



PARENT FRIENDLY SITE READINESS TIMELINE Bethke Elementary School

SITE CHARGE:

- Provide a timeline for all stakeholders, internal and external
- Ensure curricular articulation and course flow for students
- Ensure effective student transitions from elementary to middle and middle to high school
- Ensure coordination of communication with all stakeholders, internal and external regarding feeder system issues
- Ensure effective communication and coordination with district personnel, particularly the assistant superintendent

Dates	Parents/Community	Staff	District Administration
January 2008	Coffee Talks	Hiring	Meet with Asst. Supt.
February 2008	Coffee talks	Hiring/planning sessions	Meet with Asst. Supt.
March 2008	Coffee talks/PTO formed	Hiring/planning sessions	Meet with Asst. Supt.
April 2008	Coffee talks/PTO meeting	Hiring/planning sessions	DGCIC: April 30 Draft Site Plans due to Assistant Superintendents
May 2008	Coffee talk/PTO meeting	Hiring/all staff meeting	Meet with Asst. Supt.
	Move Up day for kids		
Summer 2008	Meet the Teacher Day at Barnes and Noble/Golf Tournament/Open houses	Staff retreat	June: Meet with Asst. Supt.
September 2008	Back to School night/website/newsletter Preston middle school principal meets 5 th graders/feeder meeting at FRHS for parents/Coffee talk for kindergarten parents	Counselor meets with junior high counselors	Feeder meeting with all principals
October 2008	Conferences/website/newsletter/Kinard principal at PTO meeting Coffee talk for 1 st grade parents	Counselor meets with junior high counselors	Meet with Supt. & Asst. Supt. Feeder meeting for principals
November 2008	Coffee talk for second grade parents		DGCIC: November 1, 2008 Site Plans due to Assistant

			Superintendents
December 2008			Feeder meeting for principals
January 2009	Middle school principal/counselors visit Bethke 5 th graders		Feeder meeting for principals
February 2009	Registration for 6 th grade Coffee talk for third grade parents	5 th grade teachers help kids register	Feeder meeting for principals
March 2009	Coffee talk for fourth grade parents		Feeder meeting for principals
April 2009	Parent conferences Coffee talk for fifth grade parents	Parent conferences	Feeder meeting for principals
May 2009	5 th grade visits middle schools	Eco Week for 5 th grade	Feeder meeting for principals
Summer 2009			
August 2009	6 th grade orientations at middle schools		