

2008-2009 Communication Plan for Middle School Reform

Timeline	Step/Goal	Persons Responsible	Stakeholders	Strategies	Indicators of Communication
June 2008	Share middle school reform report and recommendations with middle school principals and instructional supervisors	<ul style="list-style-type: none"> Assistant Superintendent of Curriculum and Instruction Executive Director of Secondary Education 	<ul style="list-style-type: none"> Principals Supervisors 	<ul style="list-style-type: none"> Hold meeting with principals Hold meeting with supervisors 	<ul style="list-style-type: none"> Agenda and feedback from meeting
June 2008	Form Middle School Reform Implementation Group	<ul style="list-style-type: none"> Assistant Superintendent of Curriculum and Instruction Executive Director of Secondary Education 	<ul style="list-style-type: none"> HCPS Community 	<ul style="list-style-type: none"> Invite 5 middle school educators to oversee the implementation of middle school reform Choose chairperson Choose meeting dates 	<ul style="list-style-type: none"> Group roster Meeting dates on calendar
August/September 2008	Share middle school reform report and recommendations with middle school faculties	<ul style="list-style-type: none"> Middle School Reform Implementation Group Middle School Principals 	<ul style="list-style-type: none"> Middle School Faculties 	<ul style="list-style-type: none"> Create PowerPoint to be used systemwide Schedule presentation times Present slide show to middle school staffs at pre-school/September faculty meetings 	<ul style="list-style-type: none"> PowerPoint document Agendas from faculty meetings
October 31 and November 1, 2008	Provide professional development to all middle school teachers on technology integration	<ul style="list-style-type: none"> Central Instructional Leadership Team (CILT) Office of Technology 	<ul style="list-style-type: none"> Middle School Staffs and Students 	<ul style="list-style-type: none"> Create professional development modules Secure site Share plans with ILT's and supervisors Share plans with teachers Conduct professional development 	<ul style="list-style-type: none"> Professional development modules Professional development agenda Feedback from teachers
Throughout 2008-2009 School Year	Communicate with the HCPS community the value of a middle school reform and the scope of the middle school reform recommendations	<ul style="list-style-type: none"> Middle School Reform Implementation Group 	<ul style="list-style-type: none"> HCPS Community 	<ul style="list-style-type: none"> Write one-page "Implementation Briefs " that describe the following: <ul style="list-style-type: none"> Middle School Schedules Technology Integration Transition Programs Distribute briefs 	<ul style="list-style-type: none"> Published Implementation Briefs
Spring 2009	Discuss with students the details of the middle school world language program	<ul style="list-style-type: none"> School Counselors Interdisciplinary Teams World Language Teachers 	<ul style="list-style-type: none"> Students 	<ul style="list-style-type: none"> School counselors/world language teachers explain to students during class visits Seventh grade team teachers support process as students are scheduled for world language 	<ul style="list-style-type: none"> Schedule of class visits Enrollment rosters
Spring 2009	Determine and plan additional means of middle school reform communication for the 09-10 school year	<ul style="list-style-type: none"> Middle School Reform Implementation Group 	<ul style="list-style-type: none"> HCPS Community 	<ul style="list-style-type: none"> Obtain and review feedback on middle school reform from stakeholders Review evaluation data Provide update to BOE Update implementation plans Create new communication plan 	<ul style="list-style-type: none"> Stakeholder feedback BOE Report Revised implementation plans New communication plan