



Fresno County Office of Education  
**Parent Services Center (PSC)**

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**PROPOSED STEP-BY-STEP  
MONTHLY PRACTICAL PARENT ENGAGEMENT  
ACTIVITIES  
FOR  
2008-2009 SCHOOL YEAR**

Parent involvement is a commitment to instill the habits of learning and collaboration. When parents partner with school, teachers, and the community, their children succeed academically.

**AUGUST-2008**

STEP	PERIOD	DESCRIPTION OF SPECIFIC PARENT ENGAGEMENT ACTIVITIES TO IMPROVE ACADEMIC GOALS	RESPONSIBLE PERSON/s	COMMENTS
	<i>Week 3 and 4</i>	<p align="center"><b>First week of school</b></p> <p><b>Suggested First Day of School Holiday Celebration</b> Involve City Mayor, Elected Officials, District and County Office of Education Administrators, staff, parents, community leaders, businesses, community and faith-based organizations.</p>	<p><i>Site Administrators</i> <i>Teachers</i> <i>NRC's Coordinator</i> <i>Home-School-Liaisons</i> <i>Parent Facilitators</i> <i>PTA or PTO</i> <i>Parent Representatives</i> <i>Community Members</i> <i>Student Representatives</i></p>	<p>PSC staff available upon request</p> <ul style="list-style-type: none"> <li>• Contact PSC for free consultation and assistance</li> <li>• Prepare a year ahead of time</li> </ul>
<i>Step 1</i>	<i>Week 5</i>	<p><b>Brainstorming process</b> Meeting among your site administrators, NRC's coordinator, home-school liaisons and parent facilitators to see if you need parent involvement program at your school site.</p> <p><i>*Suggested: implement six types of parent involvement model from Dr. Joyce Epstein, Johns Hopkins University</i></p>	<p><i>Site Administrators</i> <i>NRC's Coordinator</i> <i>Home-School-Liaisons</i> <i>Parent Facilitators</i> <i>Teachers</i> <i>Parent Representatives</i> <i>Student Representatives (secondary level)</i></p>	<p>PSC staff available upon request</p> <ul style="list-style-type: none"> <li>• Contact PSC or your school district for free consultation and assistance</li> <li>• Based on evaluation from past years</li> </ul>

**SEPTEMBER-2008**

STEP	PERIOD	DESCRIPTION OF SPECIFIC PARENT ENGAGEMENT ACTIVITIES TO IMPROVE ACADEMIC GOALS	RESPONSIBLE PERSON/s	COMMENTS
<i>Step 1</i>	<i>Week 1</i>	<p><b>Research and Assessment</b>            Research and assessment is needed if your school does not have parent involvement.</p> <ul style="list-style-type: none"> <li>• Send home a welcome message from the principal</li> <li>• Develop and translate parent needs assessment survey in primary languages</li> <li>• Send home with your student body or mail home for secondary level</li> </ul> <p>*Sample surveys are available at Parent Services Center            *Conduct your personal phone contact on behalf of principal with your parents in their home languages</p>	<p><i>Site Administrators</i>  <i>Teachers</i>  <i>NRC's Coordinator</i>  <i>Home-School-Liaisons</i>  <i>Parent Facilitators</i>  <i>Student Representatives</i>  <i>(secondary level)</i></p>	<p>PSC staff available upon request</p> <ul style="list-style-type: none"> <li>• Contact PSC or your school district for free consultation and assistance</li> <li>• PSC staff may be available for a short written translation upon request</li> </ul>
<i>Step 2</i>	<i>Week 2</i>	<p><b>Yearly parent and staff activities planning process</b>            Compile inputs from meetings.</p> <ul style="list-style-type: none"> <li>• Summarize your parent needs assessment survey</li> <li>• Develop parent phone network (consult with PSC)</li> <li>• Develop parent volunteer programs</li> <li>• Schedule on-going quarterly, monthly and/or weekly parent trainings and/or meetings at your site</li> <li>• Develop and send home translated flyers with student body, and mail home for secondary level</li> <li>• Schedule annual Title I parent meeting (if applicable)</li> <li>• Schedule monthly SSC meeting</li> <li>• Schedule monthly ELAC meeting (if applicable)</li> <li>• Develop and send home translated quarterly or monthly home-school newsletter</li> </ul>	<p><i>Site Administrators</i>  <i>Teachers</i>  <i>NRC's Coordinator</i>  <i>Home-School-Liaisons</i>  <i>Parent Facilitators</i>  <i>PTA or PTO</i>  <i>Parent Representatives</i>  <i>Student Representatives</i>  <i>(secondary level)</i></p>	<p>PSC staff available upon request</p> <ul style="list-style-type: none"> <li>• Contact PSC or your school district for free consultation and assistance</li> <li>• More ideas for "Best Practices" visit any parent involvement websites</li> <li>• Suggest a Coffee Hour (Wednesday and/or Friday) for weekly parent meeting</li> <li>• Coffee Hour usually starts at 7:50 A.M.</li> </ul>
		<b>DESCRIPTION OF SPECIFIC PARENT</b>	<b>RESPONSIBLE</b>	

STEP	PERIOD	ENGAGEMENT ACTIVITIES TO IMPROVE ACADEMIC GOALS	PERSON/s	COMMENTS
<i>Step 2</i>	<i>Week 2 (Cont'd.)</i>	<p><b>Yearly parent and staff activities planning process</b>            Make sure all classes are scheduled in an appropriate day and time manner.</p> <ul style="list-style-type: none"> <li>• Schedule parent-of-the month and parent volunteers recognition</li> <li>• On-going classified staff development</li> <li>• Schedule Multicultural Night</li> <li>• Schedule carnival</li> <li>• Nominating parents and community members, staff, and administrators for district-wide parent recognition (if applicable)</li> <li>• Schedule Family Literacy Nights (suggested: Family Math, Reading and Science for a different night)</li> <li>• Back-to-School Night</li> <li>• Schedule parent-teacher conferences</li> <li>• Send home a quarterly student's progress reports</li> <li>• Schedule end-of-the year staff and parent recognition</li> <li>• Schedule special event celebration</li> <li>• Any classes that fulfill your parent needs and are in compliance with categorical funding guidelines</li> </ul> <p>*All Title I schools are required to implement parent involvement program            *Any school that has English learners is required to have an ELAC committee</p>	<p><i>Site Administrators</i>  <i>Teachers</i>  <i>NRC's Coordinator</i>  <i>Home-School-Liaisons</i>  <i>Parent Facilitators</i>  <i>PTA or PTO</i>  <i>Parent Representatives</i>  <i>Student Representatives (secondary level)</i></p>	<ul style="list-style-type: none"> <li>• Contact your district's State and Federal Programs for free consultation and training on SSC and Title I</li> <li>• Contact your district's English Learner department for free consultation and training on ELAC (if applicable)</li> <li>• Contact PSC or your school district for free consultation and assistance</li> <li>• Monthly or bi-monthly parent trainings usually schedule on Wednesday and/or Thursday between 4:30 P.M. and 6:00 P.M.</li> <li>• Monthly SSC and ELAC meeting is strongly recommended</li> </ul>
		<b>DESCRIPTION OF SPECIFIC PARENT</b>	<b>RESPONSIBLE</b>	

STEP	PERIOD	ENGAGEMENT ACTIVITIES TO IMPROVE ACADEMIC GOALS	PERSON/s	COMMENTS
<i>Step 3</i>	<i>Week 3</i>	<p><b>Classified staff development begins (some school districts)</b>            Allow your home-school liaisons and/or parent facilitators to attend their staff development or trainings on a regular basis (if applicable).</p> <p><b>Communication between home – school – home process</b></p> <ul style="list-style-type: none"> <li>• Develop a personal phone contact strategies on behalf of principal with your parents in their home languages for every meeting on a regular basis</li> <li>• Send home translated flyers for every meeting with your student body or mail home for secondary level</li> <li>• Conduct home visitation strategies, if needed</li> <li>• School newsletter, bulletin board, kiosk, magazines rack, school website, one page snapshot, and etc.</li> <li>• Parent hot line and <i>Tell a Parent Phone System</i></li> <li>• Information about available programs for parents and students</li> </ul> <p>*1<sup>st</sup> Deficiency notice for primary level</p>	<p><i>Site Administrators</i>  <i>NRC's Coordinator</i>  <i>Home-School-Liaisons</i>  <i>Parent Facilitators</i></p>	<p>PSC staff available upon request</p> <p>Your school district should keep you informed about support staff development (if applicable)</p> <ul style="list-style-type: none"> <li>• Contact your school district for more detail</li> <li>• Contact PSC or your school district for free consultation and assistance</li> <li>• Sample format for parent phone network is available at Parent Services Center</li> <li>• Information about available programs for parents and students should be translated in their home languages</li> <li>• Contact your school district for available translation services (if applicable)</li> </ul>
		<b>DESCRIPTION OF SPECIFIC PARENT</b>	<b>RESPONSIBLE</b>	

STEP	PERIOD	ENGAGEMENT ACTIVITIES TO IMPROVE ACADEMIC GOALS	PERSON/s	COMMENTS
<i>Step 4</i>	<i>Week 4</i>	<p><b>Continued communication between home – school – home</b></p> <ul style="list-style-type: none"> <li>• Personal phone contact on behalf of principal with your parents in home languages</li> <li>• Send home translated flyers with student body or mail home for secondary level</li> <li>• Invite parents to attend the first Coffee Hour or weekly parent meeting and SSC/ELAC meeting, if applicable</li> </ul> <p>*Weekly parent classes in the evening is recommended  *Presenters and multilingual training materials maybe available upon request at PSC or at your school district</p>	<p><i>Site Administrators  Home-School-Liaisons  Parent Facilitators</i></p>	<p>PSC staff available upon request</p> <ul style="list-style-type: none"> <li>• Contact PSC or your school district for free consultation and assistance</li> </ul>
<i>Step 5</i>	<i>Week 5</i>	<p><b>On-going communication between home – school – home  Implementing first weekly parent activities and programs</b></p> <ul style="list-style-type: none"> <li>• Coffee Hour</li> </ul> <p>*Welcome to the new school year by principal  *Provide parent resources directory (consult with <i>Fresno County Office of Education's Parent Services Center (FCOE's PSC)</i> or contact <i>Metro Ministry Office</i> in Fresno  *Keep track of your parent participation for your parent involvement record or for a special recognition, if applicable  *Conduct parent phone network volunteers (consult with PSC or your school district)  *Conduct parent volunteer programs  *Encourage your parent to attend monthly board meeting</p>	<p><i>Administrators  Teachers  NRC's Coordinator  Home-School-Liaisons  Parent Facilitators</i></p>	<p>PSC staff available upon request</p> <ul style="list-style-type: none"> <li>• Contact PSC or your school district for free consultation and assistance</li> <li>• Evening classes will focus more on working parents</li> <li>• October is a good time to start evening classes</li> </ul>

**OCTOBER-2008**

STEP	PERIOD	DESCRIPTION OF SPECIFIC PARENT ENGAGEMENT ACTIVITIES TO IMPROVE ACADEMIC GOALS	RESPONSIBLE PERSON/s	COMMENTS
<i>Step 1</i>	<i>Week 1</i>	<p><b>Continue weekly parent activities and programs</b>  <b>On-going communication between home – school – home</b>  Send home translated monthly school information in home languages.</p> <ul style="list-style-type: none"> <li>• School newsletter, home-school connection, school district newsletter or PSC newsletter (if applicable)</li> <li>• Inform parents about your available programs for parents and students</li> <li>• Update monthly board meeting (if applicable)</li> <li>• Update district-wide parent committee meetings</li> <li>• Update your website (if applicable)</li> </ul> <p><b>Implementing first weekly parent activities and programs</b></p> <ul style="list-style-type: none"> <li>• Coffee Hour</li> </ul> <p><b>Establishing parent committees process</b>  Establish your SSC and ELAC committee during the first meeting is strongly recommended.</p> <ul style="list-style-type: none"> <li>• First monthly SSC meeting</li> <li>• First monthly ELAC parent meeting (if applicable)</li> <li>• Establishing SSC and/or ELAC Committees</li> </ul> <p>*Every school should develop their own School Site Council  *Continue your personal phone contact on behalf of principal with your parents in home languages for a weekly meeting  *Start using your parent phone network volunteers</p>	<p><i>Site Administrators</i>  <i>Teachers</i>  <i>Web Master</i>  <i>NRC's Coordinator</i>  <i>Home-School-Liaisons</i>  <i>Parent Facilitators</i>  <i>Parent Representatives</i>  <i>Community members</i>  <i>Student Representatives (secondary level)</i></p>	<p>PSC staff available upon request</p> <ul style="list-style-type: none"> <li>• Contact PSC or your school district for free consultation and assistance</li> <li>• Principal can chat with the parents during Coffee Hour</li> <li>• Each teacher could be introduced to the parents during Coffee Hour in a different time</li> <li>• Suggest your <b>School Site Plan</b> presentation by principal for Coffee Hour</li> <li>• <b>SSC</b> and <b>ELAC</b> training for evening</li> <li>• Contact your school district's <b>State &amp; Federal Programs</b> and <b>EL Department</b> for a consultation and these trainings</li> </ul>
		<b>DESCRIPTION OF SPECIFIC PARENT</b>	<b>RESPONSIBLE</b>	

STEP	PERIOD	ENGAGEMENT ACTIVITIES TO IMPROVE ACADEMIC GOALS	PERSON/s	COMMENTS
Step 2	Week 2	<p><b>On-going weekly parent activities and programs</b> Send home translated flyer for weekly activities in home languages.</p> <p>*Continue your personal phone contact on behalf of principal with your parents in home languages for meetings *Continue your weekly parent activities and programs *Encourage your parents and student to participate in district-wide parent and student special event (if applicable) (<i>FUSD's Kids First Day</i>) *1<sup>st</sup> report card for secondary level</p>	<p><i>Home-School-Liaisons</i> <i>Parent Facilitators</i> <i>Parent Representatives</i> <i>Parent Volunteers</i></p>	<p>PSC staff available upon request</p> <ul style="list-style-type: none"> <li>• You may contact PSC or your school district for available programs for your parents and students</li> <li>• Suggest your <i>district's policies</i> for Coffee Hour</li> <li>• Suggest <i>parent-teacher conferences</i> for evening class</li> </ul>
Step 3	Week 3	<p><b>On-going communication between home – school - home</b> Send home translated flyer in home languages for your annual Title I meeting.</p> <p><b>Annual parent and staff activities planning process</b> Develop or revise your parent involvement policy. Start sending home parent-teacher compact by your student body (parent-teacher-student compact for secondary level) or mail for secondary level.</p> <ul style="list-style-type: none"> <li>• Annual Title I parent meeting early in the year</li> <li>• Distributing parent-teacher compact early in the year</li> <li>• Send home with student body or mail for secondary level</li> <li>• Develop or revise your parent involvement policy</li> </ul> <p>*Continue your weekly parent activities and programs *Use your parent phone network volunteers</p>	<p><i>Administrators</i> <i>Teachers</i> <i>NRC's Coordinator</i> <i>Home-School-Liaisons</i> <i>Parent Facilitators</i> <i>Parent Representatives</i> <i>Student Representatives</i> <i>(secondary level)</i></p>	<p>PSC staff available upon request</p> <ul style="list-style-type: none"> <li>• Use your district compact as a sample to develop your own site compact</li> <li>• Make sure you consult with your parents and/or parent representatives</li> <li>• Suggest to translate parent involvement policy in home languages</li> <li>• Suggest <i>California School Standards</i> for Coffee Hour</li> <li>• Suggest <i>Six Types of Parent Involvement (session I)</i> training for evening</li> </ul>
		<b>DESCRIPTION OF SPECIFIC PARENT</b>	<b>RESPONSIBLE</b>	

STEP	PERIOD	ENGAGEMENT ACTIVITIES TO IMPROVE ACADEMIC GOALS	PERSON/s	COMMENTS
<i>Step 4</i>	<i>Week 4</i>	<p><b>On-going communication between home – school – home</b> Send home translated flyer in home languages for 1<sup>st</sup> parent-of-the month and parent volunteer recognition.</p> <p><b>Implementing annual parent and staff activities and programs</b></p> <ul style="list-style-type: none"> <li>• Annual Title I parent meeting</li> <li>• Inform parents about your Title I budget and expenses</li> <li>• Distribute parent-teacher compact at the meeting</li> <li>• Revise your Title I parent involvement policy at the meeting</li> </ul> <p>*Personal phone contact on behalf of principal with your parents in home languages for a weekly meeting *Continue your weekly parent activities and programs *Encourage your parents to attend district-wide annual parent activities (if applicable) *Encourage your parent representatives to participate in <i>PTA</i> or <i>PTO</i>, and etc. *1<sup>st</sup> report card for primary level</p>	<p><i>Site Administrators</i> <i>Teachers</i> <i>NRC's Coordinator</i> <i>Home-School-Liaisons</i> <i>Parent Facilitators</i> <i>Parent Representatives</i> <i>Student Representatives (secondary level)</i> <i>Community Members</i></p>	<p>PSC staff available upon request</p> <ul style="list-style-type: none"> <li>• Mail home with school newsletter (secondary level)</li> <li>• Contact PSC or your school district parent center for free consultation and assistance</li> <li>• Suggest <b><i>Ways to Help Your Child With Homework</i></b> for Coffee Hour</li> <li>• Suggest <b><i>Title I Programs</i></b> training for evening class</li> <li>• Suggest <b><i>Report Card Interpretation</i></b> training for this week</li> </ul>
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STEP	PERIOD	ENGAGEMENT ACTIVITIES TO IMPROVE ACADEMIC GOALS	PERSON/s	COMMENTS
<i>Step 5</i>	<i>Week 5</i>	<p><b>On-going communication between home – school – home</b> Send home translated flyer in home languages for SSC and/or ELAC (if applicable).</p> <p><b>On-going monthly parent activities and programs</b></p> <ul style="list-style-type: none"> <li>• 1<sup>st</sup> parent volunteer recognition</li> <li>• 1<sup>st</sup> parent-of-the month recognition</li> </ul> <p>*Continue your personal phone contact on behalf of principal with your parents in home languages for meetings *Continue your weekly parent activities and programs *Use your parent phone network volunteers</p>	<p><i>Site Administrators</i> <i>Teachers</i> <i>NRC's Coordinator</i> <i>PTO or PTA</i> <i>Home-School-Liaisons</i> <i>Parent Facilitators</i> <i>Parent Representatives</i> <i>Student Representatives (secondary level)</i></p>	<p>PSC staff available upon request</p> <ul style="list-style-type: none"> <li>• Suggest <b><i>Pot Luck</i></b> with recognition for Coffee Hour</li> <li>• Suggest <b><i>Six Types of Parent Involvement (session II)</i></b> training for evening class</li> </ul>

STEP	PERIOD	DESCRIPTION OF SPECIFIC PARENT ENGAGEMENT ACTIVITIES TO IMPROVE ACADEMIC GOALS	RESPONSIBLE PERSON/s	COMMENTS
<i>Step 1</i>	<i>Week 2</i>	<p><b>On-going communication between home – school – home</b> Send home translated flyer in home languages for annual Family Math Night. Send home translated monthly school information in home languages.</p> <ul style="list-style-type: none"> <li>• School newsletter, home-school connection, school district newsletter or PSC newsletter (if applicable)</li> <li>• Inform parents about your available programs for parents and students</li> <li>• Update monthly board meeting (if applicable)</li> <li>• Update district-wide parent committee meetings</li> <li>• Update your web site (if applicable)</li> </ul> <p><b>On-going monthly SSC and ELAC meetings</b></p> <ul style="list-style-type: none"> <li>• Monthly SSC parent meeting</li> <li>• Monthly ELAC parent meeting (if applicable)</li> </ul> <p>*Continue your personal phone contact on behalf of principal with your parents in home languages for meetings *Continue your weekly parent activities and programs *Use your parent phone network volunteers</p>	<p><i>Site Administrators</i> <i>Teachers</i> <i>Web Master</i> <i>Home-School-Liaisons</i> <i>Parent Facilitators</i> <i>Parent Representatives</i> <i>Student Representatives (secondary level)</i> <i>Community Members</i></p>	<p>PSC staff available upon request</p> <ul style="list-style-type: none"> <li>• Suggest <b><i>Leadership Skills</i></b> for Coffee Hour</li> <li>• Update SSC and ELAC</li> </ul>
		<b>DESCRIPTION OF SPECIFIC PARENT</b>	<b>RESPONSIBLE</b>	

STEP	PERIOD	ENGAGEMENT ACTIVITIES TO IMPROVE ACADEMIC GOALS	PERSON/s	COMMENTS
<i>Step 2</i>	<i>Week 3</i>	<p><b>On-going communication between home – school – home</b> Send home translated flyer in home languages for <b>Thanksgiving Celebration</b> with an invitation form principal.</p> <p><b>Implementing annual parent and student activities</b></p> <ul style="list-style-type: none"> <li>• Family Math Night</li> </ul> <p>*Continue your personal phone contact on behalf of principal with your parents in home languages for meetings *Continue your weekly parent activities and programs *Use your parent phone network volunteer *partnership with community businesses</p>	<p><i>Site Administrators</i> <i>Teachers</i> <i>NRC's Coordinator</i> <i>PTA or PTO</i> <i>Home-School-Liaisons</i> <i>Parent Facilitators</i> <i>Parent Representatives</i> <i>Parent Volunteers</i> <i>Community members</i> <i>Student Representatives</i> <i>(secondary level)</i></p>	<p>PSC staff available upon request</p> <ul style="list-style-type: none"> <li>• Contact PSC or your school district parent center for free consultation and assistance</li> <li>• Suggest <b>Truancy and Attendance</b> for Coffee Hour</li> <li>• Involve teachers, parent volunteers and student representatives in <b>Family Math</b> preparation</li> </ul>
<i>Step 3</i>	<i>Week 4</i>	<p><b>On-going communication between home – school – home</b> Send home translated flyer in home languages for your monthly parent recognition.</p> <p><b>Celebrating a special event</b></p> <ul style="list-style-type: none"> <li>• Thanksgiving Celebration (staff, parents, students, parent committees and community members)</li> </ul> <p><b>On-going monthly parent recognition</b></p> <ul style="list-style-type: none"> <li>• Parent volunteer recognition</li> <li>• Parent-of-the month recognition</li> </ul> <p>*Suggest <b>turkey raffle</b> for this event *Continue your personal phone contact on behalf of principal with your parents in home languages for meetings</p>	<p><i>Site Administrators</i> <i>Teachers</i> <i>NRC's Coordinator</i> <i>PTA or PTO</i> <i>Home-School-Liaisons</i> <i>Parent Facilitators</i> <i>Parent Representatives</i> <i>Parent Volunteers</i> <i>Community members</i> <i>Student Representatives</i> <i>(secondary level)</i></p>	<ul style="list-style-type: none"> <li>• Parents of the month and parent volunteers will be recognized during the <b>Thanksgiving Celebration</b></li> <li>• You may think of student performance for this event</li> <li>• Suggest <b>Gang Awareness</b> presentation for evening class</li> <li>• You may contact police department (<b>PALS</b>) to do presentation on <b>Gang Awareness</b></li> </ul>

DECEMBER-2008

STEP	PERIOD	DESCRIPTION OF SPECIFIC PARENT ENGAGEMENT ACTIVITIES TO IMPROVE ACADEMIC GOALS	RESPONSIBLE PERSON/s	COMMENTS
<i>Step 1</i>	<i>Week 1</i>	<p><b>On-going communication between home – school – home</b> Send home translated flyer in home languages for monthly SSC and ELAC meeting (if applicable). Send home translated monthly school information in home languages.</p> <ul style="list-style-type: none"> <li>• School newsletter, home-school connection, school district newsletter or PSC newsletter (if applicable)</li> <li>• Inform parents about your available programs for parents and students</li> <li>• Update monthly board meeting (if applicable)</li> <li>• Update district-wide parent committee meetings</li> <li>• Update your web site (if applicable)</li> </ul> <p><b>On-going monthly SSC and ELAC meetings</b></p> <ul style="list-style-type: none"> <li>• Monthly SSC meeting</li> <li>• Monthly ELAC meeting (if applicable)</li> </ul> <p>*Continue your personal phone contact on behalf of principal with your parents in home languages for meetings *Continue your weekly parent activities and programs *Use your parent phone network volunteers *2<sup>nd</sup> deficiency notice for parents of primary grade level</p>	<p><i>Administrators</i> <i>Teachers</i> <i>Web Master</i> <i>Home-School-Liaisons</i> <i>Parent Facilitators</i> <i>Parent Representatives</i> <i>Community Members</i> <i>Student Representatives</i> <i>(secondary level)</i></p>	<p>PSC staff available upon request</p> <ul style="list-style-type: none"> <li>• Contact PSC or your school district parent center for free consultation and assistance</li> <li>• Suggest <b><i>Healthy Ways to Work Out Problems</i></b> for Coffee Hour</li> <li>• Update SSC and ELAC</li> </ul>
		<b>DESCRIPTION OF SPECIFIC PARENT</b>	<b>RESPONSIBLE</b>	

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<i>Step 2</i>	<i>Week 2</i>	<p><b>On-going annual parent activities and programs</b> Send home translated flyer in home languages of <i>Christmas Celebration</i> with invitation from principal to parents.</p> <p><b>On-going monthly activities and programs</b></p> <ul style="list-style-type: none"> <li>• Parent volunteer recognition</li> <li>• Parent-of-the month recognition</li> </ul> <p>*Continue your personal phone contact on behalf of principal with your parents in home languages for meetings *Continue your weekly parent activities and programs *Use your parent phone network volunteers</p>	<p><i>Site Administrators</i> <i>Teachers</i> <i>NRC's Coordinator</i> <i>PTO or PTA</i> <i>Home-School-Liaisons</i> <i>Parent Facilitators</i> <i>Parent Representatives</i> <i>Community Members</i> <i>Student Representatives</i> <i>(secondary)</i></p>	<ul style="list-style-type: none"> <li>• Contact PSC or your school district parent center for free consultation and assistance</li> <li>• Suggest <i>Pot Luck</i> for your parent recognition</li> <li>• Suggest <i>Home Learning Environment</i> training for evening class</li> </ul>
<i>Step 3</i>	<i>Week 3</i>	<p><b>On-going annual parent activities and programs</b> Send home translated flyer in home languages to remind parents about <i>WINTER BREAK</i>.</p> <p><b>Celebrating a special event</b></p> <ul style="list-style-type: none"> <li>• Christmas Celebration (celebrate with staff, parents, students, parent committees, and community members)</li> </ul> <p>*Continue personal phone contact on behalf of principal with your parents in home languages for meetings *Continue your weekly parent activities and programs *Use your parent phone network volunteers *2<sup>nd</sup> report card for secondary level</p>	<p><i>Site Administrators</i> <i>Teachers</i> <i>NRC's Coordinator</i> <i>PTA or PTO</i> <i>Home-School-Liaisons</i> <i>Parent Facilitators</i> <i>Parent Representatives</i> <i>Community Members</i> <i>Student Representatives</i> <i>(secondary)</i></p>	<ul style="list-style-type: none"> <li>• Gifts exchange is recommended</li> <li>• Suggest <i>Study Skills</i> for evening class</li> </ul>

**JANUARY-2009**

STEP	PERIOD	DESCRIPTION OF SPECIFIC PARENT ENGAGEMENT ACTIVITIES TO IMPROVE ACADEMIC GOALS	RESPONSIBLE PERSON/s	COMMENTS
<i>Step 1</i>	<i>Week 2</i>	<p><b>On-going communication between home – school - home</b>  Send home translated flyer in home languages for monthly SSC and ELAC meeting (if applicable). Send home translated monthly school information in home languages. Send home translated flyer in home languages for <b><i>Family Reading Night</i></b>.</p> <ul style="list-style-type: none"> <li>• School newsletter, home-school connection, school district newsletter or PSC newsletter (if applicable)</li> <li>• Inform parents about your available programs for parents and students</li> <li>• Update monthly board meeting (if applicable)</li> <li>• Update district-wide parent committee meetings</li> <li>• Update your web site (if applicable)</li> </ul> <p><b>On-going monthly SSC and ELAC meeting</b></p> <ul style="list-style-type: none"> <li>• Monthly SSC parent meeting</li> <li>• Monthly ELAC parent meeting (if applicable)</li> </ul> <p>*Continue personal phone contact on behalf of principal with your parents in home languages for meetings  *Continue your weekly parent activities and programs  *Use your parent phone network volunteers</p>	<p><i>Administrators</i>  <i>Teachers</i>  <i>Web Master</i>  <i>Home-School-Liaisons</i>  <i>Parent Facilitators</i>  <i>Parent Representatives</i>  <i>Community Members</i>  <i>Student Representatives</i>  <i>(secondary level)</i></p>	<p>PSC staff available upon request</p> <ul style="list-style-type: none"> <li>• Contact PSC or your school district parent center for free consultation and assistance</li> <li>• Suggest <b><i>Promotion Retention</i></b> for Coffee Hour</li> <li>• Update SSC and ELAC</li> </ul>
		<b>DESCRIPTION OF SPECIFIC PARENT</b>	<b>RESPONSIBLE</b>	

STEP	PERIOD	ENGAGEMENT ACTIVITIES TO IMPROVE ACADEMIC GOALS	PERSON/s	COMMENTS
<i>Step 2</i>	<i>Week 3</i>	<p><b>On-going annual parent and student activities</b></p> <ul style="list-style-type: none"> <li>• Family Reading Night (consult with ReadFresno)</li> </ul> <p>*Continue your personal phone contact on behalf of principal with your parents in home languages for meetings            *Continue your weekly parent activities and programs            *Use your parent phone network volunteers            *Ask donation from community business for parent and student incentives</p>	<p><i>Administrators            Teachers            NRC's Coordinator            PTA or PTO            Home-School-Liaisons            Parent Facilitators            Parent Representatives            Community Members            Student Representatives (secondary level)</i></p>	<ul style="list-style-type: none"> <li>• Suggest <b><i>Parenting</i></b> or <b><i>Teen Parenting Skills (secondary level)</i></b> for Coffee Hour</li> <li>• Make sure you include teachers, parents and student representatives (secondary level) in <b><i>Family Reading Night Preparation</i></b></li> </ul>
<i>Step 3</i>	<i>Week 4</i>	<p><b>On-going communication between home – school – home</b>            Send home translated flyer in home languages for monthly parent recognition.</p> <p>*Continue your personal phone contact on behalf of principal with your parents in home languages for meetings            *Continue your weekly parent activities            *Use your parent phone network volunteers</p>	<p><i>Site Administrators            Home-School-Liaisons            Parent Facilitators</i></p>	<ul style="list-style-type: none"> <li>• Contact PSC or your school district parent center for free consultation and assistance</li> <li>• Continue <b><i>Parenting</i></b> or <b><i>Teen Parenting Skills (secondary level)</i></b> for Coffee Hour</li> <li>• Suggest <b><i>Academic Performance Index (API)</i></b> and <b><i>Adequate Yearly Progress (AYP)</i></b> for evening class</li> </ul>
		<b>DESCRIPTION OF SPECIFIC PARENT</b>	<b>RESPONSIBLE</b>	

STEP	PERIOD	ENGAGEMENT ACTIVITIES TO IMPROVE ACADEMIC GOALS	PERSON/s	COMMENTS
<i>Step 4</i>	<i>Week 5</i>	<p><b>On-going communication between home – school – home</b> Send home translated flyer in home languages for monthly SSC and ELAC meeting.</p> <p><b>On-going monthly parent recognition</b></p> <ul style="list-style-type: none"> <li>• Parent volunteer recognition</li> <li>• Parent-of-the month recognition</li> </ul> <p>*Continue your personal phone contact on behalf of principal with your parents in home languages for meetings *Continue your weekly parent activities *Use your parent phone network volunteers</p>	<p><i>Administrators</i> <i>Teachers</i> <i>NRC's Coordinator</i> <i>PTA or PTO</i> <i>Home-School-Liaisons</i> <i>Parent Facilitators</i> <i>Parent Representatives</i> <i>Community Members</i> <i>Student Representatives</i> <i>(secondary level)</i></p>	<ul style="list-style-type: none"> <li>• Remember to prepare <b><i>Pot Luck</i></b> for parent recognition</li> <li>• Suggest <b><i>Character Counts</i></b> for evening class</li> </ul>

STEP	PERIOD	DESCRIPTION OF SPECIFIC PARENT ENGAGEMENT ACTIVITIES TO IMPROVE ACADEMIC GOALS	RESPONSIBLE PERSON/s	COMMENTS
<i>Step 1</i>	<i>Week 1</i>	<p><b>On-going communication between home – school – home</b>  Send home translated flyer in home languages for monthly SSC and ELAC meeting (if applicable). Send home translated monthly school information in home languages. Send home translated flyer in home languages for <b><i>Multicultural Fair</i></b>.</p> <ul style="list-style-type: none"> <li>• School newsletter, home-school connection, school district newsletter or PSC newsletter (if applicable)</li> <li>• Inform parents about your available programs for parents and students</li> <li>• Update monthly board meeting (if applicable)</li> <li>• Update district-wide parent committee meetings</li> <li>• Update your web site (if applicable)</li> </ul> <p><b>On-going monthly SSC and ELAC meeting</b></p> <ul style="list-style-type: none"> <li>• Monthly SSC parent meeting</li> <li>• Monthly EL parent meeting (if applicable)</li> </ul> <p>*Continue your personal phone contact on behalf of principal with your parents in home languages for meetings  *Continue your weekly parent activities and programs  *Use your parent phone network volunteers</p>	<p><i>Administrators</i>  <i>Teachers</i>  <i>Web Master</i>  <i>Home-School-Liaisons</i>  <i>Parent Facilitators</i>  <i>Parent Representatives</i>  <i>Community Members</i>  <i>Student Representatives</i>  <i>(secondary level)</i></p>	<p>PSC staff available upon request</p> <ul style="list-style-type: none"> <li>• Contact PSC or your school district parent center for free consultation and assistance</li> <li>• Continue <b><i>Parenting</i></b> or <b><i>Teen Parenting Skills (secondary level)</i></b> for Coffee Hour</li> <li>• Update SSC and ELAC</li> </ul>

<p><i>Step 2</i></p>	<p><i>Week 2</i></p>	<p><b>Implementing annual staff, community, parents, and students activities</b></p> <ul style="list-style-type: none"> <li>• Multicultural Fair</li> </ul> <p>*Continue your personal phone contact on behalf of principal with your parents in home languages for meetings          *Continue your weekly parent activities and programs          *Remember to send your parents to district-wide parent meetings (if applicable)</p>	<p><i>Administrators          Teachers          NRC's Coordinator          PTA or PTO          Home-School-Liaisons          Parent Facilitators          Parent Representatives          Community Members          Student Representatives          (secondary level)</i></p>	<ul style="list-style-type: none"> <li>• Contact PSC or your school district parent center for free consultation, assistance and resources</li> <li>• Continue <b>Parenting</b> or <b>Teen Parenting Skills (secondary level)</b> for Coffee Hour</li> <li>• Multicultural Night</li> </ul>
<p><i>Step 3</i></p>	<p><i>Week 3</i></p>	<p><b>On-going communication between home – school – home</b>          Send home translated flyer in home languages for monthly parent recognition.</p> <p>*Continue personal phone contact on behalf of principal with your parents in home languages for meetings          *Continue your weekly parent activities and programs          *Use your parent phone network volunteers</p>	<p><i>Home-School-Liaisons          Parent Facilitators</i></p>	<ul style="list-style-type: none"> <li>• Continue <b>Parenting</b> or <b>Teen Parenting Skills (secondary level)</b> for Coffee Hour</li> <li>• Continued <b>Character Counts</b> for evening class</li> </ul>
<p><i>Step 4</i></p>	<p><i>Week 4</i></p>	<p><b>On-going communication between home – school – home</b>          Send home translated flyer in home languages for monthly SSC and ELAC meetings.</p> <p><b>On-going monthly parent recognition</b></p> <ul style="list-style-type: none"> <li>• Parent volunteer recognition</li> <li>• Parent-of-the month recognition</li> </ul> <p>*Continue personal phone contact on behalf of principal with your parents in home languages for meetings          *Continue your weekly parent activities and programs          *3<sup>rd</sup> deficiency notice for primary level</p>	<p><i>Administrators          Teachers          NRC's Coordinator          PTA or PTO          Home-School-Liaisons          Parent Facilitators          Parent Representatives          Community Members          Student Representatives          (secondary level)</i></p>	<ul style="list-style-type: none"> <li>• Suggest <b>Parenting</b> or <b>Teen Parenting Skills (secondary level)</b> graduation during parent recognition</li> <li>• Continue <b>Character Counts</b> for evening class</li> </ul>

STEP	PERIOD	DESCRIPTION OF SPECIFIC PARENT ENGAGEMENT ACTIVITIES TO IMPROVE ACADEMIC GOALS	RESPONSIBLE PERSON/s	COMMENTS
<i>Step 1</i>	<i>Week 1</i>	<p><b>On-going communication between home – school – home</b>            Send home translated flyer in home languages for monthly SSC and ELAC meeting (if applicable). Send home translated monthly school information in home languages. Send home translated flyer in home languages for <i>Family Science Night</i>.</p> <ul style="list-style-type: none"> <li>• School newsletter, home-school connection, school district newsletter or PSC newsletter (if applicable)</li> <li>• Inform parents about your available programs for parents and students</li> <li>• Update monthly board meeting (if applicable)</li> <li>• Update district-wide parent committee meetings</li> <li>• Update your web site (if applicable)</li> </ul> <p><b>On-going monthly SSC and ELAC meeting</b></p> <ul style="list-style-type: none"> <li>• Monthly SSC parent meeting</li> <li>• Monthly EL parent meeting (if applicable)</li> </ul> <p>*Continue personal phone contact on behalf of principal with your parents in home languages for meetings            *Continue your weekly parent activities and programs            *Use your parent phone network volunteers</p>	<p><i>Administrators</i>  <i>Teachers</i>  <i>Web Master</i>  <i>Home-School-Liaisons</i>  <i>Parent Facilitators</i>  <i>Parent Representatives</i>  <i>Community Members</i>  <i>Student Representatives</i>  <i>(secondary level)</i></p>	<p>PSC staff available upon request</p> <ul style="list-style-type: none"> <li>• Contact PSC or your school district parent center for free consultation and assistance</li> <li>• Suggest <i>Prepare for Test</i> for Coffee Hour</li> <li>• Update SSC and ELAC</li> </ul>

STEP	PERIOD	DESCRIPTION OF SPECIFIC PARENT ENGAGEMENT ACTIVITIES TO IMPROVE ACADEMIC GOALS	RESPONSIBLE PERSON/S	COMMENTS
<i>Step 2</i>	<i>Week 2</i>	<p><b>On-going communication between home – school – home</b> Send home translated flyer in home languages for your weekly parent classes.</p> <p><b>On-going annual staff, parent, and student activities and programs</b></p> <ul style="list-style-type: none"> <li>• Family Science Night</li> </ul> <p>*Continue personal phone contact on behalf of principal with your parents in home languages for meetings *Continue your weekly parent activities and programs *Use your parent phone network volunteers *Involve your community businesses *Involve your community organizations</p>	<p><i>Administrators</i> <i>Teachers</i> <i>NRC's Coordinator</i> <i>PTA or PTO</i> <i>Home-School-Liaisons</i> <i>Parent Facilitators</i> <i>Parent Representatives</i> <i>Community Members</i> <i>Student Representatives</i> <i>(secondary level)</i></p>	<ul style="list-style-type: none"> <li>• Contact PSC or your school district parent center for free consultation and assistance</li> <li>• You may contact your school district Science Department for partnership</li> <li>• Science mobile should be involved</li> <li>• Suggest <b>Promotion and Retention training</b> for primary and <b>California High School Exit Exam</b> for secondary level for Coffee Hour</li> </ul>
<i>Step 3</i>	<i>Week 3</i>	<p><b>On-going communication between home – school – home</b> Send home translated flyer in home languages for your weekly parent classes.</p> <p>*Continue personal phone contact on behalf of principal with your parents in home languages for meetings *Continue your weekly parent activities and programs *Use your parent phone network volunteers</p>	<p><i>Home-School-Liaisons</i> <i>Parent Facilitators</i></p>	<ul style="list-style-type: none"> <li>• Contact PSC or your school district parent center for free consultation and assistance</li> <li>• Suggest <b>Fatherhood</b> presentation for Coffee Hour</li> <li>• Suggest <b>Thinking Skills</b> training for evening class</li> </ul>

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<i>Step 4</i>	<i>Week 4</i>	<p><b>On-going communication between home – school – home</b> Send home translated flyer in home languages for monthly parent recognition.</p> <p>*Continue personal phone contact on behalf of principal with your parents in home languages for meetings *Continue your weekly parent activities and programs *Use your parent phone network volunteers *3<sup>rd</sup> report card for primary and secondary level</p>	<p><i>Administrators Home-School-Liaisons Parent Facilitators</i></p>	<p>PSC staff available upon request</p> <ul style="list-style-type: none"> <li>• Contact PSC or your school district parent center for free consultation and assistance</li> <li>• Suggest <b>Nutrition (session I)</b> training for Coffee Hour</li> <li>• Suggest <b>Parent Helping Parents (session I)</b> training for evening class</li> </ul>
<i>Step 5</i>	<i>Week 5</i>	<p><b>On-going communication between home – school – home</b> Send home translated flyer in home languages for your weekly parent classes.</p> <p><b>On-going monthly parent recognition</b></p> <ul style="list-style-type: none"> <li>• Parent volunteer recognition</li> <li>• Parent-of-the month recognition</li> </ul> <p>*Continue personal phone contact on behalf of principal with your parents in home languages for meetings *Continue your weekly parent activities and programs *Use your parent phone network volunteers</p>	<p><i>Administrators Teachers NRC's Coordinator PTA or PTO Home-School-Liaisons Parent Facilitators Parent Representatives Community Members Student Representatives (secondary level)</i></p>	<ul style="list-style-type: none"> <li>• Suggest <b>Nutrition (session II)</b> training for Coffee Hour</li> <li>• Suggest <b>Parent Helping Parents (session II)</b> training for evening class</li> </ul>

**APRIL-2009**

STEP	PERIOD	DESCRIPTION OF SPECIFIC PARENT ENGAGEMENT ACTIVITIES TO IMPROVE ACADEMIC GOALS	RESPONSIBLE PERSON/s	COMMENTS
<i>Step 1</i>	<i>Week 1</i>	<p><b>On-going monthly SSC and ELAC meeting</b></p> <p>Send home translated flyer in home languages for monthly SSC and ELAC meeting (if applicable). Send home translated monthly school information in home languages.</p> <ul style="list-style-type: none"> <li>• School newsletter, home-school connection, school district newsletter or PSC newsletter (if applicable)</li> <li>• Inform parents about your available programs for parents and students</li> <li>• Update monthly board meeting (if applicable)</li> <li>• Update district-wide parent committee meetings</li> <li>• Update your web site (if applicable)</li> </ul> <p><b>On-going monthly SSC and ELAC meeting</b></p> <ul style="list-style-type: none"> <li>• Monthly SSC parent meeting</li> <li>• Monthly EL parent meeting (if applicable)</li> </ul> <p>*Continue personal phone contact on behalf of principal with your parents in home languages for meetings            *Continue your weekly parent activities and programs            *Use your parent phone network volunteers</p>	<p><i>Administrators</i>  <i>Teachers</i>  <i>Web Master</i>  <i>Home-School-Liaisons</i>  <i>Parent Facilitators</i>  <i>Parent Representatives</i>  <i>Community Members</i>  <i>Student Representatives (secondary level)</i></p>	<p>PSC staff available upon request</p> <ul style="list-style-type: none"> <li>• Suggest <b><i>Nutrition (session III)</i></b> training for Coffee Hour</li> <li>• Update SSC and ELAC</li> </ul>
<i>Step 2</i>	<i>Week 2</i>	<b>Spring Break</b>		

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<i>Step 3</i>	<i>Week 3</i>	<p><b>On-going communication between home – school – home</b> Send home translated flyer in home languages for your weekly parent classes and carnival.</p> <p><b>Planning end-of-the year staff and parent volunteer recognition</b></p> <ul style="list-style-type: none"> <li>• Nominate your staff and parent volunteers at your site</li> <li>• Nominate your dedicated parents, students, administrators, teachers, classified staff, community members and businesses for a special school district-wide recognition (if applicable)</li> </ul> <p>*Continue personal phone contact on behalf of principal with your parents in home languages for meetings *Continue your weekly parent activities and programs *Use your parent phone network volunteers</p>	<p><i>Administrators</i> <i>Teachers</i> <i>Web Master</i> <i>NRC's Coordinator</i> <i>PTA or PTO</i> <i>Home-School-Liaisons</i> <i>Parent Facilitators</i> <i>Parent Representatives</i> <i>Community Members</i> <i>Student Representatives (secondary level)</i></p>	<p>PSC staff available upon request</p> <ul style="list-style-type: none"> <li>• Contact PSC or your school district parent center for free consultation and assistance</li> <li>• Suggest <b>Nutrition (session IV)</b> training for Coffee Hour</li> <li>• Suggest <b>Parent Helping Parents (session III)</b> training for evening class</li> </ul>
<i>Step 4</i>	<i>Week 4</i>	<p><b>On-going communication between home – school – home</b> Send home translated flyer in home languages for monthly parent recognition.</p> <p><b>On-going annual staff, parent, and student activities</b></p> <ul style="list-style-type: none"> <li>• Carnival</li> </ul> <p>*Continue personal phone contact on behalf of principal with your parents in home languages for meetings *Continue your weekly parent activities and programs *STAR testing window start for high school</p>	<p><i>Administrators</i> <i>Teachers</i> <i>NRC's Coordinator</i> <i>PTA or PTO</i> <i>Home-School-Liaisons</i> <i>Parent Facilitators</i> <i>Parent Representatives</i> <i>Community Members</i> <i>Student Representatives (secondary level)</i></p>	<ul style="list-style-type: none"> <li>• Suggest <b>Nutrition (session V)</b> training for Coffee Hour</li> <li>• Suggest <b>Parent Helping Parents (session IV)</b> training for evening class</li> </ul>

STEP	PERIOD	DESCRIPTION OF SPECIFIC PARENT ENGAGEMENT ACTIVITIES TO IMPROVE ACADEMIC GOALS	RESPONSIBLE PERSON/S	COMMENTS
<i>Step 5</i>	<i>Week 5</i>	<p><b>On-going communication between home – school – home</b> Send home translated flyer in home languages for your monthly SSC and ELAC meeting.</p> <p><b>On-going monthly parent recognition</b></p> <ul style="list-style-type: none"> <li>• Parent-of-the month recognition</li> <li>• Parent volunteer recognition</li> </ul> <p>*Continue personal phone contact on behalf of principal with your parents in home languages for meetings *Continue your weekly parent activities and programs *Use your parent phone network volunteers *STAR testing window start for elementary and middle</p>	<p><i>Administrators</i> <i>Teachers</i> <i>NRC's Coordinator</i> <i>PTA or PTO</i> <i>Home-School-Liaisons</i> <i>Parent Facilitators</i> <i>Parent Representatives</i> <i>Community Members</i> <i>Student Representatives</i> <i>(secondary level)</i></p>	<ul style="list-style-type: none"> <li>• Suggest <b><i>Nutrition (session VI)</i></b> graduation for Coffee Hour</li> <li>• Suggest <b><i>Parent Helping Parents (session V)</i></b> training for evening class</li> <li>• Suggest <b><i>Prepare for Test</i></b> training for this week</li> </ul>

STEP	PERIOD	DESCRIPTION OF SPECIFIC PARENT ENGAGEMENT ACTIVITIES TO IMPROVE ACADEMIC GOALS	RESPONSIBLE PERSON/s	COMMENTS
<i>Step 1</i>	<i>Week 2</i>	<p><b>On-going communication between home – school – home</b> Send home translated flyer in home languages for your Day of the Teacher Recognition Luncheon.</p> <ul style="list-style-type: none"> <li>• School newsletter, home-school connection, school district newsletter or PSC newsletter (if applicable)</li> <li>• Inform parents about your available programs for parents and students</li> <li>• Update monthly board meeting (if applicable)</li> <li>• Update district-wide parent committee meetings</li> <li>• Update your web site (if applicable)</li> </ul> <p><b>On-going monthly SSC and ELAC meeting</b></p> <ul style="list-style-type: none"> <li>• Monthly SSC parent meeting</li> <li>• Monthly EL parent meeting (if applicable)</li> </ul> <p>*Honor your teacher's day with your parents, students, parent committees and community members *Continue personal phone contact on behalf of principal with your parents in home languages for meetings *Continue your weekly parent activities and programs *Use your parent phone network volunteers *STAR testing window is ended for high school</p>	<p><i>Administrators</i> <i>Teachers</i> <i>Web Master</i> <i>Home-School-Liaisons</i> <i>Parent Facilitators</i> <i>Parent Representatives</i> <i>Community Members</i> <i>Student Representatives</i> <i>(secondary level)</i></p>	<p>PSC staff available upon request</p> <ul style="list-style-type: none"> <li>• Contact PSC or your school district parent center for free consultation and assistance</li> <li>• Suggested <b><i>Prepare for Test</i></b> for Coffee Hour</li> <li>• Suggest <b><i>Parent Helping Parent</i></b> graduation for evening class</li> </ul>

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<i>Step 2</i>	<i>Week 3</i>	<p><b>Ongoing communication between home – school – home</b> Send home translated flyer in home languages for your classified staff recognition luncheon.</p> <p><b>Celebrating annual California day of the teacher</b></p> <ul style="list-style-type: none"> <li>Day of the teacher recognition luncheon at your site (celebrate with your parents, students, parent committees and community members)</li> </ul> <p>*Honor your classified employee week with your parents, Students, parent committees and community members *Continue personal phone contact on behalf of principal with your parents in home languages for meetings *Continue your weekly parent activities and programs *STAR testing window is ends for elementary and middle school</p>	<p><i>Administrators Teachers NRC's Coordinator PTA or PTO Home-School-Liaisons Parent Facilitators Parent Representatives Community Members Student Representatives (secondary level)</i></p>	<ul style="list-style-type: none"> <li>Suggest <b>Summer Safety Tips</b> training for Coffee Hour</li> <li>Suggest STAR test training for evening class</li> </ul>
<i>Step 3</i>	<i>Week 4</i>	<p><b>On-going communication between home – school – home</b> Send home translated flyer in home languages for your end of year staff and parent recognition.</p> <p><b>Celebrating classified employee week</b></p> <ul style="list-style-type: none"> <li>Classified staff luncheon recognition at your site (celebrate with your parents, students, parent committees and community members)</li> </ul> <p>*Continue personal phone contact on behalf of principal with your parents in home languages *Continue your weekly parent activities and programs</p>	<p><i>Administrators Teachers NRC's Coordinator PTA or PTO Home-School-Liaisons Parent Facilitators Parent Representatives Community Members Student Representatives (secondary level)</i></p>	<ul style="list-style-type: none"> <li>Contact PSC or your school district parent center for free consultation and assistance</li> <li>Suggest <b>Prepare Their Students for Summer Programs</b> for Coffee Hour</li> <li>Suggest <b>Prepare Their Students for Colleges</b> for secondary level</li> </ul>

STEP	PERIOD	DESCRIPTION OF SPECIFIC PARENT ENGAGEMENT ACTIVITIES TO IMPROVE ACADEMIC GOALS	RESPONSIBLE PERSON/s	COMMENTS
<i>Step 4</i>	<i>Week 5</i>	<p><b>On-going communication between home – school – home</b> Send home translated documents in home languages for your weekly parent classes.</p> <p><b>End of the year and parent recognition</b></p> <ul style="list-style-type: none"> <li>• Parent volunteer recognition</li> <li>• Dedicated parent recognition (parent participation)</li> <li>• Staff recognition</li> </ul> <p>*Honor your staff and parents recognition with your parents, students, parent committees and community members *Continue personal phone contact on behalf of principal with your parents in home languages for meetings *Continue your weekly parent activities and programs *Use your parent phone network volunteers</p>	<p><i>Administrators</i> <i>Teachers</i> <i>NRC's Coordinator</i> <i>PTA or PTO</i> <i>Home-School-Liaisons</i> <i>Parent Facilitators</i> <i>Parent Representatives</i> <i>Community Members</i> <i>Student Representatives</i> <i>(secondary level)</i></p>	<ul style="list-style-type: none"> <li>• Suggest <i>Health Care</i> training for this week</li> <li>• You may contact your local Health Department for consultation</li> </ul>

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<i>Step 1</i>	<i>Week 1</i>	<p><b>End-of-the year parent activities evaluation</b>            Evaluate and analyze all the activities based on participant's written inputs and sign in sheets on the following topics:</p> <ul style="list-style-type: none"> <li>• Parent involvement program at your school site</li> <li>• Monthly SSC parent meetings</li> <li>• Monthly EL parent meetings (if applicable)</li> <li>• Monthly parent classes</li> <li>• Weekly parent classes</li> <li>• Monthly parent volunteers and parent of the month of the month recognition</li> <li>• Annual parent activities</li> <li>• Annual parent meetings</li> <li>• End of the year staff and parent recognition</li> </ul> <p><b>Evaluation process should include</b></p> <ul style="list-style-type: none"> <li>• Percentage of parents and community participation</li> <li>• Numbers of parent volunteers</li> <li>• Percentage of your staff participation</li> <li>• Numbers of community organization participation</li> <li>• Businesses partnership</li> <li>• Budgets and expenses</li> </ul> <p>*Translated results of evaluation into parents' home languages            *You may mail home to your parents for their information            *Use this information for your future plan            *Include this information on your school newsletter and Website</p>	<p><i>Administrators</i>  <i>Teachers</i>  <i>NRC's Coordinator</i>  <i>PTA or PTO</i>  <i>Home-School-Liaisons</i>  <i>Parent Facilitators</i>  <i>Parent Representatives</i>  <i>Community Members</i>  <i>Student Representatives</i>  <i>(secondary level)</i></p>	<p>PSC staff available upon request</p> <ul style="list-style-type: none"> <li>• Contact PSC or your school district parent center for free consultation and assistance</li> <li>• You may contact your school district for a sample of yearly progress report to help you develop your own report</li> </ul>

STEP	PERIOD	DESCRIPTION OF SPECIFIC PARENT ENGAGEMENT ACTIVITIES TO IMPROVE ACADEMIC GOALS	RESPONSIBLE PERSON/S	COMMENTS
<i>Step 2</i>	<i>Week 2</i>	<p><b>Planning for First Day of School Holiday for Fall</b></p> <ul style="list-style-type: none"> <li>Special meeting with your parents and staff members to prepare for the <i>First Day of School Holiday</i> for upcoming school year</li> </ul> <p>*Use inputs from meeting for your preparation            *Continue personal phone contact on behalf of principal with your parents in home languages for meetings            *Continue your weekly parent activities and programs            *Use your parent phone network volunteers            *4<sup>th</sup> report card for primary and secondary level</p>	<p><i>Administrators            Teachers            NRC's Coordinator            PTA or PTO            Home-School-Liaisons            Parent Facilitators            Parent Representatives            Community Members            Student Representatives            (secondary level)</i></p>	<p>PSC staff available upon request</p> <ul style="list-style-type: none"> <li>Contact PSC or your school district parent center for free consultation and assistance</li> <li>Visit National Network of Partnership School for ideas</li> </ul>
<i>Step 3</i>	<i>Week 3</i>	<p><b>The First Day of School Holiday preparation</b></p> <ul style="list-style-type: none"> <li>Develop invitation letters</li> <li>Develop flyers, staff one page snapshot or brochure</li> <li>Contact community organization to set-up booths</li> <li>Plan for continental breakfast</li> <li>Plan for speakers</li> </ul> <p>*Suggest to invite City Mayor, City Councils and staff members, Fresno County and school district superintendent and staff members            *Your community businesses            *Community leaders</p>	<p><i>Administrators            Teachers            NRC's Coordinator            PTA or PTO            Home-School-Liaisons            Parent Facilitators            Parent Representatives            Community Members            Student Representatives            (secondary level)</i></p>	<ul style="list-style-type: none"> <li>Contact PSC or your school district parent center for free consultation and assistance</li> </ul>
<i>Step 4</i>	<i>Week 4</i>	<p><b>Record and compile all parent involvement activities for your new school year preparation</b></p>	<p><i>Home-School-Liaisons            Parent Facilitators</i></p>	

