

# 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: 2008

Phone: 800-979-4IEM IEM Web: [www.ieminc.org](http://www.ieminc.org) School website: [www.ogcs.org](http://www.ogcs.org)

ES Name: \_\_\_\_\_ Phone: \_\_\_\_\_

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

ES Advisor Name: \_\_\_\_\_ Phone: 800-458-7050 +

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

**Important Test Dates this year (2008):** (ES: please highlight or circle the tests these students will be taking.)

CAHSEE ELA: 10/2 2/5 5/6 CAHSEE Math: 10/3 2/6 5/7 CELDT: By appointment

STAR 4<sup>th</sup> & 7<sup>th</sup> Grade Writing Test: 3/4 (STAR 4<sup>th</sup> & 7<sup>th</sup> Grade Writing Test Make-Up: 3/5)

3<sup>rd</sup> - 11<sup>th</sup> Grade STAR Tests: 4/2 - 4/30 (3<sup>rd</sup> - 11<sup>th</sup> Grade STAR Test Make-Ups: 4/21 - 4/30)

5<sup>th</sup>, 7<sup>th</sup>, and 9<sup>th</sup> Grade PE Tests: 4/2 - 4/30 (5<sup>th</sup>, 7<sup>th</sup>, and 9<sup>th</sup> Grade PE Tests Make-ups: As arranged)

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

- + The school newsletter (available quarterly on the School WEbsite)
- + 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 info, vendor info, Contract Programs info (School Resources)

**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.
- + 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 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.
- We also have a quarterly newsletter that is available on the website. You can access a school website from the IEM website at [www.ieminc.org](http://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.
- 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, 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 funding available for your students.
- We provide all California State mandated assessments. 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.
- We welcome your participation on our Parent Council. Call the school secretary for more information.