

Port Angeles School District
Elementary Transition Team
Report 8
May 7, 2007

The Elementary Transition Team completed its identified work plan at the March 12, 2007 meeting and provided recommendations for K-6 elementary programs, services and facilities to the Board of Directors. Additional discussion, recommendations and input from staff, students, and families will provide the opportunity to plan for the transition with new staff during the final trimester. Concluding the work in May and June will provide time for closure, inspiration for new beginnings, and planning for the 2007-08 school year.

PHASE II - IMPLEMENTATION OF K-6 PROGRAMS

The work of the Elementary Transition Team will move to Phase II and focus on the implementation and transition of the grade six staff and student learning within the elementary program. The elementary principals will meet Tuesday, May 2, 2007, and May 9, 2007 to create a work plan (see Appendix A) to communicate and develop programs across the district that are in alignment, and also to provide identified areas for autonomy and site team decisions.

The Elementary Transition Team will continue to plan, collaborate, and design strategies with the new grade six staff invited to participate in the process. The ETT will meet on Wednesday, May 23, 2007, June 6, 2007, and June 13, 2007 to ensure district curriculum and calendars are identified as staff are reassigned and moved from the two middle schools and other elementary assignments and placed into grade six classrooms in the five elementary schools.

Grade 6 Staff Professional Development

Grade six classroom teachers, identified for the 2007-08 school year, will have the opportunity to meet with their principals to identify teaching needs and curriculum requests to prepare for their grade six fall assignment. Following this, the district team of elementary principals and grade six teachers will meet on Thursday, June, 7, 2007 for professional development, collaboration and planning for the 2007-08 school year. The staff and school board are committed to providing a coherent educational experience for every student and a smooth transition of sixth grade programs to the elementary schools.

Grade Six Staff for 2007-08

Roosevelt Elementary School: Kelly Sanders, Bill Prorok, Robert Withrow
Franklin Elementary School: Heather Chapman, Bill Tideman, Kathleen Dadd
Jefferson Elementary School: Dean Lancaster, Leah Bauman
Hamilton Elementary School: Gunnar Thomason, Bret Curtis, Wyndi Cole
Dry Creek Elementary School: Sarah Jensen, Matt Gochnour, Jennifer Soule

PARENT NOTIFICATION OF SCHOOL OF ATTENDANCE

The Parent Leadership Group recommended to the school district's board of directors a re-boundary of the district's elementary school attendance areas in order to relocate elementary students in September 2007. Parent letters were sent to all families on May 7, 2007 to provide notice of their student's school of attendance (see Appendix B). In addition, parents were provided information regarding the process for a request for out of boundary enrollment in accordance with Board Policies 3130 and 3131. Parents choosing to have their student attend an elementary school outside their school boundary may pick up and complete the "Request for Change in School of Attendance" form from any elementary school office.

Appendix A, Elementary Transition Team Work Plan – Phase II
Appendix B, Parent Letter on Boundary Re-Assignment

Appendix A

Elementary Transition Team Work Plan - Phase II

Mtg	Date	Location	Topic	Decision
1	Wednesday, May 23	Central Services Building	Recess for grade six students Teacher lead enrichment and remediation opportunities	
2	Wednesday, June 6	Central Services Building	Ideas, programs, and fun!	
3	Wednesday, June 13	Central Services Building	Planning for our future	

Appendix B

Parent Letter on Boundary Re-Assignment

May 7, 2007

Dear Parents or Guardians of _____,

Greetings! I hope you are enjoying our wonderful spring weather. Spring is the season we usually notify you of changes as we prepare for the next school year and consider which elementary school your child(ren) will be attending. This is an exceptional spring because it is necessary for us to realign elementary school boundaries for the 2007-08 school year as the middle schools consolidate in response to declining student enrollment in the Port Angeles School District.

Changes for all of our Schools

Reducing classes at two elementary schools and adding grade 6 to each elementary school requires relocating students and revising elementary school attendance areas. Roosevelt and Stevens Middle Schools will consolidate into one middle school and transition from serving students in grades six through eight to serving students in grade seven and eight at the Stevens facility. Since there will be only one middle school, the attendance boundary lines for the middle school students are being eliminated.

The five elementary schools will transition from K-5 schools to K-6 schools. Fairview Elementary School will be closed with the students and most staff re-located to the Roosevelt Middle School facility. The Roosevelt Middle School facility will then become Roosevelt Elementary School.

Your Child's School Placement

Our Parent Leadership Team and staff carefully reviewed the student information across the district to create the new boundaries. It is important to plan accurately so that we maintain low class sizes and retain our quality teachers. Our records indicate that your child(ren) reside(s) in the attendance area for the following elementary school: _____.
Please take the time to talk with your child and communicate positively to alleviate concerns he/she may have. Thank you for your support in this process as we move forward with the transition.

Request for Out-of-Boundary Enrollment

You may be interested in information regarding requests for out-of-boundary area enrollment for the 2007-08 school year. Consistent with district policy and procedure, requests for out-of-boundary area enrollment will be considered according to each school's enrollment levels at your student's grade. A "Request for Change in School of Attendance" form is available at your elementary school office. This form allows you to submit a request from the school of your attendance boundary to another school in the district. We have always provided this option to families in our district, and tried to honor school choice. Please note this may or may not work with some grade levels during the transition period for September 2007.

In response to district-wide efforts to assure better balance in class sizes, it may be necessary to delay the approval of out-of-boundary area enrollment requests (when approval of a request could lead to enrollment over 22 students).

Appendix B, cont.

Parent Letter on Boundary Re-Assignment

Reminders

Please be reminded that:

- Parents requesting enrollment from outside the Port Angeles School District are required to submit annually a signed release from their resident district prior to consideration being given to out of boundary area enrollment.
- Preference will be given to students currently enrolled from outside the designated boundary area.
- Requests must be renewed in writing each year (please utilize the appropriate district form available in the school office).
- New requests will be considered in the order received, with consideration given to projected class size at the grade level of request.
- Requests will be processed on an individual student basis (not a family basis).
- While every effort will be made verify the status of your request no later than August 20, we may not be able to verify classroom capacity until the new school year is underway so that balanced class sizes are maintained at a more consistent level (1:22).
- Parents are responsible for providing transportation to and from school for those students living outside the school boundary area.

Our school secretary or I will be able to assist you with questions specific to your student. After you review the boundary information, if you have additional questions, please contact our office.

Thank you for your patience and assistance with this process as we seek to provide the best possible classroom environment for your child(ren).

Sincerely,