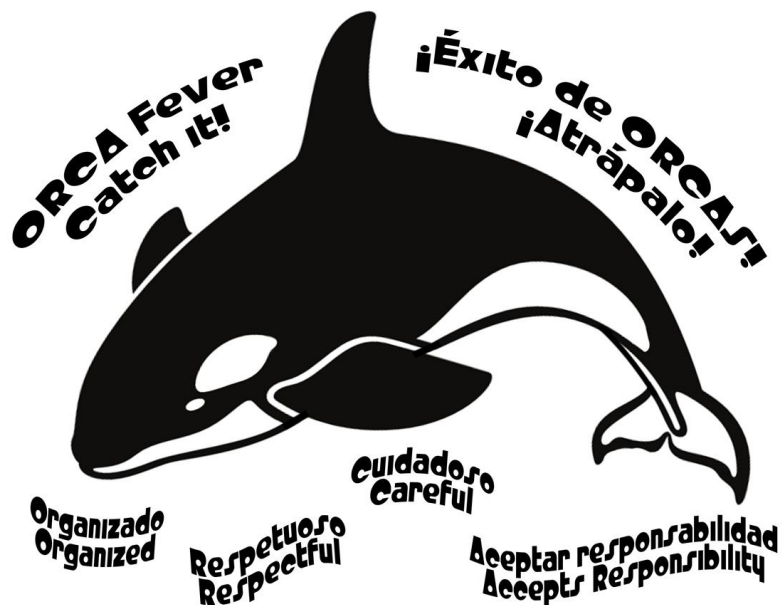




OCEA Family Handbook

~ 2014 – 2015 ~



Parent/Visitor Expectations

FSO

Families Supporting OCEAA (FSO) is a parent-organized group. The FSO group purpose is:

- Fundraising, especially towards field trips and activities for all students.
- Helping OCEAA families in need with our time, talents, and funds.
- Encouraging family involvement by all families with the required volunteer hours (3 hours per quarter (12 annually) per child).
- Disseminating information in a positive and responsible way.
- Community building between school and families.

Research has shown that “when parents are involved in their children’s education at home, they do better in school. And when parents are involved in school, children go farther in school and the schools they go to are better”.

Parent/Volunteer Expectations

Every family is required to volunteer three (3) hours per grading period (quarter) per child. Such activities may include copying, making instructional materials, filing, chaperoning, teaching/demonstrating or assisting however there is a need. Such service may take place during the school day, evenings or even on the weekend. Please consult the office staff on the proper procedure for recording and logging hours during the school year. Families are responsible for recording their service hours in the school office by logging the hours in the volunteer logbook in the front office.

Please make sure your name, volunteer activity as well as time in and out are legibly entered in the logbook. The FSO helps the OCEAA staff by tracking and reporting the volunteer hours. You are notified at each grading period of your progress towards meeting your volunteer hours. If you notice you were not given credit for any hours you volunteered, it is your responsibility to contact the school at info@oceaa.org to make the correction.

Visitor Policy

Any visitor entering the school grounds must register in the Office, identify themselves and the nature of their business, and receive a Visitor’s Pass. No student is allowed to bring visitors to school without prior teacher permission. The Principal and/or designee reserves the right to exclude any visitor from campus if the visitor’s presence interrupts school business and/or student learning. Anyone wishing to observe in the classroom must make prior arrangements with the Principal.

It is required that all visitors and volunteers, must sign-in at the front desk and receive a “Visitor Badge” as identification. They must also sign-out when leaving the premises. This is for the safety of the children and staff as well as the visitor in case of an emergency. This signing in process also helps us track the number of hours families have volunteered towards the required three (3) hours per grading period year per child.

AFTER 8:10 AM PARENTS AND VISITORS MUST USE THE MAIN ENTRANCE OF THE SCHOOL
(ON BROADWAY ST.).