

**LA CAÑADA UNIFIED SCHOOL DISTRICT  
REQUEST FOR APPROVAL OF SCHOOL SPONSORED ACTIVITY**

**TO:** Wendy Sinnette

**FROM:** Emily Blaney

**DATE:** 9/18/18

**Activity Name and Destination:** Time Capsule/Ocean Institute

**Address:** Time Capsule - Lazy "W" Ranch, 25832 Hot Springs Canyon Road, Capistrano, CA and Ocean Institute - 24200 Dana Point Harbor, Dana Point, CA

**Date(s) of Activity:** Nov 28-30, 2018

**School(s):** La Canada Elementary

**Number of Students Attending and Grade Level or Group:** Fourth Grade. 88 students

**Supervising Certificated Employee(s):** Laurie Hopkins, Raven Flowers, Whitney Worster

**How many administrators attending?** 0 **How many teachers attending?** 3

**Adult to Student Ratio:** 27:88 **Employee to Student Ratio:** 1:30

**How many substitutes?** 0 **How many days?** 0 **Charge Substitute to:** N/A

**Rationale for activity:**

**A) Explain the educational value and relate to the instructional program or sponsoring organization and Policy 110).**

See attachment.

**B) Explain impact on instructional time and justification for any time lost.**

See attachment.

**Complete Itinerary (attach additional page if necessary)**

Please see attached itinerary.

Destination/Date(s): Time Capsule/Ocean Institute. Nov 28-30, 2018

**Complete Cost Breakdown**

<u>Complete Cost Breakdown Per Student</u>	<u>Amount</u>	<u>Group Cost</u>	<u>Amount</u>
Registration	\$ 25	Registration	\$ 2200
Housing	\$ 105	Housing	\$ 9240
Transportation Method: <u>Bus</u>	\$ 50	Transportation	\$ 4400
Miscellaneous Expenses:	\$ 61	Miscellaneous Expenses	\$ 5368
Meals	\$ 60	Meals	\$ 5280
Total Student Cost	\$ 301	Total Group Cost	\$ 26488

**Source of Funds:**

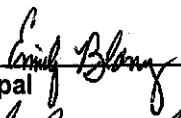
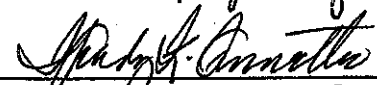
Parent Donation. Parent Chaperones (24) are not included in the figures above. They will be asked to donate \$142 each to offset costs.

**How is financial assistance provided to students in need:**

Scholarships are provided by the school if needed.

**If this activity is not planned for all students in a particular group, what provision will be made for students not participating?**

Students work on fourth grade activities similar to content provided during program in a provided classroom. Activities are equivalent to time and material covered in a regular school day.

  
Approved: Principal  
  
Approved: Superintendent or Designee

9-19-18  
Date  
9-20-18  
Date

**Time Capsule/Ocean Institute - 4th grade LCE**  
**November 28-30, 2018**

La Canada Elementary School fourth graders attend a three day, two night field trip through the Ocean Institute in Dana Point, California. The trip opens as a "Time Capsule" with a visit to Mission San Juan Capistrano with students traveling through history to experience life in the late 1770's as a Juaneno Indian. Upon leaving the mission, all three 4th grade classes travel up to the Lazy W Ranch where students will be spending the remainder of the day creating an Indian shelter, making adobe bricks, mixing masa for tortilla cooking, identifying plants and their medicinal uses, sand painting, candle making, weaving and more. Day two and three envelop students into the five unique ecosystems of the area where they will be involved in scientific investigations, logging information, and exploring these environments. They will hike up a chaparral while identifying plant and animal life, catch critters and identify them in a riparian, and use a dichotomous guide to identify plants in the Oak Woodland. This day ends with a night hike where nocturnal experiments teach the students about adaptations of nighttime creatures. The last day, students pack up in the morning and head to the Ocean Institute in the Dana Point Harbor where they will embark on a trip into the pelagic ecosystem with opportunities to dig through the ocean floor as it is dredged up and identify microorganisms in the ocean water samples. Students discover the intertidal ecosystem with investigations of salinity, water clarity, pH and more in the harbor. This is an opportunity like no other for outdoor learning for our students. Thank you.