

## MIDDLE SCHOOL SITE READINESS PLAN

#	Number from Site Appendix	CATEGORY	CRITICAL QUESTIONS	ACTION PLAN (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 changes in the 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 which are occasioned by this grade configuration change.			
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?			
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			

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

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			ways?)			
28 B		"Special" academic programs	Explain changes in your academic program unique to your site, in the area of special education and ELA.			
29	S81, S82	Professional development	Explain the proactive professional development you are undertaking to ensure successful implementation of the middle school model.			
		<b>TRANSITION</b>				
16	S2, S10, S34	Academic	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.			
17	S29, S31, S34	Emotional & Developmental	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.			
18	S2, S10, S34	Academic	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.			
19	S34	Emotional & Developmental	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 transition to 9th grade.			

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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.			
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).			
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.			
		<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 less SES kids, more or fewer athletes, more or less GT kids, etc.)?			
11	S76, S77	SIT	What, if any, changes will be made to your SIT as a result of the grade configuration change?	<i>*Please include the site cover sheet</i>		
25	S21, S22, S33, S65, S78	Scheduling	Explain your scheduling paradigm for each grade level.			
26	S38, S67, S72, S74, S86	Counseling	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			

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			students will be new to school?			
27		Middle School best practices	Explain how you are implementing the recommendations of the middle school study team in your school.			
30		Media	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.			
		<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?			
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.)			
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?			
4	S22, S52, S53, S54, S55, S56, S57, S58, S59, S60, S61, S62, S63, S65, S69, S75,	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.)			

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	S87					
		<b>CULTURE/MORALE</b>				
5	S84, S85	School atmosphere	Explain the proactive steps you are taking to ensure/maintain/reshape the school culture/atmosphere/morale in the face of the changes that will be happening at your school.			
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.			
		<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.			
		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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