



ADMINISTRATIVE PROCEDURE

SAN DIEGO UNIFIED SCHOOL DISTRICT

NO: 4311

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CATEGORY: **Instruction, Extended Programs**

EFFECTIVE: **7-02-96**

SUBJECT: **Old Town Historical/Cultural Program**

REVISED: **6-27-03**

A. PURPOSE AND SCOPE

1. To outline administrative procedures for the Old Town Historical/Cultural Program as an Off-Campus Integrated Learning Experience (OCILE) for fourth grade students conducted at Old Town during scheduled instructional days.
2. **Related Procedure:**
Transportation for Integration Program students 5411

B. LEGAL AND POLICY BASIS

1. **Reference:** Board policy: A-4500, A-4510, A-4600, A-4650, C-3800, F-1025, F-1500, F-2000, F-2100, F-2105, F-2110, F-2120, F-2140, F-2596, F-2598, F-2800, F-2810, F-2860, F-2900, F-3075, F-3080, F-3085, F-7035, G-5150, H-2550, H-2575; Education Code Section 8769; Superior Court requirements; San Diego Plan for Racial Integration; Collective Negotiations Contract between the Board of Education and the San Diego Education Association.

C. GENERAL

1. **Originating Office.** Suggestions or questions concerning this procedure should be directed to the Old Town Program/OCILE Office, Literacy, Social Studies, and Biliteracy Department, Instruction and Curriculum Division, Office of Instructional Support.
2. **Responsibility.** The OCILE Office of the Social Studies Program has responsibility for the operation of the Old Town Program including:
 - a. Acting as liaison with instructional leaders; the Transportation Services Department, Business Operations Division, Office of School Site Support; and principals of sites enrolling fourth grade students.
 - b. Scheduling sites for participation in the program and arranging transportation to and from the Old Town Program site.
 - c. Receiving and compiling program participation information.
3. **Program Participation**
 - a. All fourth grade students shall be eligible to participate in the program.

- b. Participating groups shall be ethnically balanced:
 - (1) **Students.** Schools will be scheduled with other district schools so that the ethnic balance of students participating in the program each week approximates the ethnic balance of the district as a whole, plus or minus fifteen (± 15) percent.
 - (2) **Staff.** Due attention shall be paid to the racial/ethnic distribution of Old Town Program staff so as to provide role models for students of varied racial/ethnic backgrounds.
- 4. **Attendance.** Schools are scheduled for a full week of attendance. **Exception:** Schools shall be scheduled for four (4) days of attendance during weeks that contain holidays or districtwide staff development days.
- 5. **Funding.** Old Town Program shall be funded through district integration funds at no cost to schools or individual students.
- 6. **Parent Information**
 - a. In preparation for student participation in the program, parent information packets (E.2.) that contain forms, pertinent information, guidelines, and instructions will be sent to parents/guardians. Parents/guardians will be requested to complete and return forms to the school (E.2.b.). Students may not participate in the program unless completed forms are returned according to the instructions.
 - b. Instructional program arrangements will be provided for those students who are unable to participate in the program. Students are not excused from school attendance.

D. IMPLEMENTATION

- 1. **School Principal or Designee**
 - a. Ensures implementation of pre-program orientation at school site, generally two (2) weeks before scheduled week of participation.
 - b. Ensures completion of timeline and checklist activities and requirements (E.1.a. and E.1.b.).

- c. Ensures that a supply of parent information packets (E.2.) is available on site, allowing one (1) packet for each fourth grade student.
 - d. Ensures that required forms and rosters are processed and sent to program site and appropriate offices according to specified timelines (D.2., D.3., and D.4.).
 - e. Assigns appropriate number of teachers to accompany students to program allowing one (1) teacher for about thirty-five (35) students. One (1) adult supervisor is required on each bus transporting students to and from program.
 - f. Ensures implementation of contract provisions regarding teacher participation in program.
 - g. Identifies students who will *not* be participating in program and provides for their instruction at school during week of program participation.
 - h. Ensures completion of lunch ordering procedure (*OCILE Programs Handbook* [E.1.]) and certifies “Food Services Department OCILE Program Billing Record” (E.1.e.).
 - i. Plans a supervisory visit to program, if possible.
 - j. Provides for adjustment of student monitor schedules during week of program participation.
2. **Fourth Grade Teacher**
- a. Plans for effective integration of Old Town Program experience and classroom instructional program.
 - b. Assists principal in disseminating informational material to parents/guardians; distributes parent information packets to students.
 - c. Assists with recruitment of students to attend program.
 - d. Prepares students for program participation, utilizing videotape sent to school by Old Town Program.

- e. Receives and checks each student's "Permission and Medical Authority Form—Fourth Grade Old Town Program" (E.2.b.[1]) for completion and required signature; forwards to school secretary for collection and submission to school nurse.
 - f. Receives and checks each "Child's Transportation Scheduled Drop-Off Point for the Old Town Program" form (E.2.b.[2]) for completion and required signature; forwards to school secretary.
 - g. Prepares "Special Student Needs Form" (E.1.c.), indicating behavioral problems, special education and LEP needs, and/or bilingual capabilities, and forwards to school site office.
 - h. Supervises loading, seating, and unloading of students on buses and maintains:
 - (1) Order on bus during trips to and from Old Town Program.
 - (2) Accurate roster of students on each bus in case of emergency.
 - i. *During week at Old Town Program*, follows schedule established for classroom teachers.
 - j. *After students return from Old Town Program*, encourages students' continued development of ideas and new learnings by providing appropriate activities.
3. **School Nurse**
- a. Reviews health records well in advance of students' scheduled departure date.
 - b. Obtains each student's "Permission and Medical Authority Form—Fourth Grade Old Town Program" (E.2.b.[1]) from school secretary; reviews each form and includes appropriate information on "Health Concerns" form(s) (E.1.d.).
 - c. *Two (2) weeks prior to scheduled departure date*, sends completed "Health Concerns" form(s) (E.1.d.) to Old Town Program *via school mail*.
 - d. Secures physician reports, when necessary.
 - e. Informs parents/guardians regarding medication policies for Old Town Program (*OCILE Programs Handbook* [E.1.]).

- f. Checks all known borderline illnesses/conditions and/or students referred by teacher on nurse's assignment day closest to day of student departure.
 - g. Prepares brief report for Old Town Program nurse, advising of any problems of immediate concern.
 - h. Sends medication needed by students attending program.
4. **School Secretary or Designee**
- a. Follows instructions for Roster Procedures for Schools according to *OCILE Programs Handbook* (E.1.).
 - b. Collects "Permission and Medical Authority Form—Fourth Grade Old Town Program" (E.2.b.[1]) from teacher(s) and forwards to school nurse.
 - c. Collects "Special Student Needs Form(s)" (E.1.c.) from teacher(s); sends form(s) with other *required forms* (D.4.f. and D.4.g.).
 - d. Follows lunch ordering procedure (*OCILE Programs Handbook* [E.1.]).
 - e. Completes and submits "Food Services Department OCILE Program Billing Record" (E.1.e.) according to specified instructions.
 - f. *Prior to scheduled departure date, allowing approximately three to four (3–4) weeks, collects required forms from teacher(s) and nurse; staples each student's set of two (2) forms together; alphabetizes sets of forms. Required forms:*
 - (1) "Permission and Medical Authority Form—Fourth Grade Old Town Program" (E.2.b.[1])
 - (2) "Child's Transportation Scheduled Drop-Off Point for the Old Town Program" (E.2.b.[2])
 - g. *Three (3) weeks prior to scheduled departure date, sends required forms to Old Town Program site.*
 - h. *On first day of program participation, prepares an accurate roster (and an appropriate number of copies of roster) with names of students and teachers actually departing for Old Town Program; provides one (1) adult supervisor on each bus with up-to-date copy of roster.*

- i. Sends remaining completed *required forms* on bus with teacher.

E. FORMS AND AUXILIARY REFERENCES

1. Off-Campus Integrated Learning Experience (OCILE) Programs Handbook, (available from the Student Services Division Office), including the following required forms/lists:
 - a. Timeline and Checklist
 - b. Teacher's Checklist
 - c. Special Student Needs Form
 - d. Health Concerns
 - e. Food Services Department OCILE Program Billing Record
2. Parent information packet, Stock Item 22-0-1000 (English/Spanish). A master copy in four (4) Pan Asian languages is available from the Enrollment Options Office (686-6624). Packet includes the following:
 - a. Information letter
 - b. Required forms for completion
 - (1) Permission and Medical Authority Form—Fourth Grade Old Town Program
 - (2) Child's Transportation Scheduled Drop-Off Point for the Old Town Program

F. REPORTS AND RECORDS (Sections D. and E.)

G. APPROVED BY



Chief of Staff, Terrance L. Smith
For the Superintendent of Public Education