



## Entry Plan: Eliot-Hine SY18-19

### GOALS

1. Build relationships with community stakeholders
2. Gather institutional history
3. Set short-term and long-term priorities for our work

### OUTCOMES

- **Short-term deliverables** to establish a safe and joyful learning community for our students, families, and staff starting August 20, 2018
  - revised family and staff handbooks
  - school-wide and classroom expectations
  - consistent professional expectations
  - comprehensive logistical planning for shared spaces (arrival, dismissal, hallways, lunchroom)
  - whole staff professional development: school culture and climate
  - 6<sup>th</sup> grade Summer Bridge Program
  - Parent Orientation (new and returning families)
  - first 6 weeks of school plans
  - Back to School Night
- **Long-term strategic plan** that is responsive to the feedback from stakeholders and will include
  - collaborative vision
  - aligned measurable goals
  - time bound action steps
  - resource-allocation guidance

### PROCESS

#### Interview and Activities

- Staff survey
- Meet & Greets
- Individual interviews for returning staff will consist of 9 questions and will last approximately 60 minutes each.
- New staff interviews will consist of 5 questions and will last approximately 45 minutes each.
- Parent groups (x2)
- Parent individual interviews (x6)
- 2 new student groups (male/female)
- 2 returning student groups (male/female)

<b>TIMELINE</b>		
<b>Steps of the Entry Plan</b>	<b>Participants</b>	<b>Timeline</b>
Publish and share the introductory letter and entry plan with the Eliot-Hine community.	Principal and Director of Strategy and Logistics	July 30
Host meet and greets <ul style="list-style-type: none"> <li>Thursday, July 12th at 7:45 am at The Pretzel Bakery (257 15th St SE, WDC 20003)</li> <li>Tuesday, July 17th at 6pm at the Solid State Bookstore (600F H St, NE Washington, DC 20002)</li> <li>Monday, July 30th at 5:30pm at the Hill Center (921 Pennsylvania Ave. SE Washington, DC 2003)</li> </ul>	Principal Leadership Team PTO Families All are welcome	July
Leadership team retreat	Principal, AP, Dean, DSL, IB, ELA Coach, ILT Math, Counselor, Social Worker	July 31-Aug 1
Staff survey	Staff	Aug 2- 10
Schedule interviews <i>*Questions listed below</i>	Returning Staff New Staff Families Students	Aug 10
Complete interviews	Principal and all stakeholders	Aug-Oct
Transformative Culture Sessions	All Staff	Aug 6-8
Summer Bridge Program	Incoming 6 <sup>th</sup> graders	Aug 9-10
Pre-Service Week	All Staff	Aug 13-17
Parent Orientation	New and Returning Parents Staff	Aug 14
First week of school & returning student interviews begin	Returning 7 <sup>th</sup> & 8 <sup>th</sup> graders	Aug 20
Back to School Night	Staff Families	Sept 19
Conduct informal observations	Leadership team	Sept - Oct
Present results of interviews and observations	Staff PTO	Late-Oct
Data analysis session	Staff (optional)	Nov
Action plan brainstorm	Staff (optional)	Dec
Publish and share action plan	Principal and Director of Strategy and Logistics	Jan

## INTERVIEW QUESTIONS

### Returning Staff

1. What is your current role at Eliot-Hine? What other positions or roles do you hold? What about your work do you take the most pride in and what about your work is unsatisfying?
2. At the end of this year, what would let you know that you have been successful in your role?
3. What is the most pressing issue in your current role and how are you handling it?
4. What single decision would have the most impact on improving performance in your role in the shortest time. How do you know?
5. What is Eliot-Hine's greatest strength? How has that been demonstrated and what impact has it had on students?
6. What is the biggest growth area for Eliot-Hine? How has that been demonstrated and what impact has it had on students?
7. How does organizational infrastructure work here (policy creation, assigning roles and responsibilities, decision-making processes, communication, etc.)?
8. What two things do you believe are most important for me to know as the new principal at Eliot-Hine?
9. At the end of year 1, what would be clear evidence that we have had a successful year as a school community?

### New Staff

1. What is your current role at Eliot-Hine? What are you most excited about in this new role and what are your concerns?
2. At the end of this year, what would let you know that you have been successful in your role?
3. If you were granted 3 wishes for Eliot-Hine, what would they be and why?
4. What two things do you believe are most important for me to know as the new principal at Eliot-Hine?
5. At the end of year 1, what would be clear evidence that we have had a successful year as a school community?

### Families

1. What grade level is your child currently in and how many years have you been involved at Eliot-Hine?
2. Why did you choose to enroll your child at Eliot-Hine?
3. If you were granted 3 wishes for Eliot-Hine, what would they be and why?
4. What is the most important thing you want me to know as the new principal at Eliot-Hine?
5. At the end of year 1, what would be clear evidence that we have had a successful year as a school community?

### Returning Families Only

1. What is Eliot-Hine's greatest strength? How has that been demonstrated?
2. What is the biggest growth area for Eliot-Hine? How has that been demonstrated?
3. How, regarding what content, and with what level of effectiveness does the school communicate with you regarding your child and his or her progress? What adjustments would you suggest to make this more effective?

### Students

1. What grade level are you in? How many years have you been at Eliot-Hine?  
What school did you go to before Eliot-Hine?
2. What's the most important thing that teachers and staff could do at Eliot-Hine to help improve your classes and the learning environment in the school?
3. What is the one thing that adults in this building could do to make the school a safe and fun place for students to learn and grow?
4. What is the most important thing you want me to know as the new principal at Eliot-Hine?
5. At the end of year 1, what would be clear evidence that we have had a successful year as a school community?

### Returning Students Only

1. How were students' voices and concerns heard and handled by adults in the building?
2. What opportunities for leadership and personal development do you have at Eliot-Hine? Are there opportunities that your friends have at their schools that you want to have at Eliot-Hine?
3. If you could change one thing about Eliot-Hine, what would it be and why?