

PARENT FRIENDLY SITE READINESS TIMELINE

SITE CHARGE: Shepardson Elementary School

- 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	Administration
October 2008	<ul style="list-style-type: none"> ➤ Help 5th/6th students adjust to transitions through classroom and home communications. Counselor can assist in assessing needs. (On-going all year long) ➤ Create a Transition Section on the school website to keep parents informed and serve as a link to Leshner and Boltz' information. (On-going) ➤ Include items in monthly newsletters (also posted on website) (On-going) ➤ Keep Base Camp informed so staff can answer questions and support the school with timely and accurate information. (On-going) 	<ul style="list-style-type: none"> ➤ Staff will share questions/issues with Policy Committee and Principal as they arise. Action plans may result to address them to fit the audience. ➤ Existing meeting structures will be used to address common issues. District personnel may be invited to share directly. Listing of issues will be created. (Oct. - Nov.) ➤ Email and printed information will be shared with staff as it evolves during the year as well as a means of providing feedback. (On-going) ➤ Staff will meet with district groups to become more knowledgeable and to share issues/concerns and ideas. ➤ Staff will be invited to attend events for students and parents. ➤ New strategies will naturally emerge as needs exist. 	

	<ul style="list-style-type: none"> ➤ Use existing parent leadership teams (SIT, PTO) for regular discussion, action plans and updates, and communication networks at monthly meetings.) SIT will serve as the primary decision-making team for this purpose. Task forces may serve to provide specific action if needed. (On-going) ➤ Leadership opportunities for both 5th and 6th graders (Student Council, O Ambassadors, Choir, etc.) (On-going) 	<ul style="list-style-type: none"> ➤ Meeting with special education team will begin new ideas for effective use of staffing (Oct. 28). 	
<p>November 2008</p>	<ul style="list-style-type: none"> ➤ Boltz principal outreach to Shep. PTO meeting – Nov. 11 ➤ Boltz/Lesher counselors invited to share tips for parents to identify and address socio-emotional concerns (both 5th and 6th grade parents) – Nov. 17 ➤ Boltz/Lesher principal will come for parent 6th/5th meeting to address transition to middle school – Nov. 17 ➤ Use automated phone system to remind parents of special opportunities. ➤ Survey parents through surveymonkey.com to provide useful feedback from parents to school regarding students' needs. Action plans may result. (On as-needed basis.) ➤ Develop a blackboard site to provide links, information as well as a discussion board, probably linked from Shep. Website. (On-going). ➤ Printed summaries provided to parents without internet access. (On-going). ➤ ELL teacher will assist with parent communication on this topic as needed. (On-going) 	<ul style="list-style-type: none"> ➤ Existing meeting structures will be used to address common issues. District personnel may be invited to share directly. Listing of issues will be created. (Oct. - Dec.) ➤ Notebook of issues to be addressed with room for brainstorming ideas will be accessible for staff input in staff lounge throughout the process. (On-going) ➤ Listing of creative ideas heard in PSD or elsewhere will be collected as possible ideas. (On-going) ➤ Seek ideas from other schools/districts for most challenging issues that surface. (On-going) ➤ Social Committee will consider ways to keep staff morale positive and focused. (On-going) 	<p>DGCIC: November 1, 2008 Site Plans due to Assistant Superintendents</p>

	<ul style="list-style-type: none"> ➤ Counselor will check periodically to determine who or if anyone needs more support. More in-depth support may include asking MS counselors to assist. (On-going) ➤ Counselor will assist in providing specific skills successful MS students have and share with students, teachers and parents. (On-going) 		
December 2008		<ul style="list-style-type: none"> ➤ Existing meeting structures will be used to address common issues. District personnel may be invited to share directly. Listing of issues will be created. (Oct. - Dec.) ➤ Staff will prioritize and the key questions and initiate action plans for resolutions. District support may be needed. 	
January 2009	<ul style="list-style-type: none"> ➤ Leshar principal outreach to Shep. PTO meeting – Jan. 6th. ➤ Communication directly with students and MS staff will begin. ➤ Graduation committees for each grade will coordinate yet create separate events. Staff will be involved to ensure smooth implementation and communication plans. Fundraisers will be designed for financial support. 	<ul style="list-style-type: none"> ➤ Once district has provided guidelines for likely distribution of specials' teachers, small groups will begin planning for 2009-10. ➤ Staff and SIT will begin discussions for impact of staffing and student reductions if information is available. 	
February 2009	<ul style="list-style-type: none"> ➤ Continue with above plans and adjust as needed. 	<ul style="list-style-type: none"> ➤ Continuation of plans, discussion and decision making. 	
March 2009	<ul style="list-style-type: none"> ➤ Continue with above plans and adjust as needed. 	<ul style="list-style-type: none"> ➤ Continuation of plans, discussion and decision making. 	
April 2009	<ul style="list-style-type: none"> ➤ Continue with above plans and adjust as needed. ➤ Final plans are likely to share with parents. ➤ 5th grade Lock In for team building and preparation for transition. 	<ul style="list-style-type: none"> ➤ Continuation of plans, discussion and decision making. 	

May 2009	<ul style="list-style-type: none"> ➤ Continue with above plans and adjust as needed. ➤ Final plans are likely to share with parents. ➤ 6th grade Lock In for team building and preparation for transition. ➤ Graduation ceremonies for 5th and 6th grades and their parents. 	<ul style="list-style-type: none"> ➤ Continuation of plans, discussion and decision making. ➤ Celebration of Transition Year ➤ Celebration of years of success as K-6 school and the staff that made it work! 	
Summer 2009			
August 2009			