

TEMPORARY GENERAL INFORMATION SHEET- - OGCS

(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 OGCS! 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: Ocean Grove Charter School School Year: 2010

Phone: 800-979-4IEM IEM Web: www.ieminc.org School website: www.ogcs.org

ES Name: _____ Phone: _____

E-mail: _____@[ieminc.org](mailto:www.ieminc.org) Office Hours: _____

ES Advisor Name: _____ Phone: 800-458-7050 +__

E-mail: _____@[ieminc.org](mailto:www.ieminc.org) Office Hours: _____

Important Test Dates this year (2010): (ES: please highlight or circle the tests these students will be taking.)

CAHSEE ELA: 10/6 2/2 5/11 **CAHSEE Math:** 10/7 2/3 5/12

STAR 4th & 7th Grade Writing Test: 3/2 (STAR 4th & 7th Grade Writing Test Make-Up: 3/3)

2nd - 11th Grade STAR Tests : 3/25/10 to 4/29/10 (2nd - 11th Grade STAR Test Make-Ups: 4/15 to 4/29)

5th, 7th, and 9th Grade PE Tests: First week of STAR (5th, 7th, and 9th Grade PE Tests Make-ups: during make up week)

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

- The school newsletter (a Fall, Winter, and Spring edition)
- 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)
- 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 (contact your ES).
- 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 physically see you in your home (or other agreed to location) to collect your completed attendance form and gather information for a learning record the ES must write every 20 days maximum, without exception. Your ES will also discuss curriculum/learning choices, approaching test dates, and answer your educational and school questions at these meetings. Please have information on what was done that month as well as any questions ready.
- Your ES will collect student work samples at every 20 day meeting with you to save for the yearly required student meeting portfolio. Please have selected work available for your ES to take with them. (Copies of student work is acceptable)
- Discuss with your ES whether to sign up your student for classes, educational activities, or discuss new curriculum/service vendors you would like to work with. Talk about what educational items you may need for the coming months.

What the school expects from you:

- Participate with your ES to develop your student's educational plan.
- Set aside the time and keep your appointment each month to have a good educational meeting with your ES, at a location agreeable to you. Have the attendance sheet completed, and work samples gathered to turn in to your ES.
- Assume responsibility for school supplied books, materials, supplies, and equipment, and return to school upon disenrollment.

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 every other week of actual ES time with your student by doing an Additional ES Services (AESS) agreement with your ES. This allotted time includes all administrative duties and paperwork related to your student's educational program.
- 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.
- We also create a school newsletter 3 times a year that is available on the school website. 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. Also see the Parent Handbook available for you on our website!
- Some of your student's educational options include contract programs, educational activities, and vendor class 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 (dial-up only) 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, search the internet, 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 instructional funding available for your students educational needs.
- As a CA public school funded by the state, we are required to administer all California State mandated assessments every year. We administer the STAR, PE, CELDT, and CAHSEE tests. 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.
- We require an admission assessment (WRAT for grades K-2, SCANTRON for grades 2-12) and then a yearly administration of this test, and an exit administration for our graduates.
- We provide a yearly School-wide Writing Assignment to support your student's writing progress. We have found this to be successful in eliminating stress and preparing our student's who must take the 4th and 7th grade STAR Writing assessment, and the 10th grade CAHSEE ELA assessment. Your ES has details!
- High School Guidance and Curriculum information is available to you on our school website.
- We welcome your participation on our School Parent Council. Call the school secretary for more information.