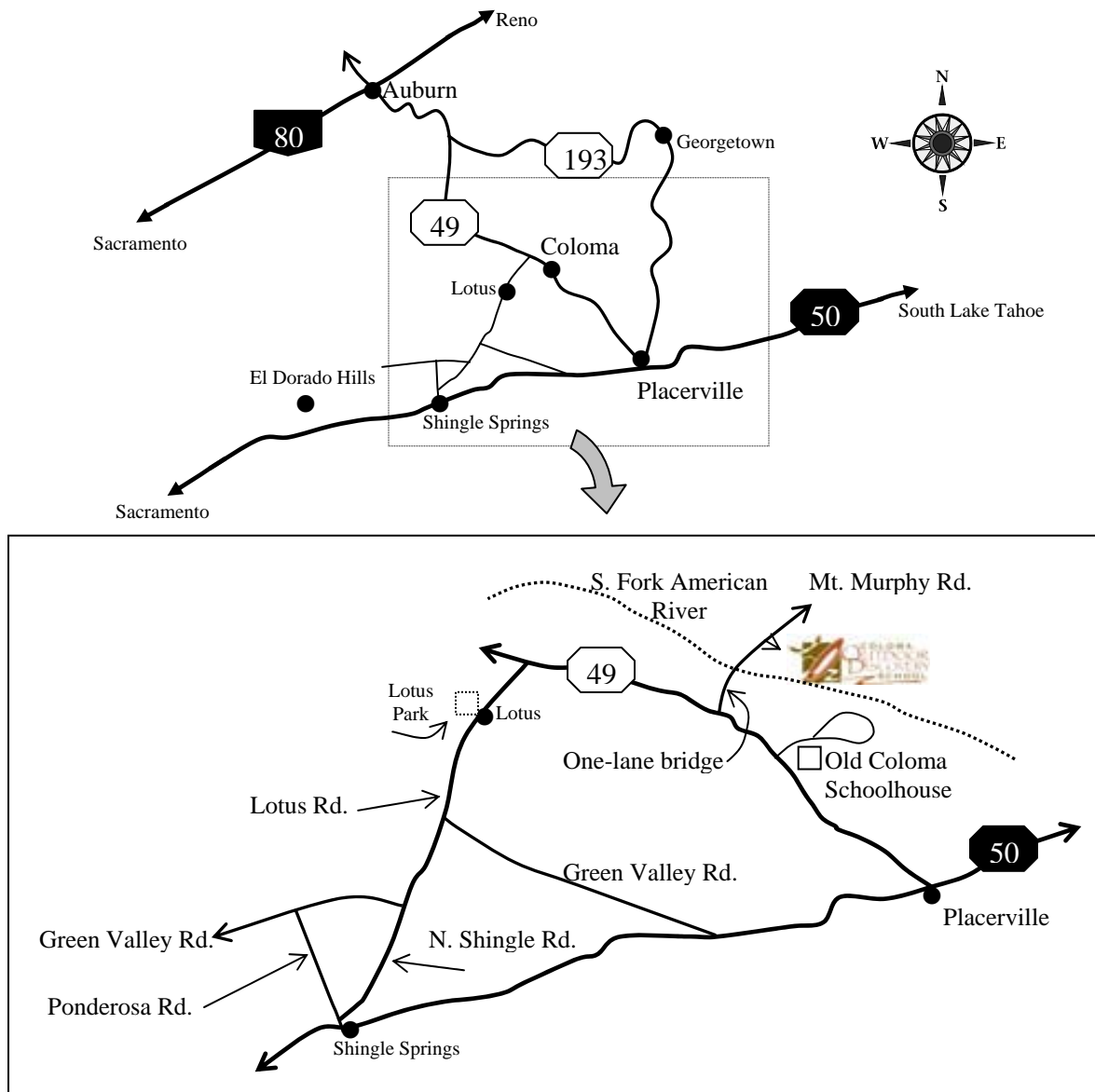
Why are parents not in the same learning group as their children?

- ★ Outdoor School is an opportunity to *grow* for many children. We've found that students perform better when independent from mom and dad. Remind parents that they will have times to reconnect: at meals, free time, during the evening program, and in the bunkhouses (if specifically requested).

How can we celebrate a student birthday?

- ★ Coloma style! We don't do cakes and candles, but we will acknowledge the lucky person during a town meeting or campfire. Be sure to let us know.

MAP AND DRIVING DIRECTIONS



From Hwy 50:

Take Hwy 50 east toward S. Lake Tahoe. Exit at Ponderosa/North Shingle Rd (about 30 miles east of Sacramento). Turn left over Hwy 50 and make an immediate right on North Shingle Rd. North Shingle will become Lotus Rd. Follow Lotus Rd. to Highway 49. Turn right on Highway 49 and drive $\frac{3}{4}$ mile to Mt. Murphy Rd (just after Sutter's Mill) and turn left. Cross over the one-lane bridge and make an immediate right into Coloma Resort. Please check in at the office to the left of the wooden gate.

From I-80 (only recommended for groups traveling from the Roseville & Auburn areas):

From Auburn take Hwy 49 toward Coloma. Drive about 18 miles until you reach the Marshall Gold Discovery State Historic Park. Turn left on Mt. Murphy Rd (just after Sutter's Mill). Cross over the one-lane bridge and make an immediate right into Coloma Resort. Please check in at the office to the left of the wooden gate.



Coloma Outdoor Discovery School

TOWN ASSIGNMENT REQUEST FORM

Instructions--

- Please photocopy this form for each “town” that you have. If you choose to send your list(s) electronically, please follow the instructions below, and be sure to specify student/parent gender.
- Assign between 12-16 students to each town. CODS will let you know how many towns you are allotted, based on your final number of attending students. Carefully assign each town, considering the following:
 - ✿ Balance gender and behavior to create a nice team dynamic
 - ✿ You have the option to “mix” between classes
 - ✿ Students that require mid-day medication should be placed in the same town(s) to make medication administration more accessible on hike day. Estimate 1 TSP for every 2 towns requiring mid-day medication. The TSP should be willing and physically competent to accompany students requiring mid-day medication on the 7-hour journey through the state park on day 2.
 - ✿ Bunkhouses are assigned by CODS in the following manner: the girls from one town are paired up with the girls from another, and same with the boys. That is, students and Chaperones of the same-gender stay together in their town group during the day and night. If a parent requests to be with his/her same-gender child at night, structure groups so that Chaperones are not in the same town group as their child during the day, but can be at night (e.g., mom in town 1, daughter in town 3—request that town 1 & 3 girls bunk together). Chaperone requests are typically granted, but not guaranteed.
- Number each town. We will assign the actual name and Naturalist.

Town #: _____ School: _____

Classroom Teacher(s):

Female Chaperone:

Male Chaperone:

Female Aide (if applicable):

Male Aide (if applicable):

Girls:

Boys:

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____
11. _____

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____
11. _____

Total Girls: _____ Total Boys: _____ Total in Town: _____

It is requested that the above: girls be bunked with town: _____ boys be bunked with town: _____

Due 2 weeks prior to trip date. Fax: 530-621-4960 • Email: kindra@cods.org



COLOMA OUTDOOR DISCOVERY SCHOOL

Adult Medical Information & Release Form

Date of Attendance: ____/____/____

School Name:	
Name:	Date of Birth:
Physician (if applicable):	Physician's Contact Number:
Insurance Company (if applicable):	Policy #:

In case of emergency, please contact:

1) Name:	Relation:
Home Phone:	Work Phone:
2) Name:	Relation:
Home Phone:	Work Phone:

Do you take any prescription medications that we should be aware of?

Medication:	Dosage:	Frequency:

Do you have a condition or illness such as diabetes, asthma, allergies, or other, which we should be aware of? If so, please explain (use the back of this form if necessary):

- If necessary, should First Aid be given? Yes _____ No _____
- What is the approximate date of your last Tetanus Shot? ____/____/____

I hereby authorize Coloma Outdoor Discovery School to provide medical, nursing or surgical care, including care rendered through the nearest physician or hospital for any emergency which may arise while I am in attendance at the Coloma Outdoor Discovery School. I will assume full financial responsibility for all medical, nursing, or surgical care, including transportation.

Signature _____ Date: _____

If you have not authorized medical treatment by your signature on the above line, please state your reasons on the back of this form and sign below:

Signature: _____ Date: _____

Please detach and copy—one copy is for CODS, the other is to be kept on your person at all times.