

## MIDDLE SCHOOL SITE READINESS PLAN

#	Number from Site Appendix	CATEGORY	CRITICAL QUESTIONS	ACTION PLAN (WHO IS RESPONSIBLE?)	Who is Responsible?	TIMELINE	BUDGET
		<b>ACADEMIC &amp; EXTRA-CURRICULAR</b>					
6	S3	Achievement	How will you enhance your focus on student achievement and track your success toward that focus.	<p>A. Preston is driven by four questions:</p> <ol style="list-style-type: none"> <li>1. What do we want students to learn?</li> <li>2. How do we know they have learned that material?</li> <li>3. What do we do for the students who are not learning?</li> <li>4. What do we do for the students who are not being challenged?</li> </ol> <ul style="list-style-type: none"> <li>• To answer these questions, Preston will create essential learning for each class and assessments to measure learning.</li> <li>• We will decrease the number of students that our teachers have on their caseloads with the use of smaller learning communities. Our goal is to provide an environment that is more responsive to our students' needs.</li> <li>• We will continue to look at data to drive the decisions we make and continue to progress with common assessments, in order to enhance our ability to have real time information about how well students are learning.</li> <li>• We will continue to look at the one-year achievement of our students in our core academic areas. We currently offer remedial double block math classes for a group of 8th grade math students. We are looking at math everyday for all students! We offer reading interventions for students struggling in reading, including <b>Read 180</b> as well as <b>Soar to Success</b>.</li> <li>• We piloted an integrated services approach in</li> </ul>	<p>Department Leaders</p> <p>Leadership Team/ Administration</p>	Ongoing	

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SCHOOL NAME: PRESTON

MIDDLE SCHOOL VERSION

				<p>2008-2009 and will expand the use of learning labs to support any student in need of academic/behavior support. Response to Intervention/Positive Behavior Support RTI/PBS will continue to help guide us through our decisions about our interventions.</p> <p>We will continue to be driven by our results</p>			
7	S8, S9, S11, S12, S13, S15, S16, S17, S18, S19, S20, S23, S25, S26, S27, S40, S41	Academic program	<p>Explain changes in the new academic programming you are planning because of this grade configuration change.</p>	<p>A. Preston will offer math and language arts every day. Our data indicates that performance and growth are positively affected by increased minutes on topic.</p> <p>B. We will also offer a wide variety of enrichments including; Lego Robotics, Science Olympiad, technology classes, computer science, aeronautics, art, consumer and family science, and music opportunities including Choir, Band, and Orchestra.</p> <p>C. We will provide a 3 day, 2 night winter ecology field trip in the fall of 2009 for our 6<sup>th</sup> grade students. The trip will provide a great team-building opportunity to help support the transition to middle school.</p> <p>D. . We are implementing the Pre-AP strategies, school wide, during the fall of 2008, along with an Honors program for students who meet specific criteria. 2009 will be year 2 of this implementation.</p> <p>E. We will continue to offer German, Spanish and French and look at other language options as the opportunity presents itself.</p> <p>F. Preston will continue to supplement with the Springboard curriculum as preparation for College Board Courses (AP classes).</p> <p>G. We will work with the district on the Science adoption for grades 6-8.</p> <p>H. We will implement the new math curriculum and work toward 8<sup>th</sup> graders completing Algebra I.</p>	<p>Administration/ master schedule team</p> <p>Department leaders</p> <p>Certified Staff</p> <p>Language Arts Staff</p> <p>Science Department Leader</p> <p>Math Department Leader</p> <p>Preston will offer technology classes</p>	<p>Implementing in 2008-09 school year.</p>	<p>Ongoing Pre AP/AP (college board) training=\$2,000/yr</p>
8	S40, S47, S50	Extracurricular program	<p>Explain changes in the extracurricular offerings you are planning because of this grade configuration change.</p>	<p>A. Our academic clubs will include LEGO Robotics, Science Olympiad, Math counts, Art Club, Drama club, The Outing Club, The Green Team (Science Club), Jazz Band, National Junior Honor Society, Leadership (WEB), Aeronautics, and more. Some of these will be offered in a zero hour program (before school), during the school day, and after school.</p> <p>B. We will expand the use of intramurals during the day (lunch) and in the evening. Some of the opportunities with this program our 3 on 3 basketball, indoor soccer, Frisbee Golf,</p>	<p>Staff</p>	<p>Ongoing</p>	

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				<i>flag football, kickball, etc...</i>			
9	S40, S46, S48, S49, S51	Athletic program	Explain changes in the athletic programs you are planning which are occasioned by this grade configuration change.	<p>A. <i>Preston will continue to offer the district athletic program. We favor the possibility of a cross-count track option for the 6<sup>th</sup> – 8<sup>th</sup> grade students. We will also continue to expand our intramural program.</i></p> <p><i>Preston has an intramural program for grade 7 – 9 currently and will offer this to 6 – 8 grade starting in the fall of 2009. This will include preparation for the 6<sup>th</sup> grade district track meet.</i></p>		Ongoing	
23	S14, S29, S31, S50, S51	6 <sup>th</sup> grade program	Explain changes in the academic, extracurricular, and athletic offerings for the 6 <sup>th</sup> graders and how they will be structured. Will they have recess?	<p>A. <i>We will continue to work with 6<sup>th</sup> grade teachers to determine what is important for the 6<sup>th</sup> grade students. This will include decisions on the Gifted and Talented Programs, structured recess time, literacy and curriculum. We had the opportunity to hire the majority of our 2009-2010 teachers in the Spring of 2008.</i></p> <p>B. <i>Our 6<sup>th</sup> grade students will receive about 80 minutes/day of elective offerings that will include PE, Art, Music, and computer with a choice of Band, Orchestra or Choir. If a student selects to not take a yearlong music, they will be able to take a semester of Music Explore and a semester of Language Explore.</i></p> <p>C. <i>We are looking at a model of structured activity during the lunch period to provide students activity each and every day.</i></p>	Leadership Team Implementation Team	Ongoing	
28 A		“Special” academic programs	Explain changes in the gifted and talented and literacy programs you are planning because of this grade configuration change. (e.g., Will they be offered at different grade levels, or to more or fewer students, or in different ways?)	<p>A. <i>Our 7<sup>th</sup> and 8<sup>th</sup> grade programs will offer Honors classes in the following: English, Science, and Social Studies. We will continue to offer our Read 180 program for grades 6-8. We currently offer a math remediation class during the day and are looking at more remediation classes built into our day for those students who are below grade level. We are developing an enrichment program that will expand, with some zero hour opportunities for many of our students. We will explore what are Gifted and Talented (GT) program will look like and we will continue to accelerate our math students through the district math sequence.</i></p>	Department Leaders and Administrative Team	Ongoing	
28 B		“Special” academic programs	Explain changes in your academic program unique to your site, in the area of integrated services and ELA.	<p>A. <i>Preston has been working for the past year on the transition to the middle school. Our focus over the past 12 months has been the organizational structures including grade level teaming as well as our instructional practices including the Pre AP strategies. We will continue to develop our structures while working on our adult advocacy, essential outcomes, and assessments during the 2008-2009 school year.</i></p>	Integrated Services Department Department Leaders Administrative Team	Ongoing	

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				<p>B. Preston is providing support for our students through a Learning Lab Model in which the integrated services provide a continuum of services for students who may be in need of some extra support. We will expand this program during the fall of 2008 and will have services school-wide for the fall of 2009 This may involve drop-in support to take a test they missed, or spending part of a class period in a smaller environment, or scheduling a student into the Learning lab as a class. Preston will continue to enhance an already responsive integrated services program that works seamlessly with the needs of students.</p> <p>C. Preston will be trained with the Response To Intervention model, in the fall of 2008, and begin to implement this plus the PBS model, during the Spring of 2008.</p>			
29	S81, S82	Professional development	<p>Explain the proactive professional development you are undertaking to ensure successful implementation of the middle school model.</p>	<p>A. Preston is currently participating in staff development focused on grade level teaming. We are studying the implementation of an advisory program at Preston. We are also training our entire staff with the Pre AP instructional strategies to improve instruction building- wide.</p> <p>B. Preston set up staff development with Jack Berckemeyer from the NMSA in September of 2008. The Preston administration will also meet with Jack before the middle school conference.</p> <p>C. Dr. Bob Richburg a CSU Professor will work with our staff, parents and administration on the adolescent brain.</p> <p>D. A core group at Preston has trained with the Positive Behavior Support (PBS) model and anticipating some PBS work with the entire staff.</p> <p>E. Preston will have a team trained in Response to Intervention (RTI) in the Fall of 2008.</p>	<p>Jack Berckemeyer, Assistant Executive Director, National Middle School Association Dr. Bob Richburg, Colorado State Eric Walz Positive Behavior Support Team</p>	2008-2009	
		<b>TRANSITION</b>					
16	S2, S10, S34	Academic	<p>Explain the proactive steps you are taking on your own and with your elementary school feeders to ensure that there is a smooth academic transition (excellent curricular articulation and no drop in academic achievement) for the then 5<sup>th</sup> graders as they transition to 6<sup>th</sup> grade.</p>	<p>A. Preston will offer transitional opportunities with Springboard, Blackboard, Pre AP and other areas including the People and Places, Science (6-8 adoption) for those staff members new to Preston. We will continue to use the recommended math sequence including the Connected Math Series. We will offer some common time for planning. We will continue to articulate through feeder system.</p>		Fall 08 – Spring 10	

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17	S29, S31, S34	Emotional & Developmental	<p>Explain the proactive steps you are taking with your elementary school feeders to ensure that the then 5<sup>th</sup> graders are prepared emotionally and developmentally for the transition to sixth grade.</p>	<p>A. Preston looks at any transition as a process rather than an event.</p> <p>B. Preston will host a music concert for the 5<sup>th</sup> and 6<sup>th</sup> grade students from our feeder schools. We will continue to visit each school with our registration information as well as hosting orientation meetings for incoming families.</p> <p>C. We will also have a Course Offering Fair/ Open House for students transitioning to Preston. Our 7<sup>th</sup> and 6<sup>th</sup> grade teachers will visit our feeder schools, to continue to build relationships.</p> <p>D. We will continue the annual Web leadership (WEB Orientation) for our incoming students with 8<sup>th</sup> grade students being part of the leadership in 2008-09. Our 8<sup>th</sup> grade students for the 2009-10 school year will lead two separate WEB Orientations for the incoming 6<sup>th</sup> and 7<sup>th</sup> grade students.</p> <p>E. Preston began formal conversations with teachers from our feeder schools concerning transition and curriculum articulation, as well as meeting the transitional needs of the incoming students.</p> <p>F. Preston will also meet with parents from the feeder schools to listen to needs from each of these groups, to better understand how to meet the needs of the students transitioning in.</p> <p>G. Preston will offer 3 Nights with NASA for our feeder students and families as another opportunity for students to participate at Preston during this transition year.</p> <p>H. We have offered our Videoconferencing room for feeder schools to use to meet with NASA or any group that would meet their curricular needs.</p>		Ongoing	
18	S2, S10, S34	Academic	<p>Explain the proactive steps you are taking on your own and with your high school feeder to ensure that there is a smooth academic transition (excellent curricular articulation and no drop in academic achievement) for the then 8<sup>th</sup> graders as they transition to 9<sup>th</sup> grade.</p>	<p>A. Feeder administrators and teachers will meet regularly, to begin the work of vertical articulation between the feeder departments.</p> <p>B. We will use our second semester collaborative days in 2008-2009.</p> <p>C. Preston will offer sub time for teachers to visit with our feeder schools in the Spring around transition.</p>		Ongoing	
19	S34	Emotional & Developmental	<p>Explain the proactive steps you are taking with your high school feeder to ensure that the then 8<sup>th</sup> graders are prepared emotionally and developmentally for the</p>	<p>A. FRHS is offering transitional opportunities for our 9<sup>th</sup> grade students. Preston will invite our feeder schools to come over to Preston to build relationships with our students. In 2008, the Choirs from Fossil Ridge High School will be in the building to perform at our student recognition assembly. We</p>		Ongoing	

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			transition to 9th grade.	will also look to the LINK Teams to work on the transition to the high school.			
20	S30	2009 transition class opportunities	Explain the proactive steps you are taking to ensure that the current 7 <sup>th</sup> graders have appropriate leadership opportunities.	<p>A. Preston will create leadership positions for 8<sup>th</sup> grade students that have, to this point, been filled exclusively by freshmen.</p> <p>B. 8<sup>th</sup> and 9<sup>th</sup> grade leadership classes have lead our WEB orientation this past August. They will lead our school with volunteer opportunities including reading to elementary students, supporting students during our after school help, planning and preparing for our activity nights. The classes will also look for volunteer opportunities in the community for Preston to take part in. This will increase the ability for our student's civic participation!</p> <p>C. Our leadership group will create a partnership with an elementary on the north side of Fort Collins to support the Science and help create a leadership model for students at that school.</p>		Fall 08	
21	S29, S31, S52, S53, S54, S55, S58, S59, S61, S62, S87, S88	Welcoming	Explain the proactive steps you may be taking to welcome the new members of your community (i.e., students, parents, staff).	<p>A. Preston hosted annual events for the families of incoming Preston students including a Course Offering Fair/Open House.</p> <p>B. We also hosted incoming orientation days and will bring the students to Preston on two occasions during school days (February and April annually). The first is a concert for two grade levels (5<sup>th</sup> grade and 6<sup>th</sup> grade in February of 2008 and 2009 and 4<sup>th</sup> grade and 5<sup>th</sup> grade in 2010 and beyond). The second is a visit annually will include a tour of the building and a Question and answer session with a student leader and staff.</p> <p>C. We will continue with Back to School nights.</p> <p>D. Our WEB Leaders will continue to build relationships with our incoming students. Preston has 153 students participating in our leadership program for the 2008-2009 school year (77 8<sup>th</sup> grade students, 76 9<sup>th</sup> grade students). These leaders will participate in the transitioning activities including visitations to our feeder schools.</p> <p>E. We will provide orientation for new teachers including mentoring from current Preston Staff. Preston will host NASA Nights 3 times during the Fall of 2008.</p> <p>F. We will provide two Meet the Teachers at <b>Readers Cove</b> in September and January</p> <p>G. We have created a social mentor for each of our new Preston</p>		Ongoing	

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				<i>staff members.</i>			
22	S5	Parent Expectation	Explain how you will proactively address the expectations of the 6 <sup>th</sup> grade parents around school and parent/teacher communication and involvement that are often different in elementary school from middle school.	<p><i>A. We will host more Preston activities for parents and students. We will meet with parents from feeder schools for informational meetings including, but not limited to, Blackboard/PIV information, information on the Preston website and use of pod casts to provide information.</i></p> <p><i>B. Preston is working to provide more information via our website. We will continue to meet with our feeder communities and their parents. We will intensify our energy with Preston's volunteering opportunities. Preston promotes the importance of our parent community and the effect that it has on our students.</i></p> <p><i>C. We will communicate through the Friday folders as well as the feeder newsletters. We will also have our website for up to date information.</i></p> <p><b><i>D. Preston will host parent teacher conferences second semester of the 2008-2009 school year as an intervention to support students during the third quarter</i></b></p>		Ongoing	
		<b>ADMINISTRATIVE</b>					
10	S37, S40, S44, S45	School of Choice	Within the policy set by the district, explain how you expect the number of school of choice students attending your school to be affected. How are you communicating that change? What effects will that change have on the nature/make-up of your student body (e.g., more or fewer SES kids, more or fewer athletes, more or fewer GT kids, etc.)?	A. We will continue to follow the school of choice policy and don't see much changing as we move to the middle school!		Ongoing	
11	S76, S77	SIT	What, if any, changes will be made to your SIT as a result of the grade configuration change?	A. Preston will have an RTI team that will fulfill the duties of our sit Team. This team will include parents, teachers, administration, classified staff and students. We will meet on the second Wednesday of the Month from 3:00 – 5:00		Fall of 2008	
25	S21, S22, S33, S65, S78	Scheduling	Explain your scheduling paradigm for each grade level.	A. Preston is looking at a model that transitions students from an elementary model to a high school model. 6 <sup>th</sup> grade students will spend 75% of their day with English, Science, Math, Social Studies compared to 8 <sup>th</sup> grade students who will spend 66% of		Fall 2009	

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SCHOOL NAME: PRESTON

MIDDLE SCHOOL VERSION

				<p><i>their day in the same English, Science, Math, and Social Studies. (See Attached Schedule)</i></p> <p><i>B. The Preston schedule will provide about 80 minutes of Language Arts and Math/day and 80 minutes every other day for Science and Social Studies. Teachers will be given common time to collaborate with teachers who have the same students, concerning the needs that they have and planning interventions.</i></p>			
26	S38, S67, S72, S74, S86	Counseling	<p>Explain what counseling services will be provided at each grade level (content and ratio). What special steps are you taking for the first year transition for registration and other counseling services when 66% of your students will be new to school?</p>	<p><i>A. Our counseling department will continue to divide our students by grade level. Each counselor will stay with a group of students through their stay at Preston. Our staff will meet with our feeder schools to learn about the needs of the incoming students. Our counseling department will provide support through our interventions to the students who need the support. Preston is studying an advisory program and will make a recommendation to the leadership team during the spring of 2008.</i></p>		Ongoing	
27		Middle School best practices	<p>Explain how you are implementing the recommendations of the middle school study team in your school.</p>	<p><i>A. Preston is implementing grade level teams in the fall of 2008 with our 7<sup>th</sup> grade students and will continue this implementation for the fall of 09 with the 8<sup>th</sup> grade group.</i></p> <p><i>B. We will utilize Bob Richburg to update our staff with regard to the developmental needs of our middle school students and how these needs relate to classroom instruction.</i></p> <p><i>C. Our staff is looking at an advisory type program for possible implementation in the Spring of 2009.</i></p> <p><i>D. Preston will grow our enrichment/club opportunities. This will include some zero hour opportunities including Science Olympiad and Lego Robotics.</i></p> <p><i>E. Preston will have more systematic interventions offered during school days including Read 180, double block math, learning lab classes as well as support classes for English and Math/Science.</i></p> <p><i>F. We are focusing on revitalizing our parent involvement.</i></p> <p><i>G. We will continue to use in house experts to train teachers with the Pre AP strategies, Blackboard, Springboard, and teaming.</i></p>		<p>Implementing 2008-09</p> <p>Spring 08-fall 09</p> <p>Fall 08</p> <p>Fall 08</p> <p>Fall 08</p>	<p>Send 25 staff members to the Middle school conference in Denver = \$5,000</p> <p>4 7<sup>th</sup> grade team members to the Nuts and Bolts conference in Boulder= \$2,400</p>
30		Media	<p>Explain how you will ensure that the appropriate resources are available in the media center to meet the needs of the 6<sup>th</sup> graders.</p>	<p><i>A. Our media team will work with 6<sup>th</sup> grade media specialists and 6<sup>th</sup> grade teachers to inquire about the needs the 6<sup>th</sup> grade students will bring. They will create a wish list including monetary needs. We will also work with the feeder schools to see if we can benefit from resources that should be moved up</i></p>		Ongoing	

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				<i>to the middle level as well as providing resources that should be moved up to the high school level. Preston will explore avenues for instruction from our media specialist for all incoming students, with the use of our media center including the technology used at Preston.</i>			
		<b>COMMUNICATION</b>		<b>Please reflect a calendar of communication on the attached Site Readiness Timeline</b>			
1	S4, S6, S7, S65, S68, S69, S89	Parent and communication channels	Explain your communication plan with parents and your community around the changes associated with grade configuration. What avenues will be used? How often? What opportunities will there be for input from these groups?	A. <i>Preston staff will participate in ongoing meetings with parent groups from our feeder schools. (See website)</i> B. <i>Preston offers a link on our website for middle school questions. We are also offering meetings for parents of elementary students.</i>		Ongoing	
2	S6, S7, S65, S68, S69, S89	Parent issues	Explain specific concerns of your parents and community and what proactive steps you are taking to address them. (Please feel free to reference other questions if relevant rather than repeat information here.)	A. <i>Transition visits—to elementary and from elementary *staff visit feeder schools</i> B. <i>Meet with parents about concerns and the Preston Plan to answer such questions as:</i> <ul style="list-style-type: none"> <li>• <i>How will Preston use our space for the 6<sup>th</sup> grade students?</i></li> <li>• <i>How will the transition look for their students?</i></li> <li>• <i>Will we offer Band, Orchestra, and Choir?</i></li> <li>• <i>What sports opportunities will we have?</i></li> </ul> <i>What opportunities will we have to be involved at Preston?</i>		Ongoing	
3	S22, S52, S53, S54, S55, S56, S57, S58, S59, S60, S61, S62, S63, S65, S69, S75, S87	Staff channels	Explain your communication plan with your staff around the changes associated with grade configuration. What avenues will be used? How often? What opportunities will there be for input from the staff?	A. <i>Preston is currently using our staff development meetings from 3:00 – 4:30 twice a month to focus on the changes that we will be making over the next year and a half. We will also be using study groups to explore ideas like advisory and teaming. Our leadership/implementation meetings will be held multiple times/ months. We will utilize email and our website to help facilitate the sharing of information.</i>		Ongoing	
4	S22, S52, S53, S54, S55, S56, S57, S58, S59, S60, S61, S62, S63, S65, S69, S75, S87	Staff issues	Explain specific concerns of your staff (both existing and prospective incoming) and what proactive steps you are taking to address them. (Please feel free to reference other questions if relevant rather than repeat information here.)	A. <i>Lack of information is a fear of both 6<sup>th</sup> and 9<sup>th</sup> grade teachers. Transparency in the process will alleviate much of the fear. Training incoming teachers with Blackboard, Springboard, Pre AP strategies will be a major effort during the 2008-09 school year, with teachers new to the staff or on letters of intent. Preston has built into our staffing time for one of our teachers to mentor any new teachers with technology needs. We look forward to our team leaders attending the Nuts and Bolts conference during the summer of 2008 and a large % of our staff, including staff on letters of intent attending the middle school conference in Denver in October. Our implementation</i>		Ongoing	

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				<i>team has several 6<sup>th</sup> grade teachers who participate and provide wonderful insights into the needs of 6<sup>th</sup> grade students. This has allowed for all of us to have a better vision of the middle school.</i>			
		<b>CULTURE/MORALE</b>					
5	S84, S85	School atmosphere	Explain the proactive steps you are taking to insure/maintain/reshape the school culture/atmosphere/morale in the face of the changes that will be happening at your school.	A. <i>Preston is restructuring our school with grade level teams. We are also studying an advisory program and looking at implementing some of these changes in 2009.</i> B. <i>Preston is participating in a Social Norming Campaign with the District.</i>		Fall of 2008  Spring 2008	
24	S29, S32, S35, S36	Inter-grade interactions	Explain how you will ensure the level and types of interaction between the 6 <sup>th</sup> graders and the older kids.	A. <i>Our building will be set up with grade level pods. Each grade level will have lockers and do their core academic work in one wing of our building.</i> B. <i>Preston will use our leadership students to help in this transition to create a unified school.</i> C. <i>Preston will continue to focus on creating a school Where Everyone Belongs (W.E.B.)</i>		Fall 2009	
		<b>OTHER</b>					
		Developmental Appropriate Practices	Explain what staff development will be conducted to assure staff and parents understand the unique characteristics of middle school children.	A. <i>Our staff development will continue to focus on developmental and academic needs. Preston will utilize conferences, book studies, guest speakers, and parent meetings.</i> B. <i>2008-2009 will provide book studies with Whatever it Takes (Dufour) and This We Believe (National Middle School)</i> C. <i>We will offer conferences second semester.</i> D. <i>Preston hosted Jack Berckemeyer from National Middle School Association to train the middle schools in September</i> E. <i>We will work with the feeder schools to speak about the middle school concept at Preston.</i>		Ongoing	
		Additional information	What additional changes or other information associated with the grade configuration change would you like to communicate to the district and your community through this readiness plan?	A. <i>Preston has looked at this transition as a two-year process. Our 7<sup>th</sup> grade students in 2008-09 will be our first middle school class. We are implementing some of the changes for 7<sup>th</sup> grade students and staff in the fall of 2008 for this reason. We have communicated this with our incoming 7<sup>th</sup> grade students and parents through the meetings that we have had through the spring of 2008. We have made some changes in the support for our students and will continue to explore and reflect on our practices. As we stated above, we are driven by</i>		Ongoing	

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MIDDLE SCHOOL VERSION

				<p><i>the four questions in item # 6. We believe that we will be better able to address these questions as early as the fall of 2008.</i></p> <p><i>B. Preston will work hard to promote the great things that are happening at Preston!</i></p>			
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