



Teacher Planning Guide

MOUNT RAINIER INSTITUTE

2023

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Welcome to Mount Rainier Institute. We are excited to have and your group visiting us for a fun, exciting, and educational school overnight program. If this is your first visit, we welcome you as the newest members of our growing family of schools. If you have visited before, welcome back!

Mount Rainier National Park is an iconic national treasure with nearly 2 million visitors per year. Encompassing 235,000 acres and offers a wide variety of natural landscapes and educational opportunities for students. Geologic features such as glaciers and volcanic formations, alpine, subalpine and lower elevation western forests, wildlife, wildflowers, and miles of backcountry trails are just a few of its attractions. Together with University of Washington’s Pack Forest, the park is a wonderful and exciting “classroom” for Mount Rainier Institute.

While planning for your experience at the Mount Rainier Institute, please use the following guidelines:

- Read the entire **Program Planning Guide**.
- Use the **Program Preparation Checklist** to help you.
- Make copies of all forms and handouts. Or use the Google Drive Folder or individual electronic forms sent separately.

The staff at the Mount Rainier Institute is here to ensure that participation in our program meets your goals and exceeds your expectations. When the time comes to depart from the institute, we hope you will share what you have learned and experienced.

Sincerely,

A handwritten signature in black ink that reads "John G. Hayes". The signature is written in a cursive, flowing style.

John G. Hayes

Director

Program Preparation Checklist

As you look through this guide, you will find many helpful hints for planning your program at Mount Rainier Institute. This checklist will help you to ensure that all of the critical details are covered. Please review this checklist and have all aspects completed BEFORE ARRIVAL.

Upon Scheduling:

- Make sure all School District requirements for trip approval are met.
- Secure dates at the Mount Rainier Institute and return signed agreement.
- Develop a funding plan.
- Arrange a teacher/administration orientation visit to Mount Rainier Institute (recommended for first-time groups).
- If needed, arrange a time for Mount Rainier Institute staff to present an orientation program to parents at your school.
- Read through Mount Rainier Institute Program Policies & Guidelines.
- Begin informing parents and students about the upcoming program dates and meetings.

3 months ahead:

- Sign up and confirm teacher/parent chaperones to provide adult coverage for each trail group, free time, and nighttime cabin supervision. Supply all chaperones with Guidelines for Cabin Supervisors and the Meal Procedures form.
- Distribute information from this Program Planning Guide to parents/students: Student Expectations, What to Bring List for Students, the Dear Parent letter, Student and Adult Health and Permission Form, Participant Dietary Restrictions, and the Center Overview for Parents.
- If you need additional planning support, schedule a meeting with Mount Rainier Institute Staff.

2 months ahead:

- Make all transportation arrangements. Most Mount Rainier Institute programs have scheduled arrivals at 10:30 a.m. Departure times may vary, but most groups are scheduled to depart after lunch on the final day (please check your agreement for specific arrival times). Because of our busy schedule, Mount Rainier Institute cannot guarantee we can accommodate early arrivals or late departures.
- Set a date at least four weeks before arrival for all health and permission forms to be returned to you and dietary restrictions to be returned to the Mount Rainier Institute. Dietary restriction forms are needed at least two weeks prior to your arrival.

4 weeks ahead:

- Review your health forms for special physical, medical and dietary needs, and note them on the Scheduling and Information Form. ALL health forms MUST BE SIGNED. Bring the forms along on the first day of your program organized by trail group.
- Complete all information on the "Group Info" google spreadsheet in the google drive folder assigned to you.
- Collect program fees and/or initiate a purchase order or necessary paperwork with school office for payment. **Mount Rainier Institute will send a quote prior to your arrival, and invoice shortly after your visit. We prefer a single check as payment.**

2 weeks ahead:

- Divide students into trail groups (refer to your original agreement and/or Mount Rainier Institute staff to determine the number of trail groups). Trail Groups should be co-ed (unless there is some reason that prevents this.)
- Assign students to cabin groups. Make sure all students know their trail and cabin groups before arrival (refer to your original agreement and/or Mount Rainier Institute staff to determine the number of cabin). Cabin Groups will be single-sex, seven students and one adult chaperone. Make sure you have these Assignments with you when you arrive for your program.
- If desired, have students and adults make name tags (that can be reused) which include their trail group and cabin name.
- If possible, schedule a meeting with all chaperones to discuss schedules and responsibilities. Make sure chaperones have been given the Guidelines for Chaperones form.

Day of Arrival:

- Collect and organize all medications from Students and give them to the adult chaperone that will be in charge of medications for your school. Make certain you have a copy of the Health and Permission forms organized by trail groups to give to Mount Rainier Institute upon arrival.
- Make sure each teacher, chaperone, and student has a **sack lunch** for their first day at Mount Rainier Institute. Our dining hall will **not** be open to purchase food upon your arrival.
- Load Busses. **Students and Chaperones should be dressed in outdoor clothing and footwear appropriate for the day's weather conditions. Participants will be outdoors and starting activities before moving into cabins at Pack Forest.**

After the Trip:

- If you would like to schedule for next year please submit **3** possible dates for next year's trip.
- Make sure you have your final payment (check or purchase order) with you to present to the Mount Rainier Institute staff on the first day of your program.
- Submit final evaluation data to John Hayes, Director. If requested to participate in our survey.
- Return any found Mount Rainier Institute Gear to us via mail.

It is also important for you to read the rest of this planning guide. If you have any questions, please call us at 253-692-4161.

COVID-19 Prevention

The health and safety of our students and staff have always been our top priority. After carefully reviewing guidance from university, state, county and local health departments, MRI developed COVID policies and procedures aimed at creating a safe and healthy environment for all students, staff, and visitors. **We anticipate some of these guidelines may change before your trip.** If changes occur, we will notify the school as soon as possible. A summary of safety policies and procedures are outlined below:

COVID Safety and Logistics

- Everyone coming to the program (students, teachers, chaperones) **must show a negative test 72 hours or less before the program.** The school will be responsible for tracking and confirming this.
- Cabin space may be limited to 8 people per cabin. At least 6 feet between the heads of students. Windows will be partially open to allow for ventilation, or a portable HEPA filter will be in rooms.
- Because of limited staffing and COVID restrictions, we may have to alter evening activities. We will work with the school to arrange this.
- Other traditional MRI activities may be altered to reduce contact between participants.
- There are currently widespread busing shortages. Our normal program that involves transportation to the old growth forest and Mount Rainier National Park, may have to be modified.
- All MRI staff are vaccinated and have received additional COVID-19 specific health and safety training related to these policies and procedures;
- Groups are divided into cohorts (or trail groups) of 15 participants or less and one MRI staff.
- We encourage good hygiene practices such as proper handwashing and use of hand sanitizer throughout the program;

If you have questions about these policies, or would like detailed information, please contact John Hayes. Jhayes90@uw.edu.

School Responsibilities

Thank you for your partnership in this exciting adventure. Together we can provide your students with a challenging and fun learning experience. We need you to **maintain a one-to-seven adult-to-student ratio at night****, and one adult for every trail group during the day. To make the program work smoothly, we need assistance with the following:

- **Ensure all students and adults attending the program show a negative test within 72 hours of arrival (*this policy is subject to change spring of 2023*).**
- **Ensure all students and adults have no signs or symptoms of COVID-19 before departing for MRI.**
- Alert Mount Rainier Institute instructors to children with special physical emotional, or behavioral needs.
- Make sure a copy of the health and permission form is on-site.
- Supervise cabin times or oversee adult chaperones in this role.
- Take a leadership role with any free time scheduled each day.
- Take students to their activities and meals on time according to the schedule.
- Assure table helpers are scheduled and arrive to dining hall 15 minutes before mealtimes.
- Assist Mount Rainier Institute instructors with trail groups during the day.
- Help with student discipline.
- Provide support and supervision during evening programs and mealtimes.
- Handle students' daily medications.
- Evaluate our efforts at the end of your stay.

Free Time

Each day there may be “free” times where there are no specific activities scheduled. Mount Rainier Institute staff are preparing for the next set of activities. School staff and chaperones provide leadership and supervision during free time. There are many ways of approaching this time. Most students welcome time for rest in the cabins or recreation time outside the cabins. However, it is important to ensure students are properly supervised during this time. Students can play in the commons area, rest in cabins (with adult supervision), journal, or simply rest. Whatever students choose to do, it is important that activities are monitored by school’s staff and chaperones.

In order for teachers and chaperones to be properly prepared for the program, the following information should be distributed to all adults who will be staying in cabins with students. We suggest that you provide the chaperone packet as soon as teachers, administrators, and parents that will be chaperoning on this trip are recruited.

- Letter to Chaperones (copy and distribute to chaperones)
- Guidelines for Chaperones
- Chaperone What to Bring List
- Adult Health and Assumption of Risk Form
- Dietary Restrictions Form

There will be a teacher and chaperone orientation directly after the introductory activity. This orientation will give you needed information, and will give you a chance to ask any questions that you might have.

****Note: this ratio may be altered based on the age of the students and the specific accommodations schedule for your group. Contact jhayes90@uw.edu for more information about these policies.**

Resident Program Operational Policies and Guidelines

These policies are designed to make your visit to Mount Rainier Institute safer and more pleasant for teachers and students.

1. **Minimum/Maximum Numbers:**

There are 10 cabins that house 8 people, and some overflow housing above the dining lodge. We have a **maximum group size of 85 students** plus their adults. Larger groups can easily be split into two separate programs. Additional students must be approved by the Mount Rainier Institute prior to the visit. All cabins are gender specific unless a gender-neutral cabin(s) is requested.

In an effort to maximize participation in Mount Rainier Institute Programs, your school may be scheduled with another school at the same time. To **exclusively** reserve Mount Rainier Institute, schools must pay for at least 60 students.

2. **Reservation Agreements:**

A signed Reservation Agreement must be received to hold your dates.

3. **Cancellation:**

We hold dates firm after receiving signed agreements. If cancellation is unavoidable, please contact Mount Rainier Institute in writing (e-mail) as soon as possible.

A penalty fee may be charged if there is a cancellation, as indicated on the agreement. If another school can be found for these dates, the penalty fee may be waived.

If your school closes due to weather conditions, we will negotiate the fee based on the length of your stay. We cannot guarantee substitution dates.

If cancellation occurs for any reason other than school closing, within 7 days of your scheduled arrival, you may be charged up to 90% of your estimated bill. Penalties do not apply if the cancellation is due to a COVID-19 outbreak.

Cancellation policies apply to all groups unless otherwise noted on the agreement.

4. **Billing:**

Refer to your agreement for the fees fee per student.

One teacher for every 25 students that you bring may attend free of cost. All additional *required* adults are charged the adult program fee. Additional adults beyond the required number pay the full program fee.

Schools will be billed based on the total final number of participants indicated to the program coordinator, 1 week prior to your program start date. Additional participants may be added within the week prior to your arrival pending availability. These participants are also subject to participant fees as indicated on your Reservation Agreement.

Early departures made for any reasons do not receive a refund.

Final invoice will be provided within 1 week of your program end date. Payment is then due within 30 days unless other arrangements have been made.

5. **Supervision:**

The school/group is responsible for overnight supervision of students. It is recommended that each cabin have one adult chaperone in each cabin if students are minors (**this may vary with high school aged students**). Therefore, the recommended student to adult ratio of students to chaperones is 7/1. During program hours, one adult must accompany each of the teaching groups.

The school must have at least 1 teacher/administrator on site at all times.

We recommend that adults who work with the program remain on site for the entire stay.

6. **Discipline:**

Mount Rainier Institute will work cooperatively with teachers and administrators to insure a safe and positive learning environment for all students. This includes adopting school discipline policies while in residence at Mount Rainier Institute. If no such policies are predetermined, then Mount Rainier Institute's discipline policy is as follows.

Any event of unacceptable behavior will result in the following:

Warning 1 -Mount Rainier Institute staff or teacher or adult chaperone talks to student

Warning 2-The student and the adult issuing the strike talks to the lead teacher and Mount Rainier Institute's Director. A phone call to the parent/guardian is made to inform them of the situation.

Warning 3-The student is withdrawn from activities, and the school or parents must arrange for transportation to return the student home.

Serious infractions such as fighting, having weapons, or illegal substances will result in immediate dismissal and possible prosecution.

The warning policy is Mount Rainier Institute's basic discipline policy. However, we advise all teachers and chaperones to develop a behavioral code of conduct agreement with students prior to visiting the Mount Rainier Institute.

Teachers, please review this policy with parents, chaperones, and students before attending Mount Rainier Institute.

7. **Health and Safety Policy:**

All students and adults must have a signed Acknowledgement of Risk and Consent for Treatment form completed and on-site This form is needed for Mount Rainier Institute.

Emergency medical assistance is available 24 hours a day through Pierce Co. Emergency Services.

All medications are the responsibility of the school staff.

Mount Rainier Institute policy prevents Mount Rainier Institute staff from administering any medications.

Refrigeration is available and a medical room is provided to secure medications.

Asthma inhalers and epi pens should be carried by the students or and adult with that student.

Life threatening emergencies call 911 (campus phone, dial 911)

Emergency procedures will be explained upon your arrival during chaperone orientation.

Mount Rainier Institute requires the school to at least have one vehicle on-site.

8. **Arrival and Departure Times:**

The Reservation Agreement will indicate the arrival and departure times of your Because of our busy schedule, Mount Rainier Institute cannot guarantee we can accommodate early arrivals or late departures.

9. **Night Hours:**

"Quiet Hours" at Mount Rainier Institute are 10:00 p.m. to 7:00 a.m.

Any school-planned activities after the evening program or before 8:00 a.m. must be approved in advanced by the Mount Rainier Institute Director.

After the evening program, students should return immediately with their teachers and chaperones to the assigned cabins in a quiet manner and prepare for bed. "Lights out" is at 10:00 p.m. or earlier based on the preference of the teacher or chaperone.

Students are not allowed to leave the cabins during "Quiet Hours" except to use the restrooms. Teachers

and chaperones will need to devise appropriate strategies that facilitate the safe trips to the shower and restroom facilities.

It is suggested that students go with a “buddy.”

10. Smoking/Vaping, and Alcohol:

Smoking/Vaping is not permitted inside any Mount Rainier Institute building or during lessons.

Smoking/Vaping is permitted in designated areas away from sight of the students. Please discard of any used cigarettes in the proper receptacles. Mount Rainier Institute participants (adults, teachers, chaperones, students, visitors, etc.) are **NOT** allowed to have any alcoholic beverages.

Cannabis

11. It is a federal crime to possess and use even small amounts of marijuana on or in any University facilities or vehicles. Further, as a recipient of federal funds, the UW must comply with the Safe & Drug-Free Schools and Communities Act and the Drug-Free Workplace Act which require that the UW maintain a drug-free campus. Visit <http://www.uw.edu/admin/rules/policies/APS/13.07> to view the University’s Drug and Alcohol Abuse Policy.

12. Cell phones:

Cell phone reception at Mount Rainier Institute is generally good, but can be intermittent depending on your carrier. Please do not use cell phones during programing or in sight of student

Program and Curriculum Overview

Program Description:

During their stay at Mount Rainier Institute, students examine ecosystem services through the lens of values (economic, ecological, and cultural). They investigate how the diverse ecosystems of the Mount Rainier region affects their daily lives through; science, history, mathematics, and the arts. They explore the lives, relationships, and movements of plants and animals. Students also meet historical characters, play games, and go on hikes. They venture into the forest at night and sing songs by a campfire.

Students are challenged both individually and as a part of a team. They encounter wild and beautiful parts of Mount Rainier National Park and return to their classrooms with memories, data, sketches, and impressions that provide a foundation for continued work in social studies, science, art and language arts. Students return to their home community with a sense of empowerment and responsibility to make a positive difference in the environment in which they live every day.

The program is based at University of Washington's Pack Forest and will travel to Mount Rainier National Park.

Target Audience: 4th – 12th graders: The target audience includes children from all socio-economic groups throughout the region.

Length of Program: 4 day / 3 night stay. 3 day/2 night programs are also available.

National Park Service Interpretive Themes: The Mount Rainier Institute's program is also linked directly to Mount Rainier National Park interpretive themes. These themes are physical processes, ecosystems, human culture, and stewardship.

Curriculum Overview:

While students are in residence at Mount Rainier Institute, they investigate Western Washington's outdoors; ecologically, culturally, and economically. These investigations are both large and small and serve as building blocks for their field studies. Students spend one full day in Pack Forest creating a field study as a trail group. The field study starts with a reflection on prior knowledge and topics students are curious to research. This curiosity is crafted over the course of the day to create a presentation, which is given in a science symposium with the rest of your school at the end of the week. While our goal is to facilitate a field study formed from open inquiry, we like to meet your students where they will have the largest amount of growth through this process. Students are also be asked about the larger implications of their field studies. Questions such as if the trend found in your data were present in Mount Rainier National Park, what would this mean for Mount Rainier National Park long term?

Sample Schedule

Mount Rainier Institute Sample Schedule				
Arrival at 10:00am by Bus	Goals: To have hands on life science experiences. Classroom inquiry has been: Structured & Guided			Cabin Assignments
Departure at 1pm by Bus				
	Group 1	Group 2	Group 3	Group 4
Monday	Welcome			
10:00	Arrive at Pack Forest, move into cabins, orientation, and chaperone meeting			
11:15	Pack Forest	Pack Forest	Pack Forest	Pack Forest
5:00	Free Time on the Field or in Pack Hall			
5:30	Kitchen Patrol report to the Dining Hall (1 from each Cabin)			
5:45	Dining Hall Orientation and Dinner			
7:00	Values of the Past			
8:15 - 9:00	Welcome Campfire			
Tuesday	Pack Forest Field Science			
7:20	Kitchen Patrol report to the Dining Hall (1 from each Cabin)			
7:30	Breakfast and Pack Sack Lunches (Bring all gear for the day to the Dining Hall)			
8:30	Field Study	Field Study	Field Study	Field Study
5:00	Free Time on the Field or in Pack Hall			
5:50	Kitchen Patrol report to the Dining Hall (1 from each Cabin)			
6:00	Dinner			
7:00	Symposium Prep			
7:45 -9:00	Evening Program Varies per Season			
Wednesday	Mount Rainier National Park			
7:20	Kitchen Patrol report to the Dining Hall (1 from each Cabin)			
7:30	Breakfast and Pack Sack Lunches (Bring all gear for the day to the Dining Hall)			
8:30	Mount Rainier	Mount Rainier	Mount Rainier	Mount Rainier
5:00	Free Time on the Field or in Pack Hall			
5:50	Kitchen Patrol report to the Dining Hall (1 from each Cabin)			
6:00	Dinner			
7:00	Evening Program Varies per Season			
8:00 - 9:00	Farewell Campfire			
Thursday	Science Symposium and Culmination			
7:45	Cabin Check out: Please Roll up blinds, sweep, and take trash out to designated can Please wait on an Instructor to check you out of your cabin			
8:00	Breakfast (Must have dropped all luggage at the Pavilion before entering)			
9:00	Symposium Prep	Symposium Prep	Symposium Prep	Symposium Prep
9:30	Research Symposium			
10:30	Culmination on Trail	Culmination on Trail	Culmination on Trail	Culmination on Trail
12:00	Lunch in Dining Hall			
12:50	Group Photo			
1:00	Departure			

Mount Rainier Institute Mission, Vision, and History

Mission

Mount Rainier Institute provides outstanding nature-based education experiences that are rooted in science and nurture the next generation of environmental stewards and leaders.

Vision...

We envision a world with a diverse community of ecologically literate people inspired by the natural world and motivated to be stewards.

History

In partnership with Mount Rainier National Park, University of Washington created the Mount Rainier Institute and began operations in 2013. Located at University of Washington's Pack Forest, Mount Rainier Institute is a overnight environmental learning center using the natural and cultural resources of Mount Rainier National Park and Pack Forest to achieve its mission.

Mount Rainier Institute provides schools in our region with in-depth, multi-day programs focusing on science/STEM education. Mount Rainier Institute helps connect students and teachers to Mount Rainier National park, and uses the park and Pack Forest as its "classroom." We collaborate with schools to provide experiences that enhance curriculum, enrich science, and build community.

Students from all backgrounds have an opportunity to develop their relationship with the environment through an experiential education program in an excellent location. Creating a multicultural, scientifically and ecologically literate citizenry that cares about the environment, National Parks and other public lands is essential to an environmentally sustainable future. Programs that foster an appreciation for science and nature, build confidence in being outdoors, connect students to National Parks, and that illuminate potential career paths in the environmental and conservation professions are crucial to this vision

Location

Address:

9010 453rd Street East

Eatonville, WA 98328

(253) 692-4161

From the North

Alternative 1 (I-5 to I-405 -- Through Puyallup): Take I-5 south. Take I-405 North "Renton" exit then take the Hwy 167 Kent exit south. Follow Highway 167 to Puyallup, and exit to Highway 161 (south). Follow Highway 161 (Meridian Street) past South Hill and Graham, and through Eatonville (approximately 28 miles). About 4 miles past Eatonville, you will get to the intersection with Highway 7; take the left turn. The entrance to Pack Forest will be on your left approximately 1/4 mile from the Highway 7: Highway 161 junction.

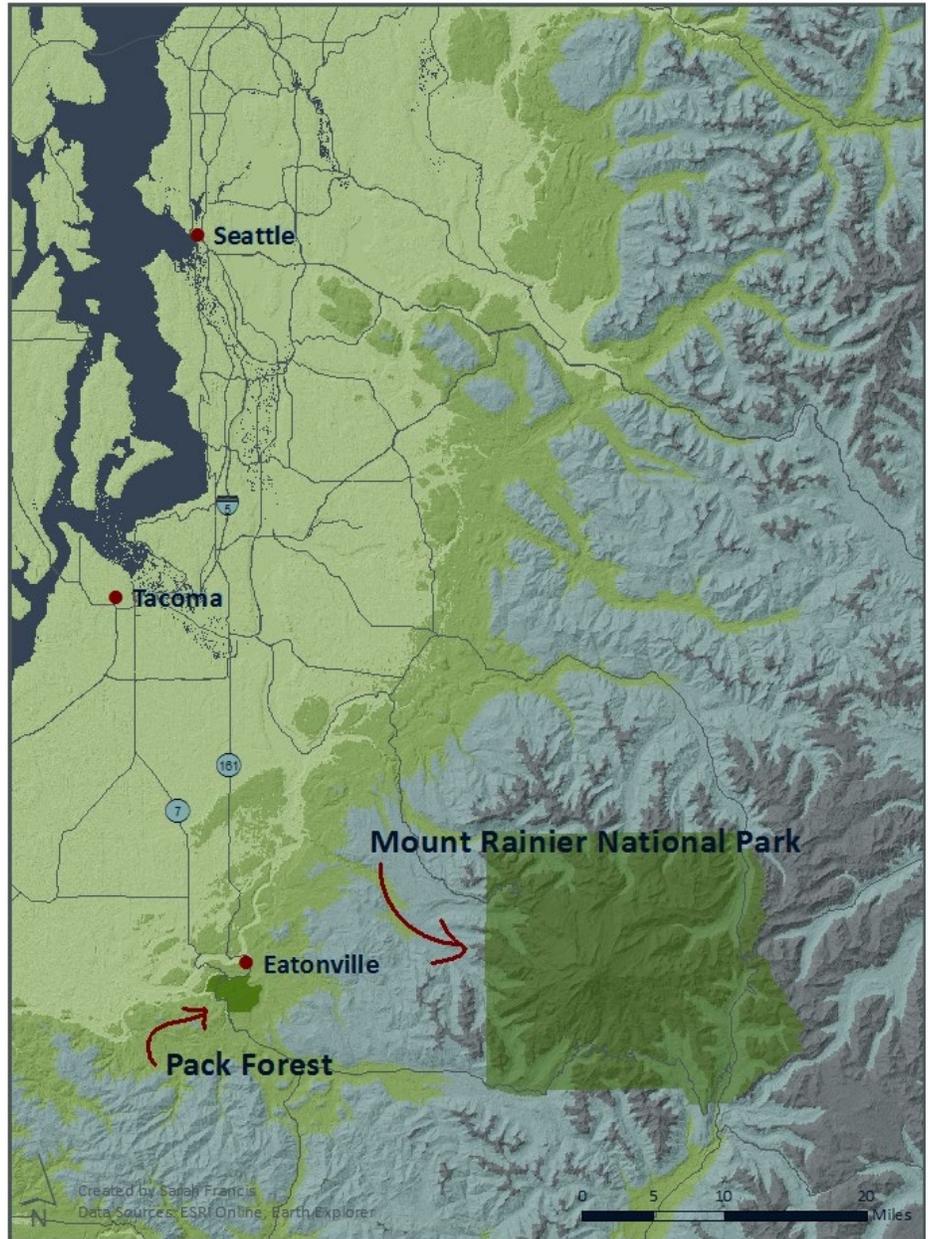
Alternative 2 (I-5 to Highway 7 -- Through Tacoma): Follow I-5 south through Tacoma. Take Exit 127, and follow Highway 512 for about 2 miles, then transfer to Highway 7 (south -- follow the signs to Mt. Rainier). Continue for approximately 5 miles to the junction of Highway 507 and Highway 7. Keep to the left (Highway 7). Stay on Highway 7 for about 22 miles. Watch for the sign "University of Washington Pack Forest." The entrance to Pack Forest will be on your left.

From the South

Take I-5 North to US Route 12 (Exit 68, about 1 hour north of Longview). Go east, following US-12 through Morton. Turn left (north) on Highway 7. Follow Highway 7 through Elbe, Alder, and LaGrande. Approximately 1 mile north of LaGrande, you will see the entrance to Pack Forest on your right.

Parking

A large wooden sign marks the entrance to Pack Forest. Pass through the arch. Take the first right for Mount Rainier Institute parking. To park at the administrative and management offices, continue forward.



Food and Lodging

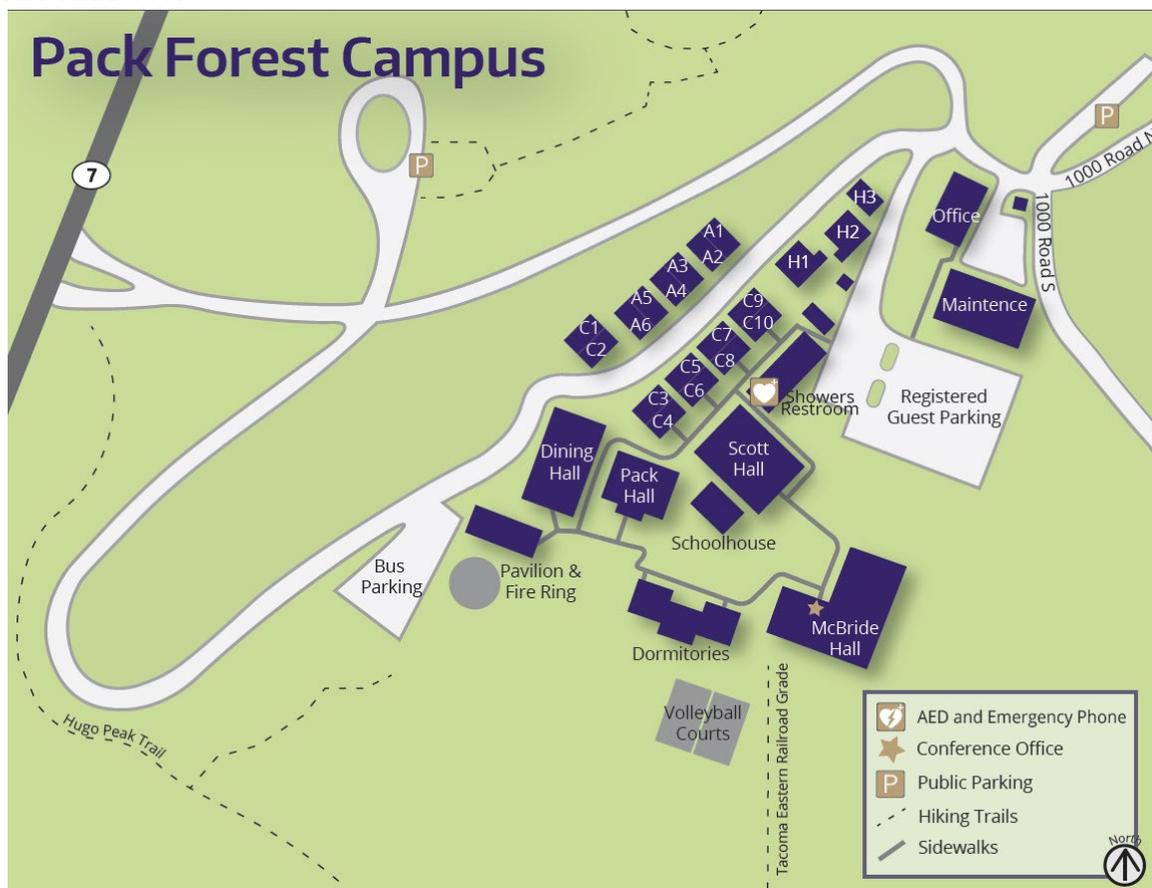
Students at the Mount Rainier Institute will be engaged in physical activity in varying weather conditions and the food at the Mount Rainier Institute is designed to replenish nutrients to the body. A sample menu can be found below, please also keep in mind that any participants with dietary allergies or preferences must indicate those on their health forms returned to the school as well as submit a dietary restriction form directly to Mount Rainier Institute.

Sample Menu Items

<u>Breakfast</u>	<u>Lunch</u>	<u>Dinner</u>
Sausage, eggs, hash browns, oatmeal, and fruit	Deli Sandwich, chips, veggies, fruit, and cookies	Pasta, meat/veggie sauce, breadsticks, salad, and dessert
Pancakes, bacon, berries, oatmeal, and fruit	Chicken Stir Fry, rice, salad, fruit, and brownies	Taco bar, tortilla chips, and dessert
Ham and cheese omelet, oatmeal, and fruit	Grilled cheese, tomato soup, salad, fruit, brownies	Imperial Chicken, rolls, veggies, salad, and dessert
French toast, sausage, oatmeal, and fruit	Pizza, salad, fruit, brownies	Burgers, roasted potatoes, salad, and dessert

Lodging

We have ten cabins that house eight people each with some overflow housing available above our Dining Hall. Please remember that one adult per cabin is recommended making our student to chaperone ratio 7:1.



Forms to be completed by school/group organizer- *All school forms can now be completed online in a google drive folder designated for your group. Contact Jhayes90@uw.edu for more information:*

Forms to be completed by parents/guardians & adult participants attend the program:

1. ACKNOWLEDGMENT OF RISK AND CONSENT FOR TREATMENT FOR MINORS
2. ACKNOWLEDGMENT OF RISK AND CONSENT FOR TREATMENT FOR Adults
3. Participant Dietary Restrictions If needed