



ADMINISTRATIVE PROCEDURE

SAN DIEGO UNIFIED SCHOOL DISTRICT

NO: 4310

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CATEGORY: **Instruction, Extended Programs**

EFFECTIVE: **1-29-62**

SUBJECT: **Race/Human Relations Outdoor Education Program**

REVISED: **7-18-03**

A. PURPOSE AND SCOPE

1. To outline administrative procedures for the Race/Human Relations Outdoor Education Program for sixth grade students conducted at Palomar Outdoor School 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-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 Race/Human Relations and Advocacy Department, Student Services Division, Office of Instructional Support.
2. **Agreements/Contracts with County Department of Education.** This outdoor education program is conducted by the San Diego Unified School District, which contracts with the San Diego County Office of Education for physical facilities and related services located at Palomar Outdoor School, P.O. Box 159, Palomar Mountain, CA 92060.

Such agreements and contracts shall be reviewed by the Office of General Counsel to ensure that appropriate district procedures are followed and shall be submitted by the Race/ Human Relations and Advocacy Department to the Board of Education for approval.

3. **Responsibility.** Race/Human Relations and Advocacy Department has responsibility for the operation of the Race/Human Relations Outdoor Education Program located at Palomar Outdoor School including:

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- a. Acting as liaison with instructional leaders; Transportation Services Department, Business Operations Division, Office of School Site Support; County Department of Education; and principals of sites enrolling sixth grade students.
 - b. Contracting facilities, scheduling sites for participation in the program, and arranging transportation to and from Palomar Mountain.
 - c. Receiving and compiling program participation information.
 - d. Planning, implementing, and evaluating the instructional program provided at the outdoor education program site. (Evaluation documents are provided at the program site to allow students and staff members to submit reactions to the program and comments/suggestions for improvement.)
4. **Program Participation**
- a. All sixth 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 the Palomar Outdoor School staff for the Race/Human Relations Outdoor Education Program so as to provide role models for students of varied racial/ethnic backgrounds.
5. **Attendance.** Schools are scheduled for a full week of attendance. **Exception:** Scheduling adjustments may be made for holidays and/or staff development days.
6. **Funding.** The Race/Human Relations Outdoor Education Program shall be funded through district integration funds at no cost to schools or individual students.
7. **Parent/Guardian Information**
- a. In preparation for student participation in the program, parents/guardians will be sent parent information packets (E.2.) that contain forms, pertinent information, guidelines, and instructions. Forms must be completed and returned 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. Principal or Designee

- a. Ensures implementation and monitoring of planned pre-program activities including those that familiarize students with program (e.g., Palomar Outdoor School videotape or presentation by program staff member[s]).
- 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 sixth grade student.
- d. Observes specified timelines to ensure that required forms and rosters are processed and mailed to the Palomar Outdoor School (D.2., D.3., and D.4.).
- e. Assigns appropriate number of teachers to accompany students to Palomar Outdoor School, allowing one (1) teacher for about thirty (30) students. Classroom teachers are expected to accompany their classes to the Race/Human Relations Outdoor Education Program. One (1) adult supervisor is required on each bus transporting students to and from Palomar Outdoor School. Ordinarily, staff members are assigned for a full week of participation in support of instructional program at Palomar. Principal or designee works with the Race/Human Relations and Advocacy Department and the Off-Campus Integrated Learning Experience (OCILE) Scheduling Office to resolve hardship cases or special scheduling needs.
- f. Confirms the names of teachers who will participate in the Camp Palomar program two weeks in advance.
- g. Provides a substitute for teachers who are unable to participate the full week.

- h. Ensures implementation of contract provisions regarding teacher participation in program.
 - i. Identifies students who will *not* be participating in program and provides for their instruction at school during week of program participation.
 - j. Plans a supervisory visit to program, if possible.
 - k. Provides for adjustment of student monitor schedules during week of program participation.
2. **Sixth Grade Teacher**
- a. Plans for effective integration of outdoor education experience and classroom instructional program.
 - b. Assists principal in disseminating informational material to parents; distributes parent information packets to students.
 - c. Assists with recruitment of students to attend program.
 - d. Receives and checks each student's "Health and Registration Form" (E.2.d.[3]), adds significant information to "Teacher's Report" section of form, and forwards to school secretary for collection and submission to school nurse.
 - e. Receives and checks each student's "Guidelines and Regulations for Students Attending the Race/Human Relations Outdoor Education at Palomar" form (E.2.d.[1]) for completion and required signature; forwards to school secretary.
 - f. 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 for mailing according to form instructions.
 - g. Supervises loading, seating, and unloading of students on buses and maintains:
 - (1) Order on bus during trips to and from Palomar Outdoor School.
 - (2) Accurate roster of students on each bus in case of emergency.

- h. *During week at Palomar, participates in all-day hikes and shares curriculum instruction and supervision responsibilities with outdoor education staff. (This includes active participation in instructional program, which incorporates race/human relations and basic skills activities and other instructional areas, such as art, music, science, environmental protection, earth care, and physical education).*
 - i. *After students return from Palomar Outdoor School, encourages students' continued development of ideas and new learnings by providing appropriate post-outdoor education experience activities.*
3. **School Nurse**
- a. Reviews health records well in advance of students' scheduled departure date.
 - b. Obtains "Health and Registration Forms" (E.2.d.[3]) from school secretary and includes appropriate information in "Nurse's Report from Health Report and Inspections" section of form.
 - c. Secures physician reports, when necessary.
 - d. Informs parents/guardians regarding medication policies for Palomar Outdoor School (see *OCILE Programs Handbook* [E.1.]).
 - e. Checks all known borderline illnesses/conditions and/or students referred by teacher on nurse's assignment day closest to day of student departure.
 - f. Prepares brief report for Palomar Outdoor School nurse, advising of any problems of immediate concern.
 - g. 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 "Health and Registration Forms" (E.2.d.[3]) and forwards to school nurse.

- c. Collects “Special Student Needs Form(s)” (E.1.c.) from teacher(s); mail form(s) with other *required forms* (see D.4.e. and D.4.f.).
- d. Informs school cafeteria manager of Palomar Outdoor School participation dates and plans, indicating approximate number of students scheduled to be away.
- e. *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 three (3) forms together, separating by gender; alphabetizes sets of forms. Required forms are:*
 - (1) “Guidelines and Regulations for Students Attending the Race/Human Relations Outdoor Education Program at Palomar” (E.2.d.[1]).
 - (2) “Health and Registration Form” (E.2.d.[3]).
 - (3) Authorization to Transport/Authorization for Emergency Medical Treatment” (E.2.d.[4]).
- f. *Three (3) weeks prior to scheduled departure date, forwards rosters of participants and required forms via First Class U.S. Mail to Administrator, Race/Human Relations Outdoor Education Program, Box 159, Palomar Mountain, CA 92060.*
- g. *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 Palomar Outdoor School; provides one (1) adult on each bus with up-to-date copy of roster.*
- h. Sends remaining completed *required forms* on bus with teacher.

E. FORMS AND AUXILIARY REFERENCES

- 1. Off-Campus Integrated Learning Experience (OCILE) Programs Handbook, including the following required forms/lists. The handbook is available for download at www.sandi.net/ocile.
 - a. Timeline and Checklist
 - b. Teacher’s Checklist

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- c. Special Student Needs Form
- 2. Parent information packet, Stock Item 22-0-2000 (English/Spanish). A master copy in four (4) Pan Asian languages is available from the OCILE Scheduling Office ([619] 725-7296) or Camp Palomar [760] 742-3270). Packet includes the following:
 - a. Information letter
 - b. Map of Palomar Mountain and location of outdoor education site
 - c. Clothing and equipment list
 - d. Required forms/guidelines for completion:
 - (1) Guidelines and Regulations for Students Attending the Race/Human Relations Outdoor Education Program at Palomar
 - (2) Guidelines for Completing Health and Registration Form
 - (3) Health and Registration Form
 - (4) Authorization to Transport/Authorization for Emergency Medical Treatment
 - e. Student insurance information

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

G. APPROVED BY



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