

*Balboa Park Program OCILE
Principal
Timeline & Checklist*



All paperwork to be returned to
Balboa Park Program by:

Contact Info:

Administrator: Tina Chin
Secretary: Rosemary Orduño

Website: www.sandi.net/balboapark

Participation Date: _____

Phone: 619-293-4459

Fax: 619-686-6780

8 weeks before:

- Assign School Secretary** as the OCILE Point of contact. **School Secretary** may delegate paper work responsibilities, but is responsible for adhering to the timeline.
- OCILE packet** is sent to sites. Make sure school secretary reviews packet and follows instructions.
- Hold OCILE meeting with **Secretary/Coordinator, All Teachers attending, and Nurse** to review packet, timelines and paperwork.
- Log on to website at www.sandi.net/balboapark

5 weeks before:

Follow up that your OCILE Coordinator does the following:

- Distribute **OCILE Permission slips** to all 5th grade students. Each teacher should have a current class roster to use as a check off list.
- Distribute **Special Student Needs** forms listing individual student issues to (1) the Classroom Teacher, (2) Counselor, and (3) Resource Specialist.
- Distribute **Health Concerns List** to the Nurse.
- Assign** which **teachers** and **aides** will attend the Balboa Park Program all week long. One teacher per 35 students. Teachers may be required to walk 2-3 miles per day.
- Assign** at least one teacher to ride each bus to and from the Program.

3 weeks before:

Follow up that your Coordinator has sent all to the Balboa Park Program Office:

- Permission slips** with class roster indicating which student *do not* have permission slips.
- OCILE Transportation Report** with special stops noted.
- Health Concerns List** from nurse. Send form even if no health concerns listed.
- Special Student Needs** form from each teacher reviewed by Counselor and/or Resource Teacher. Send form even if no special student needs are listed.
- Teachers and Aides** names and assignments. All students attending must be assigned to one of the attending teachers who will be the point of contact for attendance and any student related questions.

Week of Participation

- Support your students and staff** – please come visit.
- Ensure all personnel from your site abide by all program rules, especially BPP dress code.**