

## ELEMENTARY SITE READINESS PLAN

#	Number from Site Appendix	CATEGORY	CRITICAL QUESTIONS	ACTION PLAN (WHAT WILL BE DONE AND 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.			
7	S8, S9, S11, S12, S13, S15, S16, S17, S18, S19, S20, S23, S25, S26, S27, S40, S41	Academic program	Explain new academic programming you are planning because of this grade configuration change			
8	S40, S47, S50	Extracurricular program	Explain changes in the extracurricular offerings you are planning because of this grade configuration change.			
9	S40, S46, S48, S49, S51	Athletic program	Explain changes in the athletic programs you are planning because of this grade configuration change.	There are no district athletic programs offered currently and there will be no change at the elementary level.		
15 A	S24	"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?)			
15 B	S24	"Special" academic programs	Explain changes in your academic program, unique to your site, in the area of special education and ELA. What consideration will need to occur			

\* These items are not meant to be inclusive of all issues, please add anything that would make the transition better

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			at the district level?			
		<b>TRANSITION</b>				
12	S1, S2, S10, S34	Academic	Explain the proactive steps you are taking on your own and with your middle school feeder 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.			
13	S34, S35	Emotional & Developmental	Explain the proactive steps you are taking with your middle school feeder to ensure that the then 5 <sup>th</sup> graders are prepared emotionally and developmentally for the transition to sixth grade.			
14	S30	Opportunities for 2009 transition class	Explain the proactive steps you are taking to ensure that the current 4 <sup>th</sup> graders have leadership opportunities.			
		<b>ADMINISTRATIVE</b>				
10	S37, S40, S44, S45	School of Choice	Within the policy set by the district, explain changes in your academic program describing 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 less SES kids, more or fewer athletes, more or fewer GT kids etc.)?			
11	S76, S77	SIT	What changes, if any, will occur with your SIT team?	* Be sure to include your site cover sheet		

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		<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	Parents and community channels	Describe 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?			
2	S6, S7, S65, S68, S69, S89	Parent and community 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.)			
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 associated with grade configuration. What avenues will be used? How often? What opportunities will there be for input from the staff?			
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.)			
		<b>CULTURE/MORALE</b>				
5	S84, S85	School atmosphere	Explain proactive steps you are taking to ensure/enhance the school culture/atmosphere/morale with the changes that will be happening at your school.			

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		<b>OTHER</b>				
		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?			

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