A. PURPOSE AND SCOPE

1. To outline administrative procedures for the Balboa Park Program as an Off-Campus Integrated Learning Experience (OCILE) for fifth grade students conducted at Balboa Park during scheduled instructional days.

2. Related Procedure:
   Transportation for Integration Program students ........................................... 5411

B. LEGAL AND POLICY BASIS


C. GENERAL

1. Originating Office. Suggestions or questions concerning this procedure should be directed to the Balboa Park Program/OCILE Office, Visual and Performing Arts Department, Instruction and Curriculum Division, Office of Instructional Support.

2. Responsibility. The OCILE Office of the Visual and Performing Arts Department has responsibility for the operation of the Balboa Park 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 fifth grade students.

   b. Scheduling sites for participation in the program and arranging transportation to and from the Balboa Park Program site.

   c. Receiving and compiling program participation information.

3. Program Participation

   a. All fifth 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 Balboa Park 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**. Balboa Park 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. **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 fifth grade student.

d. Ensures that required forms and rosters are processed and sent to program site and appropriate offices according to specified timelines (see 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 (see 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. **Fifth Grade Teacher**

   a. Plans for effective integration of Balboa Park 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 Balboa Park Program.
e. Receives and checks each student’s “Permission and Medical Authority Form—Fifth Grade Balboa Park 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 Balboa Park 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 Balboa Park Program.
   (2) Accurate roster of students on each bus in case of emergency.

i. During week at Balboa Park Program, follows schedule established for classroom teachers.

j. After students return from Balboa Park 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—Fifth Grade Balboa Park 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 Balboa Park Program via school mail.

d. Secures physician reports, when necessary.

e. Informs parents/guardians regarding medication policies for Balboa Park Program (see 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 Balboa Park 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—Fifth Grade Balboa Park 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 are:

      (1) “Permission and Medical Authority Form—Fifth Grade Balboa Park Program” (E.2.b.[1]).

      (2) “Child’s Transportation Scheduled Drop-Off Point for the Balboa Park Program” (E.2.b.[2]).

   g. Three (3) weeks prior to scheduled departure date, sends required forms to Balboa Park 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 Balboa Park 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 No. 22-0-1000 (English/Spanish). A master copy in four (4) Pan Asian languages is available from the Enrollment Options Office. Packet includes:
   
   a. Information letter.
   
   b. Required forms for completion:

      (1) Permission and Medical Authority Form—Fifth Grade Balboa Park Program.

      (2) Child’s Transportation Scheduled Drop-Off Point for the Balboa Park Program.

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

**G. APPROVED BY**

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