

# SCHOOL DISTRICT OVERVIEW CHECKLIST

Revised 9-04-07

<b><i>Text that is bold and italicized references documents provided by the Attorney General .</i></b>			
#	Task	Contact name/phone	Timeline
1	District Superintendent or designee expresses interest in hosting Michigan CSI presentations. - District designates top 6 weeks for Michigan CSI presentations - District submits <b><i>Michigan CSI Registration</i></b> form to Attorney General		Done
2	Attorney General acknowledges receipt of registration and provides District with <b><i>School District Overview Checklist</i></b> .		Done
3	Attorney General sends district a letter confirming week for Michigan CSI presentations and outlines important due dates.		Done
4	District provides Attorney General with complete contact information for District Coordinator.		Within one day of receiving confirmation email.
5	District Coordinator visits Attorney General's website (www.michigan.gov/ag) to print coordination documents.		Within one day of receiving confirmation email.
Notes: <b><i>School District Planning and Implementation Document Summary</i></b> provides an overview of all planning documents.			
6	District Coordinator communicates with building Principals to determine interest. - <b><i>School Principal Solicitation Template/School Interest Form</i></b> - <b><i>School Principal Confirmation Template</i></b>		Within two days of receiving confirmation e-mail.
Notes:			
7	District Coordinator e-mails Attorney General (AGCSI@michigan.gov) the District's number of presentations for each age group (K-3; 4-5; and 6-8) and the breakdown of the K-8 student population participating in presentations.		Within one week of receiving confirmation email.
Notes:			
8	District completes <b><i>Presentation Schedule</i></b> template provided by Attorney General. Presenters will only have the presentations in digital format (USB jump drive) and Districts are responsible for ensuring all equipment is available and operational. Equipment should be operational at least 45 minutes before the first presentation. - <b><i>Presentation Schedule</i></b> - <b><i>Sample Completed Presentation Schedule</i></b>		Begin work immediately and submit as soon as finalized but no later than two weeks before the first day of district presentations.
Grade	Length	Recommended Maximum # Students	NOTE:
K-3	20-25 minutes	60-75 students	Be sure to account for transition time between presentations
4-5	40-45 minutes	80-100 students	
6-8	35-40 minutes	Auditorium setting	
9	District submits completed presentation schedule to Attorney General. - <b><i>failure to provide in a timely manner may result in cancellation of all presentations.</i></b>		Due no later than two weeks before first day of district presentations.
Notes:			

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10	School notifies parents/guardians about programming. - it is within the Superintendent's discretion whether to provide parent/guardian with the ability to opt-out of Michigan CSI presentation attendance. - <b>Parent Notification &amp; Opt-out</b> form		One week before first day of school presentations.
Notes:			
11	School prepares handouts for students and teachers. - it is the responsibility of the individual schools to duplicate and distribute handouts. - at least 2 days prior to the building's 1st presentation, District coordinator confirms with building coordinator that all handouts have been made. - building coordinators should provide presenter with a copy of each handout on the day of presentations. - teachers should send handouts home the day of the presentation. - all handouts are available on the Attorney General's website at <a href="http://www.michigan.gov/ag">www.michigan.gov/ag</a> . - Student Handouts: * <b>Homework (Grades: K-1, 2-3, 4-5, and 6-8)</b> * <b>Keep Safe, Keep Away, Keep Telling</b> (front/back half sheet on color card stock) * <b>Michigan CSI Contract</b> (full sheet on white) - Teacher Handouts: * <b>Teacher Feedback</b> * <b>Internet Safety Online Resources</b>		All handout, homework, and feedback copies completed two days before district presentation.
Notes:			
12	District responsibilities during assemblies: - teachers/administrators monitor and remove disruptive students. - presenter should be notified of the person(s) to whom he or she can direct a request to remove a student.		During presentations.
Notes:			
13	Feedback Forms: - all teachers and administrators who attend presentations should complete a <b>Teacher Feedback</b> form on the day of the presentation and return it immediately to the presenter or to the principal by end of day. - Building Coordinator should complete <b>Building Coordinator Feedback</b> form after the last presentation in the building and submit to District Coordinator immediately. - District Coordinator should complete <b>District Coordinator Feedback</b> form after final presentation within District.		Send within two business days of final presentation.
Notes:			
14	Promoting Michigan CSI Community Seminar: - coordination of community seminar will be done in collaboration with intermediate school districts. Please contact your local ISD to express interest in being involved in this seminar. - recommend printing and displaying several copies of promotional posters throughout school buildings and in community. - <b>Community Seminar Promotional Poster Template</b>		
Notes:			