

**Pocomoke Middle School
Non-AFG Parent and Community Involvement Plan
2010/2011 - 2017/2018**

Goal 1: In partnership for student success, schools and families will communicate more frequently and clearly about academic opportunities, school performance, student progress, and school-family partnerships.

Strategies/Action Steps	Person(s)/ Group(s) Responsible	Timeline for Completion	Resources Needed	Indicators of Success	Status of Progress	Standards
Meet parents with welcome signs and friendly greetings from the staff and provide them with information that actively encourages their support and collaboration	Assistant Principal and Office Staff	August-July (Annually)	Signs, brochures, and bulletin board	Signs, brochures, bulletin board	Ongoing	1
Hold a fourth-grade and sixth grade Orientation Evening to introduce teachers, explain programs and policies, and welcome parents' participation	Fourth-grade team, sixth grade team and selected special area teachers	August (Annually)	Theme decorations Refreshments	Percent of parents participating	Ongoing	1, 6, 8, 11
Hold a Back-to-School Night for students in grades 5, 7, and 8 to introduce teachers, explain programs and policies, and welcome parents' participation	Fifth, seventh and eighth grade teams and selected special area teachers	August (Annually)	Flyers Schedules Refreshments	Percent of parents participating	Ongoing	1, 6, 8, 11

Strategies/Action Steps	Person(s)/ Group(s) Responsible	Timeline for Completion	Resources Needed	Indicators of Success	Status of Progress	Standards
Hold Fall and Winter New Families Reception to welcome new families to our school and community	Principal Assistant Principals	September and November (Annually as needed)	Invitations, meal	Percent of new families participating	Ongoing	1, 6, 11
Hold four events in conjunction with parent-teacher conferences in order to maximize family and student participation. (Events such as STEM Displays, Holidays Around the World, Spring Fling, and Ice Cream Social)	Parent and Community Involvement team chair, Administration and staff	October, December, March, and May (Annually)	Flyers, refreshments, materials and human resources for planned activities	Percent of parents participating	Ongoing	1, 6, 11
Invite parents of “at-promise” students to conference with teachers	Family and School Connection Liaison	August- July (Annually)	Postage, phone, stationary, student information	Percent of parents participating	Ongoing	1, 6
Respond promptly and positively to parents’ calls, letters, and visits	Administrators, Teachers, Office Staff	August-June (Annually)	Phone access, stationery, parent contact logs	Record of responses in logs	Ongoing	1, 6
Contact parents on a regular basis and document the contacts on a parent contact log	All Teachers	August-June (Annually)	Phone access, stationery, postage, parent contact log	Percent of parents contacted	Ongoing	1, 9

Strategies/Action Steps	Person(s)/ Group(s) Responsible	Timeline for Completion	Resources Needed	Indicators of Success	Status of Progress	Standards
Send home weekly work folders with elementary students	Elementary Teachers (4 th and 5 th grades)	August-June (Weekly/ Annually)	Folders	Percent of students who are given folders and obtain parent signature	Ongoing	1,9
Provide opportunities for parents to participate in Worcester County Public School Parent Survey and Worcester County Public School Communication Survey.	Principal	Fall – Parent Survey Spring – Communication Survey	Survey forms	Number of surveys completed	Ongoing	1, 12
Offer school information via the General Information Hotline.	Designated staff member	August-June (Annually)	Steps in the recording process	Record of number of times Hotline has been used	Ongoing	1, 12
Offer homework information via the homework hotline.	Grade level team designee	August-June (Annually)	Telephone access	Percent of students using hotline	Ongoing	1, 12
Post information about school programs and events on Pocomoke Middle School web page.	Technology Specialist/Web-master	August-June (Annually)	Computer and software	Updated site	Ongoing	1, 12
Post monthly newsletters on PMS website and send home with students in grades 6-8. Post bimonthly newsletter on PMS website and send home in students' weekly work folder for grades 4 and 5.	Grade level Teams, Administration, & Office Staff	August-June (Annually)	Newsletters	Percent of parents who access website	Ongoing	1, 12

Strategies/Action Steps	Person(s)/ Group(s) Responsible	Timeline for Completion	Resources Needed	Indicators of Success	Status of Progress	Standards
Post information for parents about parenting, school events, and resources on a school bulletin board.	Parent and Community Involvement team chair, receptionist, will update	August-June (Annually)	Bulletin board near main entrance	Completion , use, and update of bulletin board	Ongoing	1, 12
Prepare radio announcements to publicize academic, parenting, and recreational events in order to encourage parents' participation in those events. (American Education Week, and four PTA Conference Nights)	Parent and Community Involvement team and designated students	August- June (Annually)	Writers and readers of announcements	Percent of parents attending events	Ongoing	1, 6, 11, 12
Send articles and/or photos to local newspapers and Delmarva Youth publication about school events and instructional programs.	Designated coordinator and the professional staff	August-June (Annually)	Camera and article from staff members	Percent of professionals participating	Ongoing	1, 11
Create display boards for churches with information to display at Sunday services and leave for parents to read.	Parent and Community Involvement team	August- June (Annually) (updated as needed)	Display boards, volunteers	Published boards	Ongoing	1, 11
Send information about school events and resources to faith-based sites and work places for posting and publication.	Principal, Office Staff and Coordinator of Minister's Gatherings	October-June (Annually)	Flyers, postage	Percent of organizations sent notices	Ongoing	1, 11

Strategies/Action Steps	Person(s)/ Group(s) Responsible	Timeline for Completion	Resources Needed	Indicators of Success	Status of Progress	Standards
Offer homework help through the elementary after-school academies program	Teachers working in the program	October-May (Annually)	Assignments Teachers	Percent of students participating	Ongoing	1, 6, 11
Celebrate student achievement by holding quarterly recognition assemblies and inviting families to attend	Administrators, Office Staff, Guidance Counselors, and Teachers	November February, April, and June (Annually)	Flyers	Percent of parents attending	Ongoing	1, 6
Celebrate student achievement by holding quarterly Honors Activity and inviting families to attend	Special Area Teachers and Administrative Team Parent Involvement chair	November February, and April (Annually)	Flyers, refreshments, materials and human resources for planned activities	Percent of students and parents attending	Ongoing	1, 6, 11
Hold student musical performances and art exhibitions to which families and the community are invited	Special Area Teachers	December and May (Annually)	Flyers	Percent of parents attending	Ongoing	1, 6, 11
Hold Grandparents Visitation Day	Parent and Community Involvement Team	Grandparent's Day in September (Annually)	Flyers, accommodations for guests, sign-in sheets	Number of grandparents participating	Ongoing	1, 6, 11

Strategies/Action Steps	Person(s)/ Group(s) Responsible	Timeline for Completion	Resources Needed	Indicators of Success	Status of Progress	Standards
Send invitations to parents for Moms and Dads to Lunch Day	Parent and Community Involvement Team chair	September (Annually)	Flyers, planning & accommodations for guests in cafeteria	Percent of families participating	Ongoing	1, 6, 11
Hold Father and Sons Dinner and a Movie	Male staff members	September (Annually)	Flyers, movie, dinner, seating	Percent of fathers and sons attending	Ongoing	1, 6, 11
Hold Mothers and Daughters Jewelry Jamboree	Female staff members, Parent and Community Involvement Team	November (Annually)	Flyers, registration forms, jewelry supplies, snacks	Percent of mothers and daughters participating	Ongoing	1, 6, 11
Invite families and the community to visit the school during American Education Week	Administration & Staff	November (Annually)	Flyers Newspaper articles	Percent of parents attending	Ongoing	1, 6, 11
Hold the Geography Bee and invite families to attend	Geography Teacher	January (Annually)	Flyers	Percent of parents participating	Ongoing	1, 6, 11
Invite parents to the Science Fair	Science Fair Coordinator Science Teachers	November (Annually)	Flyers	Percent of parents attending	Ongoing	1, 6, 11
Hold the Spelling Bee and invite families to attend	Spelling Bee Coordinator	May (Annually)	Flyers and Morning announcements	Percent of parents attending.	Ongoing	1, 6, 11

Strategies/Action Steps	Person(s)/ Group(s) Responsible	Timeline for Completion	Resources Needed	Indicators of Success	Status of Progress	Standards
Support National Walk Your Child to School Day.	Principal, local authorities, designated staff member	September (Annually)	Flyers, publicity from police department	Number of families participating	Ongoing	1, 6, 11
Long Range Goals						
<p>(7 Year Item) Sponsor Whistle Stop Tours through community twice each school year to bring teachers to meet families. <i>(teachers will board a school bus and travel to 4 specified locations in the community to meet and greet students for the upcoming year, freeze pops provided for children, in January another tour will be taken where hot chocolate will be served)</i></p>	All classroom teachers, Parent Involvement team	August and January (beginning 2012)	Bus driver Freeze pops and coolers Hot chocolate, cups, peppermint sticks Advertisement	Number of families participating		1, 6, 11
<p>(7 Year Item) Sponsor a Family Night at Friendly's restaurant. <i>Teachers act as greeters while parents visit Friendly's. Portion of profits goes to PMS. Gives parents a non-threatening atmosphere for meeting with faculty.</i></p>	Teachers Contact person	March – Before MSA (beginning 2013)	Advertisement Agreement with Friendly's	Number of families and school personnel attending		1, 6, 11

Strategies/Action Steps	Person(s)/ Group(s) Responsible	Timeline for Completion	Resources Needed	Indicators of Success	Status of Progress	Standards
<p>(7 Year Item) Create a Wall of Fame to display student achievements in and out of the school setting.</p> <p><i>Many PMS students have talents in various areas of school performance and activities outside of school. The goal of this activity is to recognize their achievements. Students and families would be encouraged to send in pictures and articles to be displayed.</i></p>	Art teacher	August-June (beginning 2014)	Area for display	Number of items displayed		1, 6, 11

Goal 2: In partnership for student success, schools and communities will work together to support families' parenting skills and developmental activities that prepare young children for school and promote ongoing.

Strategies/Activities	Person(s)/Group(s) Responsible	Timeline for Competition	Resources	Indicators of Success	Status of Progress	Standards
Sponsor a bicycle safety rodeo	Elementary PE Teacher	May (Annually)	Worcester County Health Department	Percent of students participating	Ongoing	1, 6, 11
Involve a family liaison in parent-teacher conferences to support parents and promote positive interaction	Principal	August-June (Annually)	Professional educator serving as family liaison	Attendance of family liaison	Ongoing	1, 10
Make home visits to parents of children who are having difficulty in school	Family liaison and Pupil Personnel Worker Minority/Gender Achievement Team	August-June (Annually)	Transportation Family liaison	Percent of targeted families visited	Ongoing	1, 10
Long Range Goals						
(7 Year Item) Provide a Family Closet for families as a resource for clothes and shoes <i>Used items are donated by teachers and parents to a collection of clothes and shoes. Parents are able to access the items as needed.</i>	School personnel and designated leader	August-June (Annually) (beginning 2011)	Location for closet and donated items	Number of families accessing items		1, 10

Goal 3: In partnership for student success, families will support academic achievement at home by reading with children, helping them with homework, and engaging them in educational activities.

Strategies/ Activities	Person(s)/Group(s) Responsible	Timeline for Completion	Resources Needed	Indicators of Success	Status of Progress	Standards
Hold intergenerational learning opportunities for students and their parents to promote family reading	Reading Implementation Team Extended School Administrator	December-April (Annually)	Books and dinners for participants	Percent of parents participating	Ongoing	1, 6, 8, 11
Provide all new teachers with training in parent-teacher contacts/conferencing	Administrators Instructional Team	October (Annually, as needed)	Prepared Presentation	Percent of teachers trained	Ongoing	1
Collaborate with the public library to coordinate research assignments to ensure effective use of the library. Teachers will supply the library with the assigned topics. Invite representative of the public library to a Parent/Teacher Conference Night to provide opportunity for parents to obtain library cards	All teachers who assign research projects	August-May (Annually)	Forms and postage	Percent of teachers participating	Ongoing	1, 11
Distribute, during Parent/Teacher Conference Nights, tips to parents on how they can help their children do better in school	Parent Involvement chair or designated staff member	August-May (Annually)	Tips for Parents	Percent of parents participating	Ongoing	1

Strategies/ Activities	Person(s)/Group(s) Responsible	Timeline for Completion	Resources Needed	Indicators of Success	Status of Progress	Standards
Provide tips for parents on at-home learning in school newsletters (grades 6, 7, 8) and take-home folders (grades 4, 5)	Administration Grade Level Teams	August-June (Annually)	Information on at-home learning	Published tips	Ongoing	1
Hold Parent Workshops at the public library to provide parents with useful tips and suggestions	Family Liaison and Parent Involvement team representative	Monthly (Annually)	Presentation plans and handouts, speakers	Number of parents participating	Ongoing	1
Organize and present MSA Parent Awareness Night	Instructional Coaches Curriculum Planner	February (Annually)	Time Handouts	Number of parents participating	Ongoing	1
Long Range Goals						
(7 Year Item) Hold a Family Feud Game Night at PMS <i>Activity will copy the TV game show. Families sign up to participate in the activity. Questions can be made by homerooms and can generate answers as part of a math lesson since they are surveys. Donations can be acquired for prizes. New Response Systems can be utilized as a technology component.</i>	Parent Involvement Team	November (beginning 2014)	Donations Questions and responses Event Host Advertisement	Number of families participating		1, 6, 11

Goal 4: In partnership for student success, parents and community members will volunteer to improve schools and support students.

Strategies/ Activities	Person(s)/Group(s) Responsible	Timeline for Completion	Resources Needed	Indicators of Success	Status of Progress	Standards
Create and distribute flyer to inform the community about opportunities to volunteer at Pocomoke Middle School	Volunteer coordinator	August (Annually)	Brochures	Percent of parents volunteering	Ongoing	1, 6
Provide training and support to ensure volunteers participate in a meaningful capacity that supports school improvement goals	Volunteer Coordinator	September – June (As needed) (Annually)	Training materials refreshments	Percent of volunteers participating	Ongoing	1, 6
Increase the number of volunteers working within the school by inviting family members to serve as “Room Parents” in grades 4 and 5	Classroom teachers and Parent involvement Team	August-June (Annually)	Parent Volunteers	Number of active Room Parents	Ongoing	1, 6
Recognize community partners, parent volunteers, members of PTA Executive Committee, and other committee members with a dinner given in their honor	Volunteer Coordinator, Principal	May (Annually)	Food and Certificates	Percent of volunteers participating	Ongoing	1, 6
Maintain the “Adopt-a-School” partnership with the Pocomoke Wal-Mart	Principal	August-June (Annually)	Wal-Mart management	Continued support from Wal-Mart	Ongoing	1, 6
Partner the staff and Maryland Arts Council to hold an Arts Expo/Field Day	Arts Immersion Specialist, teachers, volunteers	May (Annually)	Parent volunteers MD Arts Council Artists	Percent of families and students participating	Ongoing	1, 6, 11

Goal 5: In partnership for student success, parents, schools, and community members will collaborate on educational decisions that affect children, families, and school improvement.

Strategies/ Activities	Person(s)/Group(s) Responsible	Timeline for Completion	Resources Needed	Indicators of Success	Status of Progress	Standards
Invite parents and community members to serve on the Pocomoke Strategic Planning Council which is responsible for decisions regarding school improvement and accreditation	Principal	August-June (Annually)	Parents and community members	Percent of parents and community members participating	Ongoing	1, 2, 3
Invite a group of parents, representative of the school's diverse population, to serve on the SIAC which will meet five times during the school year. This group will be informed of policies and events and will hold an advocacy role	Principal	September, November, February, April, June (Annually)	Parents	Percent of parents participating	Ongoing	1, 2, 3
Invite parents to serve on the PTA Executive Board which meets eight times during the school year	PTA President and Principal	Sept., Oct., Nov., Feb., Mar., Apr., May, June (Annually)	Parents	Percent of parents participating	Ongoing	1, 2
Invite Worcester County Public Schools Superintendent to a joint SIAC meeting to address parents (PES, PMS, PHS)	Principal	October-June (Annually)	Refreshments	Attendance of Superintendent and committee members	Ongoing	2

Strategies/ Activities	Person(s)/Group(s) Responsible	Timeline for Completion	Resources Needed	Indicators of Success	Status of Progress	Standards
Highlight, at least two times during the school year, in monthly newsletters, topics being addressed by decision-making groups such as SIAC, the PTA executive board, and PSPC	Principal	August- June (Annually)	Information about issues	Published information	Ongoing	2, 3
Increase communication between educators of PES, PMS, and PHS through working action teams during PSPC meetings	PSPC Members Internal Coordinators Principals	August – June (Monthly) (Annually)	Time	Completed meetings	Ongoing	1, 3
Attend transition meetings for the successful passage of special education students in grade 3 to grade 4 (PES and PMS)	Guidance Counselors Spec. Education Teachers Administrator (other staff as needed)	June (Annually)	Time	Completed meetings	Ongoing	1, 8, 10
Attend transition meetings for the successful passage of special education students in grade 8 to grade 9 (PMS and PHS)	Guidance Counselors Spec. Education Teachers Administrator (other staff as needed)	June (Annually)	Time	Completed meetings	Ongoing	1, 8, 10

Goal 6: In partnership for student success, the Maryland State Department of Education, local school systems, community organizations, agencies, and businesses will collaborate effectively and efficiently.

Strategies/ Activities	Person(s)/Group(s) Responsible	Timeline for Completion	Resources Needed	Indicators of Success	Status of Progress	Standards
Disseminate collated information about community resources to parents	Guidance Counselors	October (Annually)	Updated information	Percent of parents receiving information	Ongoing	1, 10
Work with students and their families to access needed services through local health and welfare agencies	Administration, Guidance, and Office staff	August-June (Annually)	Continuing collaboration with agency personnel	Percent of families with needs who are helped	Ongoing	1, 10
Partner with community (Discovery Center, The Samaritan Shelter, The Chesapeake Bay Foundation Living Shoreline, and Salisbury Park) to provide service learning experiences for our students	Grade level teams' (6-8) Designated Teachers	August – June (Annually)	Materials for community service projects	Percent of students participating	Ongoing	1, 8, 11
Present information about AFG to local civic and community organizations	Principal AFG Internal Coordinators	October- June (Annually)	Presentation and handouts	Percent of community organizations participating	Ongoing	1

Strategies/ Activities	Person(s)/Group(s) Responsible	Timeline for Completion	Resources Needed	Indicators of Success	Status of Progress	Standards
Disseminate collated information about community resources to parents	Guidance Counselors	October (Annually)	Updated information	Percent of parents receiving information	Ongoing	1, 10
Invite pastors to Minister's Gatherings to meet with educators at the school	Principal, Designated Staff Members, and Minister's Gatherings Coordinator	October, January and March (Annually)	Refreshments	Percent of pastors who attend	Ongoing	1, 2, 3, 6
Offer students' artwork for display in local businesses, museums	Art teachers	October-June (Annually)	Artwork	Percent participating	Ongoing	1, 6