

SITE OPERATIONS CIRCULAR NO. 1017
Office of the Superintendent

SAN DIEGO CITY SCHOOLS

Date: September 26, 2005

To: Principals, Child Development Center Administrators, Division and Department Heads

Subject: AUTHORIZATION FOR STUDENT PARTICIPATION
IN SERVICE LEARNING

**Department and/or
Persons Concerned:** All principals

Due Date: None

Reference: None

Action Requested: Use attached form when planning service learning or volunteer experiences for students.

Brief Explanation:

Service learning is a teaching strategy that promotes student service in the community. It allows the teacher to integrate that service naturally within the academic curriculum and foster the development of lifelong commitment to service in the community. Community service is different from service learning; it does not integrate the service into the classroom curriculum. Over the last ten years, the district's service learning program, "LEARN & SERVE San Diego," has experienced growth. Because of this expansion, certain procedures have been revised. These revisions build on the district policy that was originally approved by the Board of Education in 1998. In order to further support our initiative, a referral system has been developed to assist teachers and students in making service site choices.

Parents/Guardians must be made aware of all service learning and community service activities in which their child will be participating.

Outlined on the next page is the service learning/community service authorization procedure:

If service learning or community service has been assigned or is part of a school-sponsored activity, regardless of whether it is taking place during regular or after-school hours, and a school employee will or will not be accompanying the student, the following is applicable to **all** students (K-12).

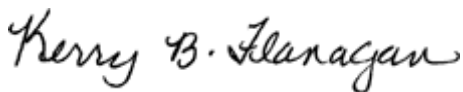
1. All service sites (except San Diego City Schools sites) **must be approved** through Volunteer San Diego and be listed in the 2005-2006 *Guide to Youth Volunteer Opportunities*. (The agencies listed in this guide provide adequate liability insurance and have provided such information to Volunteer San Diego.)
 - A student or teacher selects an organization listed in the “2005-2006 *Guide to Youth Volunteer Opportunities*” and notes the Agency I.D. and page numbers on which the organization is found in the top right corner of the ***Authorization for Student Participation in Service Learning*** form.
 - If service is occurring on campus or at a San Diego City Schools site (whereby students are traveling from one school to another), the tracking number and page number is **not required**. Place the name of the site on the ***Authorization for Student Participation in Service Learning*** form.
 - If a placement **cannot** be found through the “2005-2006 *Guide to Youth Volunteer Opportunities*,” call Volunteer San Diego at (858) 636-4131 and a referral and tracking code will be given. This number is entered in the top right corner of the ***Authorization for Student Participation in Service Learning*** form.
 - Upon request, monthly reports generated by Volunteer San Diego will be sent to teachers of all referred students. Placements and tracking codes can be verified by teachers against these monthly reports.
2. The student is **required** to provide details of the transportation plan for getting to and from the service learning or community service site. The plan must be approved by the staff person arranging the service experience. Parent/guardian must also approve the transportation plan.
3. Parent/guardian permission must be obtained for the student to leave campus during school hours (regardless of whether a school employee **will or will not** be accompanying the student). Signed authorization forms are to be kept by the teacher until the service activity is complete.

4. The student must also obtain permission from teachers of classes that will be missed because of the service learning or community service experience.

Attached is the revised copy of the *Authorization for Student Participation in Service Learning* form and the *Instructions to Drivers of Private Vehicles for Transportation of Students Participating in Service Learning*. **Use this form along with a regular field trip permission slip.** The attached form may be duplicated as needed. If you have questions, contact Nancy Hemmings, district service learning coordinator for the LEARN & SERVE San Diego program, in the Community Relations Department, at (619) 725-5597.

Janet D. Delaney
Director
Community Relations Department

APPROVED:



Kerry Flanagan
Chief of Staff

JDD:kg

Attachments (2)

Distribution: Lists A, C, D, E, and F

San Diego Unified School District

Authorization for Student Participation in Service Learning (Community Service)

_____ (name of school)

_____ (name of teacher)

_____ (name of student) has elected to provide volunteer service as part of his/her classwork at the following location:

_____ (name of agency/service site coordinator)

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(Agency ID #/ page #)

on _____ (date/s)

from _____ (time)

to _____ (time)

_____ (description of volunteer activity)

The volunteer activity will take place: during school hours during non-school hours

A school employee WILL WILL NOT be accompanying the student on the volunteer activity.

To Parents/Guardians: It is necessary that the parents/guardians specifically authorize that their child be included in this activity. A school employee will or will not be accompanying (as checked above) the student on the volunteer activity. If you want your child to participate in the above volunteer activity and you approve the transportation plan as stated below, **please sign and return this form immediately to the school.**

Transportation Plan: State the method of transportation, e.g., bicycle, city bus, walking, personal car, etc. If by personal car, state the name and the age of driver if under 21 years old. (Please see instructions for drivers on the reverse side. Parents/guardians should ensure drivers comply with these instructions.)

_____ (method of transportation)

_____ (name/age of driver)

_____ (time leaving school)

_____ (time volunteer activity will conclude)

I, the undersigned, authorize my son/daughter to participate in the above stated volunteer activity. I also approve the transportation plan stated above and agree to notify the site administrator of any change in that plan.

_____ (Signature of Parent/Guardian - Relationship to Student)

_____ (Date)

_____ (Print Name of Parent/Guardian)

_____ (Signature of Principal)

INSTRUCTIONS TO DRIVERS OF PRIVATE VEHICLES FOR TRANSPORTATION OF STUDENTS PARTICIPATING IN SERVICE LEARNING

Instructions for drivers who use their cars or other vehicles to transport students participating in service learning:

1. *Make sure that you have a valid driver's license.*
2. *Check safety of the vehicle:* tires, brakes, lights, horn, suspension, etc. A safety check of the type conducted by the California Highway Patrol is recommended. Also, the School of Safety Division of the San Diego Police Department can be of assistance.
3. *Check the adequacy of your liability insurance.* You are liable in the event of accident, injury, or death resulting from such use of your vehicle. State law says that "all persons making any field trip or excursion shall have been deemed to have waived all claims against the district (its employees) or the State of California for injury, accident, illness, or death occurring during or by reason of the field trip or excursion." (Ed. Code 35330).
4. Carry only the number of passengers for which your vehicle was designed. The number of occupants in a sedan, passenger vehicle, station wagon, or van, including the driver, may not exceed ten (Ed. Code 39830). Each passenger is required to use a safety belt (Vehicle Code 27315).
5. *The number of occupants in a pickup or motortruck may not exceed more persons than can safely sit belted in the passenger component.* Motorhomes may not be used to transport students. Students are expressly forbidden to ride in the cargo area of pickups or motortrucks whether or not these areas are enclosed by camper shells or other protective covering (Ed. Code 39830).
6. *Travel caravan style if more than one vehicle is used for the trip.*