



San Diego Unified School District

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Balboa Park Program
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5th Grade Classroom Teachers Important Information

Prior To Program Participation

1. Plan to spend the entire week at the program. Avoid scheduling other events during your participation week. Avoid splitting your time between BPP and your home school or BPP and Old Town.
2. If you know you will be absent during the week, a substitute is required. Notify the BPP office of your absence. We also have a list of substitutes familiar with the Balboa Park Program.
3. Dress: Fully enclosed shoes (heel and toe) are required.
4. Daily: Ride the AM bus, sign in at BPP office, report attendance / adds / drops. Any deviation needs to be cleared with your school administrator and the BPP administrator.
5. Bring your open mind, your enthusiasm – let them see you in a different light.

Monday Morning

1. Bring accurate attendance roster. Ride bus with children to the Balboa Park Program.
2. When your bus arrives, wait for a BPP group leader. They will board the bus and provide a small orientation to the students. **Offloading of students will not occur until 9:30 AM. Arrive no later than 9:55AM.**
3. Proceed to the office:
 - a. Sign in and receive a name tag.
 - b. Provide student attendance, add / drop info **daily**.
 - c. Deliver any medications to the Balboa Park Program Nurse.
 - d. Provide any additional information regarding student needs. This may include health, behavior, transportation, diet, etc.
 - e. Notify BPP of any aides, parents, visitors, etc. **(Aides must sign in at the BPP Office Daily!)**
4. Proceed to assigned Pod:
 - a. Introduce self / check in with Pod Leader.
 - b. Inquire about starting time of Foundation Lesson. Observe Foundation Lesson.
 - c. Pick up a BPP radio from the Pod. Carry with you at all times while at the Program.
 - d. Assist with supervision of students at the bathrooms.
5. When groups leave campus, proceed to Lounge for an Orientation Meeting. Bring radio.

Monday Morning @ 10:30 AM – Classroom Teacher (CT) Orientation in Lounge

1. Policies, procedures, operations.
2. Each day you will receive one of three assignments:
 - a. Lead a group
 - b. Observe a group
 - c. Professional Development time
3. Regardless of assignment, all CT's will participate daily in lunch supervision
 - Please refer to document titled "Lunch Supervision"
4. Instructional Meeting – Monday afternoons @ 1:45. Location to be announced in AM.

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"The mission of the San Diego City Schools is to improve student achievement by supporting teaching and learning in the classroom."