A GUIDE TO TRANSITIONING TO MIDDLE SCHOOL

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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 (2-3 weeks 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
**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.
  - 12:00 p.m.
  - 5:00 p.m.
- Counselor, Admin, Parent Involvement, Athletics
- Discuss changes from elementary to middle
- 2 surveys
- Upload to website
## Parent Night Attendance

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<tr>
<th>Time</th>
<th>2014</th>
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<th>2016</th>
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<td>5</td>
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<tr>
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<td>5</td>
<td>10</td>
<td>30</td>
</tr>
<tr>
<td>5:00</td>
<td>25</td>
<td>30</td>
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</table>
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
Safe, positive, welcoming environment

- PBIS
- Administrators
- School Counselors
- Faculty
- SRO
- Staff
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

Planning

Pre-Visit

Visit

Post Visit & Parent

Middle School

New: Summer Camp
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?

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