

AUGUST 2010

CATOOSA COUNTY SCHOOLS—2010-2011

THE TASSEL IS WORTH THE HASSLE!

| Sun | Mon | Tue | Wed | Thu | Fri | Sat |
|-----|-----|---------------|-----|-----|-----|-----|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| | | OPEN HOUSE | | | | |
| 8 | 9 | 10 | 11 | 12 | 13 | 14 |



Title I

| | | | | | | |
|----|----|----|----|--|----|----|
| 15 | 16 | 17 | 18 | 19 <i>Family Collaborative 8-30AM</i> | 20 | 21 |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| 29 | 30 | 31 | | | | |

- Distribute and collect signed compacts (3 signatures, parent , student, teacher).
 - Title I letter from principal stating AYP status
 - Schedule date and time for LEA to present Title I to faculty
 - Plan and send out notices for Title I Annual Meeting
 - Title I Parent Involvement Plan is distributed to all parents.
 - Evidence that Parent Involvement Plan has been distributed. Be sure revised dates on top of page.
 - Great time to put the School Parent Involvement Plan on school web site.
 - Letter from principal, information in a newsletter, etc. of HQ teachers/staff
 - Letter to McKee Bakery and Chattanooga Bakery (on school stationary w/letter-head) requesting Little Debbies/Moon Pies for Title I parent meetings. Email to district coordinator.
- Be sure that school PI coordinator and district coordinators have copies of the above needed information.

SEPTEMBER 2010

Schedule of Events

- Inform parents of family center, hours of operation, materials available to families(in a newsletter, note home, etc.)
- Coordinator's letter is distributed. Notice of who to contact in the absence of PI Coordinator. Visible sign with contact information included on door of parent center.
- Volunteer Training is conducted. Filters go home 1-2 weeks before activity and reminders several days before event.
- Begin the process of gathering data needed for each meeting. They are: 1. Filter announcing event. 2. Agenda of meeting 3. Sign in sheets and 4. Survey
- Fall survey goes home to each family. Surveys should be tallied and submitted to district coordinator for planning workshops and events.
- The Catoosa County PI Handbook offers great resources for your school such as examples of surveys, helpful web sites for parents, the "Plan of Action" form, PI school checklist, and so much more.
- Review the spring and fall surveys to use in writing your Plan of Action and in planning events and activities for parents.



| Sun | Mon | Tue | Wed | Thu | Fri | Sat |
|-----|-----|-----|------------------|---------------------------------------|-----|-----|
| | | | 1 | 2 | 3 | 4 |
| 5 | 6 | 7 | 8 PIC Atlanta | 9 | 10 | 11 |
| 12 | 13 | 14 | 15 | 16 Family Collaborative 8-4:5AM | 17 | 18 |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| 26 | 27 | 28 | 29 | 30 | | |

OCTOBER 2010



| Sun | Mon | Tue | Wed | Thu | Fri | Sat |
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| 17 | 18 | 19 | 20 | 21 Family Collaborative | 22 | 23 |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 |
| 31 | | | | | | |

Schedule of Events

- In your newsletter, letters, and on your web site be sure information is written in a language easily understood.
- Look for ways and evidence that parents are engaged in decision making.
- When possible have a computer for parents to check parent portal, fill out applications, etc.
- Now is a great time to put the school PI

Plan on the web site.

- Dates of Family Collaborative are included because when possible Regina and I meet afterwards with school coordinators for training and school connections. If this is impossible for your school coordinator we will arrange other times and dates for training.



NOVEMBER-2010

| Sun | Mon | Tue | Wed | Thu | Fri | Sat |
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1 2 3 4 5 6

7 8 9 10 11 12 13

14 15 16 17 18 19 20
Family Collab.
8:45AM

21 22 23 24 25 26 27

28 29 30



SCHEDULE OF EVENTS

- Check materials in parent center? Is material being distributed to families? Think of ways to distribute needed brochures into the hands of parents.
- Review books for checkout in media center. Are there parent materials? Think of creative ways for parents to use the parent section in your media center. Do not have one? Let's begin to build one!
- LEA will be visiting parent centers and media centers to assess inventories for parent material needs.





DECEMBER 2010

| SUN | MON | TUE | WED | THU | FRI | SAT |
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| | | | Family Collaborative | | | |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| 26 | 27 | 28 | 29 | 30 | 31 | |





Schedule of Events

- Plan your CRCT workshop. Look over your previous workshops. Are they being offered at both AM and PM and at lunch time? Offer flexible hours.

- Create ways in which parents can make decisions regarding their child's school. One idea is "lunch with the principal". Once a month offer parents the opportunity to bring their lunch or purchase one from cafeteria, and chat with principal or assistant principal. It is a great way to get to know parents and hear first hand, ideas and ways to connect home and school.



JANUARY 2011



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| 9 | 10 | 11 | 12 | 13 | 14 | 15 |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| | | | Family Collaborative | | | |
| 23/ 30 | 24/ 31 | 25 | 26 | 27 | 28 | 29 |



Schedule of Events

- Think of ways to build up the parent section of your media center. Have staff bring in educational, social, or parenting books that are in good condition and that offer helpful parenting tips.
- Adding student and parents pictures of special events, workshops, and activities to your school web site tells parents how important they are in their child's life and builds positive communication. Highlighting parent events with photographs encourages other parents to get involved in a warm and inviting atmosphere.
- Hold workshops that promote an understanding of the state standards. Students demonstrating standards in their daily classroom forum help parents understand and feel more comfortable in working with their child.



February 2011



| Sun | Mon | Tue | Wed | Thu | Fri | Sat |
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| 13 | 14  | 15 | 16 | 17 Family Collaborative - 8:45 | 18 | 19 |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| 27 | 28 | | | | | |







Schedule of Events

- Select person to serve on County Parent Advisory Council.
- Turn in name, address, phone number to LEA Coordinator.
- Line up parent Volunteers to assist with tallying the answers to parent survey (school coordinators).
- Distribute Spring Survey to all parents. Tally the surveys and submit results to district coordinators.



MARCH 2011

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| 13 | 14 | 15 | 16 | 17  Family Collaborative | 18 | 19 |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| 27 | 28 | 29 | 30 | 31 |  | |





APRIL 2011



SPECIAL EVENTS

- Tally survey and turn in to district coordinators.
- Send invitations for both school and district advisory councils.
- Luncheon Agenda should include discussion of survey, look at school PI Plan and compact, making note of revisions. Be sure to put revised dates on new plan.
- Reminder, Title I cannot sponsor luncheon.

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May 2011

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Schedule of Events

- Complete Title I Checklist for School Level PI Policy 2010-2011
- Schedule a time to meet with district and school PI coordinators to review 2010-2011 school year, survey, school PI coordinator evaluation, and complete and sign Title I PI Checklist.
- Turn in final revisions of school PI Plan and Compact.

