

***A GUIDE TO  
TRANSITIONING TO  
MIDDLE SCHOOL***

**Quita Jones, M.Ed.  
School Counselor  
Lowndes Middle School**

# ***EFFECTIVE MIDDLE SCHOOL TRANSITION PROGRAM***

- 4 feeder schools (3–Title 1)
- Approximately 275–300 students
  - 35% African–American
  - 45% Caucasian
  - 10% Hispanic
  - 5–10% of Mixed; Asian; Indian Decent

# ***EFFECTIVE MIDDLE SCHOOL TRANSITION PROGRAM***

- ❖ Helping students form a realistic expectation of what middle school will be like
- ❖ Providing a positive and successful first impression
- ❖ Insuring a successful introduction to the middle school experience

# ***5-STEP TRANSITION***

***PLANNING***

***PRE-  
VISIT***

***VISIT***

***POST  
VISIT &  
PARENT***

***MIDDLE  
SCHOOL***

***NEW: SUMMER CAMP***

## ***PLANNING & PREPARATION - 3 MO. OUT***

- Several dates approved by my principal in May.
- Find out any May 5th grade or 6th grade trips
- Email the principals/counselors/5th grade teachers potential school visit dates(pre & visit).
- Plan Parent Night Date
  - Send date to registrar to add report cards
  - Create/update all forms
  - Create flyers(English/Spanish)

## ***PLANNING & PREPARATION - 2 MO. OUT***

- Update all online & paper surveys
  - Pre-Visit Survey
  - Post-Visit Survey
  - All About You
- Request/Schedule/Invite
  - Request any custodian needs
  - Schedule any rooms(gym, media center, etc.)
  - Invite any groups, clubs, people, etc.
  - Finalize dates for school visits

## ***PLANNING & PREPARATION - 2 MO. OUT***

- Parent Event
  - Start creating packets
  - Sort/send flyers to Elementary teachers
  - Upload registration for event online
  - Send any maintenance requests to secretary(i.e. leave AC on after hours)

## ***PLANNING & PREPARATION - 3WKS - 1 MO.***

- Round 2: Meet & update/remind my principal
  - Flip-flop schedules
- Update any welcome/teacher posters
- Meet with Student Helpers & inform of duties
- Create a [slideshow video](#) of student club & sport activities
- Send any final reminders to Elementary School
- Finalize Event Agenda & Parent Items
- Request current 5th grade list & create tour list



## ***PLANNING & PREPARATION - 1-2WK***

- Create attendance list
- Send out attendance list to teachers
- Final check-in w/principal
- Meet w/LMS Queen(welcome)
- Final meeting w/all helpers
- Ask ISS to clean bleachers
- Send final emails to clubs/groups performing



## ***PRE-VISIT***

- Time for me to meet the students before coming to our school for a tour
- Schedule times to visit each classroom of 5th grade
  - Occurs in May
  - Send pre-visit survey(2-3weeks prior)
  - Send a [short video](#) of LMS students(1 wk prior)
  - Use [survey](#) as my talking guide
  - Spend 30 min/classroom

# ***PRE-VISIT***

- Things to take to visit
  - 3”Binder
  - Supply List
  - Parent Night Flyer(English/Spanish)
  - Clubs/Sports Information Sheet





***MIDDLE***

***SCHOOL***

***VISIT***

# **SCHEDULE OF EVENTS**

Arrival



Tour

Mini  
Pep-Rally  
Assembly

\*\*Send Follow-up Survey  
& Parent Night Phone Tree

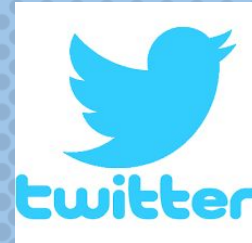
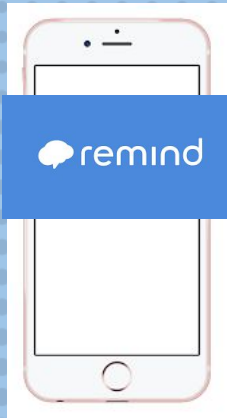
***THEN ...***



***PARENT NIGHT***



# INCREASE PARENT NIGHT ATTENDANCE



## ***PARENT DAY/NIGHT EVENT***

- 3 [sessions](#)
  - 8:00 a.m.
  - 12:00p.m.
  - 5:00 p.m.
- Counselor, Admin, Parent Involvement, Athletics
- Discuss changes from elementary to middle
- 2 surveys
- Upload to website

# ***PARENT NIGHT ATTENDANCE***

Time	2014	2015	2016
8:00	4	5	25
12:00	5	10	30
5:00	25	30	50

# ***FIRST MONTH OF SCHOOL***

- Hallways/Buses/Cafeteria
- Schedule August classroom lesson (mid/end of month)
  - “Getting to Know School Counselor/Taking Care of Yourself”
  - All about You [Survey](#)

**PBIS**

**Administrators**

**School  
Counselors**

**Faculty**

**SRO**

**Staff**

***SAFE, POSITIVE,  
WELCOMING  
ENVIRONMENT***

**Parents**

**Administrators**

**School  
Counselors**

**Faculty**

**SRO**

**Staff**

***WE  
CARE!***



***WE CAN  
DO THIS!***

***#GSCA***

***LIFELINE OF THE  
SCHOOL, HEART OF  
THE COMMUNITY***



# ***5-STEP TRANSITION***

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## ***CREDITS***

Special thanks to all the people who made and released these awesome resources for free:

- Presentation template by [SlidesCarnival](#)
- Photographs by [Startupstockphotos](#)
- Video by Animoto & iMovie
- I-nigma App for QR code

***THANK YOU!!!***



Questions?

Quita Jones

[quitajones@lowndes.k12.ga.us](mailto:quitajones@lowndes.k12.ga.us)