

**PRINCIPAL/OCILE CORDINATOR TIMELINE 2009-2010**



**OLD TOWN CONTACT INFORMATION:**

Principal .....Karla Shiminski  
 School Secretary.....Arlene Preclaro  
 School Nurse.....Annie Stukes (Mon., a.m. & Fri., p.m. only)  
 Phone #.....(619) 293-4432  
 FAX.....(619) 298-1549  
 Web.....<http://www.sandi.net/oldtown>

**DUE DATE**

**10 WEEKS BEFORE**

- Assign OCILE Coordinator.** Ensure that OCILE Coordinator and School Secretary communicate. The OCILE Coordinator must meet the following timelines, have an understanding of scheduling for staff and can supply SIS information.
- Download all OCILE Forms.**
  - Log on District Web Page at [www.sandi.net/oldtown](http://www.sandi.net/oldtown)
  - Click on “Site Principals” or “Coordinators”
  - Click on each link to download and print all forms and information needed.
  - Ask all 4<sup>th</sup> grade teachers to visit the Old Town Program website for NEW information regarding the 2008-2009. This information includes a schedule for the week for teacher participation and lessons to engage students prior to their visit.
- Conduct a **planning meeting with your OCILE coordinator and school nurse** to review OCILE forms.
- Organize a process** to have students, teachers, nurse, and OCILE coordinator complete all forms on time and returned to the Old Town Program **3 weeks prior** to participation (excluding vacations).

**6 WEEKS BEFORE**

*Coordinator must:*

- Distribute Teacher Information Packet**, which contains:
  - OCILE Parent Information Packets with permission slips to all 4<sup>th</sup> grade students. Packets include Parent/Guardian Letter with Student Application Form; Transportation Authorization Form; Dress Code Information and Health Information including Medications.
  - Current class roster to use as a check off list
  - Special Student Needs Form
  - Teacher Checklist and Timeline Schedule
- Distribute **Special Student Needs Form** to: Classroom Teachers, Counselor and Resource Specialist.
- Distribute **Health Concerns Form and Timeline Checklist** to the school nurse. (NEW\*The nurse needs to process health concerns on a excel spread sheet and email to [dfink1@sandi.net](mailto:dfink1@sandi.net))
- Organize **Transportation Authorization Forms**. Parent Signature Required.
- Create **OCILE Transportation Report**.
- Assign which teachers and aides will attend Program all week long.** It is strongly recommended that combination class teachers attend the program when the majority of their students participate and special education teachers and/or aides are present throughout the week to support their students. Provide sufficient teacher/aide support to facilitate a successful experience for all students. **Any 4/5 grade combos should split their time between the OCILE programs based on the class percentage.**
- Assign at least one teacher to ride each bus** to and from the Old Town Program.

## 5 WEEKS BEFORE

- Collect ALL OCILE Permission slips for each 4<sup>th</sup> grade student. **ALPHABETIZE PERMISSION SLIPS by SCHOOL (not individual teacher).**
- Collect completed **Special Student Needs Forms** from each teacher, counselor and resource specialist. Have teachers complete this form even if “N/A” is the response.
- Generate **ONE Consolidated Special Student Needs Form** from all teacher, counselor and resource specialist data. *This form must be legible for proper documentation of data.*
- Collect a hard copy of the excel **Health Concerns Form** from nurse. *This form must be legible for proper documentation of data. Email the excel spreadsheet of Health Concerns to [dfink1@sandi.net](mailto:dfink1@sandi.net)*
- Review **Transportation Authorization Forms** and make final changes to the transportation report. **The Transportation Authorization Forms are retained at the school site.**

## 3 WEEKS BEFORE (Excluding Vacations)

**SEND ALL FORMS TO OLD TOWN PROGRAM OFFICE:**

- ALL ALPHABETIZED Permission slips by school with class rosters. **STUDENTS WITHOUT APPLICATION FORMS WILL NOT BE ABLE TO PARTICIPATE IN THE PROGRAM.**
- OCILE Transportation Report. **Transportation Permission Slips remain at the school site.** Fax the transportation report to the Old Town Program, FAX (619) 298-1549, and to transportation services, FAX (858) 496-8700.
- One Health Concerns Form** copy of the excel form from nurse. Have nurse complete this form even if “N/A” is the response. Fax information for “added student names” complete with any additional health concerns, as soon as possible to the Old Town Program at (619) 298-1549. *Email the excel spreadsheet of Health Concerns to [dfink1@sandi.net](mailto:dfink1@sandi.net)*
- One Consolidated Special Student Needs Form** from all teacher, counselor and resource specialist data. Fax information for “added student names” complete with any additional student special needs, as soon as possible to the Old Town Program at (619) 298-1549.
- Teacher and Aides** names and assignments.

## 1 WEEK BEFORE

- Principal emails** Karla Shiminski, the Program Administrator at [kshiminski@sandi.net](mailto:kshiminski@sandi.net) with any physical limitations of teachers, so alternative plans can be discussed. **See Principal Note for Details**

## DURING THE PROGRAM

- Make sure **Students’ medications** are on the bus.
- No child gets on the bus without a Permission Slip** having already been sent to the Program. The Program cannot accept a child unless the Permission Slip has already been sent and cleared by the Program nurse.
- Ensure all **teachers bring class rosters** daily.
- Aides sign in daily to verify time.** Any extra time will be recorded at the Program.

## 1 WEEK POST VISIT

- Applications forms will be returned to be filed at your school site.

