

SIGN-IN

- Always sign in and out on the Participating Teacher sign-in sheet located on the counter in the resource room.
- Write your initials every time you enter and leave the program.
- Please leave a cell phone number for emergencies.
- Wear a green nametag sticker to identify yourself to staff, parents, students, and community.
- If you are a substitute, indicate whom you are substituting for each day and see the office for your assignment.

TAGS

- Student ID tags will be handed out on Monday mornings on the bus.
- PLEASE, do not change or add information to the nametags. We make every effort to assure that our groups are balanced ethnically and by gender.
- Nametags of students who are absent are to be brought to the office daily and placed in the "ABSENT TAG" box.
- Name tags of transferred or dropped students are given to the counselor. Please write "DROP" on them.
- New students or missing tags are regenerated in the office. Please bring the student to the office.
- **The Old Town Program staff will collect tags when students are lined up at the classroom doors at the end of each day (3:10pm). Once our staff has collected the tags, they will be handed to one of you to recheck bus colors to ensure everyone is in the correct room. If time permits, sort the tags by class. Be ready to leave when your bus color is called. Please hand out tags the next morning before entering the program. Bring all extra tags back to school each day.**

VISITORS

- Parents or relatives are welcome to join the student's daily activities. **Unfortunately, we cannot accommodate young children or siblings under 18 due to liability issues.**

STUDENT BACKPACKS/LUNCHES

- **Please remind students to refrain from bringing backpacks.** Lunches from home should consist of a SMALL water or drink bottle; a **disposable bag** and food for lunch only. The group baskets are overflowing with too many unnecessary containers, bottles and uneaten food.
- Students bringing large lunch cases will need to switch to a plastic bag in their assigned rooms.

PERSONAL STORAGE

- Store your personal belongings in the designated cabinets in the classrooms or resource room when you are with student groups, at lunch duty or at the end of the day. The resource room serves as the Student Computer Lab and Old Town Program's lunchroom, so the tables need to be cleared when not in use.

TECHNOLOGY/SITE RESOURCES

- The Old Town Program is a wireless site with MAC PowerBooks available for use.
- Our network is 260WIRELESS. Once you enter it into your computer, it will be accessible throughout the week.
- When students are not using the computers, they may be signed out, used responsibly and returned to the technology cabinet appropriately (please plug in the computer in the spot that it was taken from).
- A printer is available in the resource room for your use. Please keep printing to a minimal level since the program has to support all schools that visit.
- Photocopying is limited at the site.

YOUR LUNCH

- Every participating teacher will receive a 45-50 minute lunch daily. It will take place after lunch duty each day.

SUBSTITUTING (ONLY IN EXTREME EMERGENCY SITUATIONS)

- When the Old Town Program is unable to schedule a substitute for the day, participating teachers are asked to substitute for the program. Due to the make-up of our rooms and the need for a minimum of 20 group leaders daily, coverage is needed to ensure student safety and learning. If you are asked to substitute, the office staff or administrator will provide a quick in-service, teaching materials, walkie-talkie and schedule.

LUNCH DUTY



- Lunch Duty for the Old Town Program begins at 12:25-12:30pm.
- The Game directions will be reviewed on Monday during the orientation. IT IS YOUR RESPONSIBILITY AS A CERTIFICATED TEACHER TO KNOW HOW THE GAME FOR EACH ERA IS PLAYED AND TO SUPERVISE THE STUDENTS. Make sure to support substitute teachers who might be paired with you during the week.
- Do not interrupt the Old Town Program staff during their lunch break to ask them how to play the games. This is their contracted lunchtime. If there is a specific concern, direct it to the office.

| ERA | LUNCH TIME GAME |
|--------------------|-------------------------------------|
| Native California | A “Family Feud” type game |
| Spanish Colonial | Save the Sailor from Scurvy Hangman |
| Mexican Ranch | Pictorial Bingo game |
| American Expansion | Mormon Battalion Video |
| New Town | Bum Video |

12:30 – 12:55 Kids Eat Lunch/You Supervise at the Old Town Program Site

- Karla, Arlene and Debbie are the lunch contacts at site; Doris is the lunch aide for the hill. Susie and Laura are lunch aides who help with clean up and make sure the games are set up for each era. David, Andy and Fernando are from the Cerebral Palsy Foundation and work as lunch monitors on Fridays.
- **Please space yourselves so one teacher covers 2 tables each for the era assigned. On the hill, two teachers cover each era. The students sit on tarps, picnic style.**
- **Kids stay in seats or on tarps at all times.**
- **BATHROOM TIME IS WITH OLD TOWN PROGRAM TEACHERS BEFORE AND AFTER LUNCH.** Except for emergencies, do not let the students go to the bathrooms unattended (especially on the hill in the public restrooms). If a student has to use the restroom, an adult must accompany him/her in the public facility. The student may use the Old Town Program restroom unattended. No student should cross the street at the park by himself or herself.
- **Students are responsible to pick up trash in their own space. The group works as a team to clean the table/tarp area of trash before they move to the classroom or begin the game. ASSIGN STUDENTS TO CLEAN UP WITH THE “TRASH PICKERS”. Please support clean up so we do not have to ask kids to return to tables to clean again.**
- **Student Trash goes in their lunch bags and then deposited into the garbage on the way to the classroom. On the hill, ask one student at a time to get up and throw their trash away.**
- Lead the students to the appropriate rooms about 12:55ish to play the game under your direction.

1:00 Lunch Game

- Lead the lunch activity with the students until the Old Town Program staff returns.
- If you finish the game early, play something or hold a conversation that requires sitting and not running around.
- Stay at Tables or Tarps.
- At 1:15pm in the park, start folding tarps neatly and put them in the baskets. Paper towels are available for spills. Please do not fold tarps without cleaning them first.
- **Our mission is to keep students in the program. Support students and encourage them to participate positively.**



END OF THE DAY ROOM ASSIGNMENT

- All participating teachers will report to the same room everyday at 3:10pm (time subject to bus arrivals). The color on the door denotes your bus assignment. You will assist the classroom teacher in preparing your students to board the bus. The Weekly Lunch Duty assignment has your end of the day bus room denoted at the top.
- Select a book during the day (we have choices in the classes and on the shelves in the resource room) to read to the students at the end of the day. Decide who in the room will read the book, who will collect tags and who will manage behavior.

CERTIFICATES

- Please fill out a certificate with each of your student's names to pass out to students after your week at the Old Town Program. You may take these with you at any time.
- Certificates are located on the counter in the resource room by the sign-in sheet.

SOUVENIRS

- Student souvenirs are packaged and given to you as a class set by Friday morning. Look for a bag with your name on it in the resource room towards the end of the week. Ask the office staff if you do not receive one. Hand souvenirs out when you get on the bus or return to school.

ASSEMBLIES

- The Old Town Program and the San Diego County Water Authority provides all fourth graders a multi-media show about the history of water in San Diego and its influence on the people over time. Please join us at the Fremont Auditorium on Thursday morning (unless directed to another day of the week) from 10:45-11:15am.
- Our San Diego State University Theater Group performs "Fire and Mist: Stories of Old Town" on Fridays at 1:50pm at the Fremont Auditorium. We ask that you join us for this end of the week exciting assembly.

OLD TOWN PROGRAM VIDEO

- Each school site will receive a new copy of the Old Town Program video to prepare students for their visit. Please keep this at your site for future use.

CURRICULUM FOCUS

- The Old Town Program Staff is developing new lessons based on the History/Social Science Framework with emphasis on the essential questions: Diverse people made San Diego. How did their choices and actions affect history? How do your choices and actions affect today and tomorrow?
- Specific questions for each era include: What was the person's/group's motive? What choices/actions did they have? What were the results of their choices? How does this apply to you today and in the future?
- Students will be taking on the role of an historian, keeping field notes and capturing information in multiple ways (thinking maps) on the many people from history they study.
- Student field notes (our assessment) will be returned to the students either on Friday when they leave or the following week through school mail.

CURRICULUM FOLLOW UP AFTER YOU LEAVE

- Our goal is to provide students with tools or thinking maps to capture their learning. We strongly encourage teachers to take this back to the classrooms and use it to fuel writing in the content areas. The Old Town Program would appreciate any samples of writing generated from the work began at the program. It will assist in our assessment of student learning.

OLD TOWN PROGRAM STAFF MEETINGS

- The Old Town Program holds its weekly staff meetings on Wednesday mornings. All attempts will be made to complete the meetings by 9:40 a.m. Thank you for your patience in waiting with your students on the bus, until we release them to their rooms.