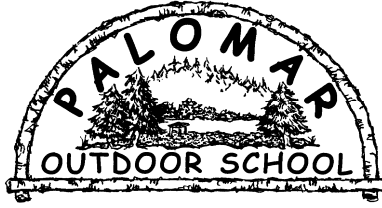


**OCILE
COORDINATOR
PACKET**

SAN DIEGO UNIFIED SCHOOL DISTRICT
OFFICE OF INSTRUCTIONAL SUPPORT
SCIENCE DEPARTMENT



19452 State Park Rd. – P.O. Box 159, Palomar Mountain, CA 92060
Phone (760) 742 – 3270 FAX (760) 742 – 2126 E-mail grose@sandi.net

OCILE COORDINATOR CHECKLIST

PALOMAR CONTACT INFORMATION:

Program ManagerChristine Gomen
Administrative Asst. ...Gail Rose
School NursesDeborah Connors, Maureen Moffatt
Phone #760-742-3270
FAX760-742-2126

Additional information is available at www.sandi.net/palomar.
Preferably e-mail (grose@sandi.net) or FAX (760) 742-2126 with required information.
Please format files in Excel.

We are having **4-day sessions this year**. Staff and students will arrive at your school approximately 6:00 pm on Thursday (Friday approximately 1:00pm if Monday is a holiday). Parents will need to pick up students on Thursday, as there will be no bus transportation home.

GETTING STARTED

- Call Palomar 10-12 weeks in advance to schedule a Monday Morning Camp Orientation (only available on Monday mornings). Palomar staff will come to your school to present the orientation two weeks before you attend.**
- Download all OCILE forms.**
 - Log on to www.sandi.net/Palomar
 - Click on “Staff” in the top row
 - Print **all** forms listed in the Principal Packet, OCILE Coordinator Packet, City Staff Packet, Parent Packet, School Nurse Packet and Timekeeper Packet.
- Conduct a planning meeting with your Principal, School Nurse and support staff to review OCILE forms and materials.**
- Organize a process to have students, teachers/staff, nurse, OCILE coordinator, site tech and timekeeper complete all requirements in a timely manner.**

**ALL FORMS AND STUDENT INFORMATION ARE DUE
TO PALOMAR THREE WEEKS PRIOR TO PARTICIPATION.
TO MEET THE DEADLINE, PLEASE FOLLOW THIS TIMELINE:**

6 WEEKS IN ADVANCE

Access Zangle instructions:

Find "Running Zangle OCILE Rosters" (pdf file) instructions:

- Go to sandi.net/OCILE
- Click on "Running OCILE Rosters" link
- Click on "Get detailed instructions on how to run OCILE rosters" for PDF file of instructions

Send Class Rosters

- Please e-mail Zangle class rosters to grose@sandi.net or fax to (760) 742-2126
- Compare expected number of student attendance against OCILE projected number for accuracy.
- If your student count is higher or lower than planned, please contact the OCILE office to see if we can adjust; Provide an explanation/report of any discrepancies larger or smaller than 5 students.

Distribute Parent Packet via Classroom Teachers, which contains: (Use white or light colored paper only – in the event a FAX is required)

- Parent/Guardian Information
- Directions to Palomar Outdoor School
- Clothing and Equipment
- Health Information and Medications
- Student Insurance
- Health Form A
- Authorization Form B
- Inform all parents they will need to pick up their child Thursday evening at 6:00pm the week of camp. No additional transportation will be provided. This includes Special Education students.

⇒ ***Have the Classroom Teachers set a 2 Week Deadline for Returning Forms***

Maintain a permission slip checklist to ensure that no student is sent on the bus to camp without a permission slip.

- Double check that the full student name on the Zangle roster matches the full student name on the Forms A and B (this can be a problem with hyphenated names)

Distribute City Staff Packet to all City Staff attending Palomar, which contains:

- City Staff Information
- Student Needs Form
- Sample City Teacher Schedule
- Planning for Students with Special Needs

⇒ ***Have the City Staff Return Forms within 2 Weeks***

Distribute School Nurse Packet, which contains:

- School Nurse Overview
- Information for School Nurses
- Health and Wellness Information
- Health Concerns/Medication Log Instructions
- Health Concerns List (Excel)
- Medication Log (Excel)
- Planning for Students with Special Needs
- Guidelines for Diabetes Mellitus Type I and Type II

⇒ ***Have the School Nurse Return Forms within 2 Weeks***

Distribute Timekeeper Packet, which contains:

- Timekeeper Instructions

⇒ ***Have the Timekeeper Complete Requirements within 2 Weeks***

Watch for Luggage Tags and Name Tags (provided to you):

- Distribute all tags according to instruction cover letter

3 WEEKS IN ADVANCE

- ❑ **Arrange for Transportation to Palomar. Call (858) 496-8460 or FAX (858) 496-8700**
 - Check with Transportation to see what information is required.
- ❑ **Return Student Health Form “A” and Authorization Form “B”**
 - Have your school nurse review student health forms to ensure complete medical information before sending them.
 - Staple Forms A and B together.
 - Separate by male and female then alphabetize each group. (All classrooms’ forms should be combined into 2 stacks only: male and female)
 - Have school nurse send a Health Concerns List to the Palomar nurse.
 - Please send all of the forms through U. S. Mail or Priority Mail, **NOT THROUGH SCHOOL MAIL.** Remember to walk the package into the Post Office, as mail placed in a drop box may be returned.
 - Notify Palomar and send via **Overnight Mail** if you are less than two weeks away from arrival date.
 - e-mail, via Excel files, or FAX information for “newly enrolled students” as soon as possible. FAX medical information and any student special needs at (760) 742-2126.
- ❑ **Return Student Needs Forms**
 - Have all teachers complete this form, even if N/A is the response.
 - Use this form to communicate any helpful information to camp about students.
 - Include any special education needs.
 - Mail Student Needs forms along with Forms A and B.
- ❑ **Complete and Email List of Staff Attending Camp**
 - Use the City School Staff Attending Camp form to indicate type of teacher (regular classroom teacher, Sp Ed, PACE, SDC, etc.)
 - Follow approximate 1:30 teacher/student ratio. Do not include teachers/aides working with individual students or Special Day Class students in the ratio, but do include them on the list.
 - Remember to include the Ethnic Code for all staff.
 - Indicate if teachers cannot hike.
 - **A medical excuse is required to be excused from a hike.** Please attach it to the City School Staff Attending Camp form.
 - Indicate if any teachers will not be attending all week. Arrange for a substitute via the substitute desk if necessary. Continuous coverage for camp is expected.
 - Inform Palomar of any expected teacher absences, and provide an alternate person’s name and information.
 - Partial weeks are discouraged and compensation days will not be earned.
- ❑ **Prepare for Special Education Students**
 - Special Education teachers need to attend camp to support their students.
 - Indicate Special Education needs on the Student Needs Form and provide a teacher or aide to be off schedule (not included in the 1:30 ratio) to work directly with these students, if necessary.
 - Arrange for a 1:1 aide for students who require assistance, including students who do not have a 1:1 in school but who may require an aide in the camp setting.
 - Provide sufficient aide support to facilitate a successful experience for students
 - Aides need to be school employees, not parents.
- ❑ **Return After-Hours Site Emergency Contact Form**
 - Complete this on the download form and e-mail it to grose@sandi.net

2 WEEKS IN ADVANCE

- Ask Teachers to prepare luggage and name tags**
- Conduct Palomar Outdoor School Orientation for Students**
 - Advise all teachers of the upcoming orientation.
 - Invite parents to attend, if you wish.
 - Prepare room for the presentation. A microphone, PowerPoint equipment and screen are needed.

DAY OF PARTICIPATION

- Distribute name tags so each participant is wearing his/hers upon boarding the bus**
- Call in the Number of Students Attending Camp.**
 - We must adhere to the projections from the OCILE office, unless changes have been pre-approved.
 - Call Palomar (760) 742-3270 as soon as the buses are in transit with the time of the bus departure and the number of girls and number of boys on the buses.
 - Be sure Palomar has received a Student Health Form "A" and Authorization Form "B" for all students attending. **No student may leave school without a permission slip on file at Palomar.**
 - **Provide teachers with rosters of students attending camp.**
 - Newly enrolled students must have name, health information, emergency phone numbers, Meal Code and Ethnic Code FAXED (760-742-2126) before they are permitted on the bus.
 - All expected staff must also arrive to check in to the Staff House
- E-mail student roster to camp (grose@sandi.net) by 10 am.**

THANK YOU FOR ALL YOUR HELP!

