

TEMPORARY GENERAL INFORMATION SHEET-CWCS

(For ES to provide information to Parents/Students at their enrollment meeting. This form is to be replaced at the next meeting by the regular General Info sheet printed from ES Webfiles.)

Welcome to our school! This form will provide you with some beginning information about what we offer you in our school, and how to contact your Education Specialist. It also provides the important school assessment dates for you to put on your calendar now. At your next meeting with your ES, you will be given a General Info sheet with additional information to replace this temporary one.

School Name: _____ School Year: 2007

Phone: 800-979-4IEM IEMWeb: www.ieminc.org School website: www. _____

ES Name: _____ Phone _____ E-mail: _____@_____

Office Hours: _____

ES Advisor Name: _____ Phone: 800-458-7050 E-mail: _____@ieminc.org

Important Test Dates this year (2006): (ES: please highlight or circle the tests these students will be taking.)

CAHSEE ELA: 10/3 2/6 5/8 CAHSEE Math: 10/4 2/7 5/9

STAR 4th & 7th Grade Writing Test: 3/6 (STAR 4th & 7th Grade Writing Test Make-Up: 3/7)

2nd - 11th Grade STAR Test Window: 3/22-4/26

5th, 7th, and 9th Grade PE Test Window CW 3/22-4/26

The following information is regularly updated for you on the school website (see web address above):

- ❖ The school newsletter (available the first of each school month for schools which offer a newsletter)
- ❖ Assessment and High School Guidance information (available at the Guidance/Assessment link)
- ❖ Parent Council information (available at the Parent Council link if applicable to your school)
- ❖ Information about school sites and programs (available at the Sites/Programs link)
- ❖ Parent Handbook, curriculum and subscription info, vendor info, Contract Programs info (Parent Info link)

School Communication flow:

- ❖ Your ES is the primary liaison between the school and you, the parent. Ask your ES for any help or info you need.
- ❖ Call your ES Advisor if your ES is not able to help you to your satisfaction.
- ❖ Network with others in the school and receive school announcements by joining the Parent email listserve (email parentsupport@ieminc.org to join for those schools with a parent listserve).
- ❖ If you do not have email and are not on the internet, ask your ES to keep you informed of school activities and info.

What to expect from my ES every month:

- ❖ Your ES will need to see you to collect your completed attendance form and gather information for a learning record every 20 days maximum, without exception. Your ES will also discuss curriculum choices, approaching test dates, and answer your questions at these meetings.
- ❖ Your ES will collect student work samples at every 20 day meeting with you to save for the yearly required student portfolio. Please have selected work available for your ES to take with them. (Copies of student work is acceptable)

OUR COMMITMENT TO YOU

- Our mission is to support you, the parent, as you make choices regarding your student's education. In order to do this, we provide you with an Education Specialist (ES) who is your primary connection to the school and your first source of information. An Education Specialist must meet face-to-face with the student and/or parent at least once every 20 school attendance days and the parent may request up to one hour a week or 2 hours every other week of actual ES time with your student by doing an Additional ES Services (AESS) agreement. This allotted time includes all administrative duties and paperwork related to your student.
- Your ES should answer any questions that you may have about the school, as (s)he is the primary liaison between the school and you, the parent. If (s)he is unable to answer your question, (s)he must research the answer and get back to you. If at any time you feel that you are not getting adequate help from your ES, please don't hesitate to contact the ES Advisor listed on your General Information Sheet.
- (Newer IEM schools may not yet offer a newsletter or a parent listserve, so please rely on your ES as your info source) We also have a monthly newsletter that is available on the website or by mail.. You can access a school website from the IEM website at www.ieminc.org. The website is a valuable source of information regarding events in our school and your local area. You are always welcome to attend any event held anywhere in the school. We also have a parent email listserve that we use to inform you of events, helpful websites, and other information we feel may be of value to you as your work with your students. If you ever have information that you think should go out on the Parent Listserve, please e-mail us at parentsupport@ieminc.org.
- Some of your student's educational options include contract programs, educational activities, and site and/or coop participation. Your ES will explain the programs that your school provides to you. You may be able to use instructional funding to provide a computer and/or internet access for use in your home while enrolled in our school—check with your ES to see if this is an option provided by your school.
- We have many educational vendors from whom you may choose curriculum and supplies. Your ES will evaluate your needs and help you select the best curriculum, if you wish. You are welcome to collect catalogs from our vendors and find items yourself or you can ask your ES to select appropriate educational items for you. Your ES will place and receive all school orders for you and keep track of the amount of funding available for your students.
- We provide all California State mandated tests. We administer the STAR, PE, CELDT, and CAHSEE tests each year. Ask your ES which tests your students will be taking this year, and for more information about what to expect on each test. Our website has links to the State Standards which will be covered on the STAR tests. Sample questions are also available for review on the state's assessment website. Test results are provided to you as soon as they are available, which usually is several months after the test has been administered.
- High School Guidance information is available to you on our school website.