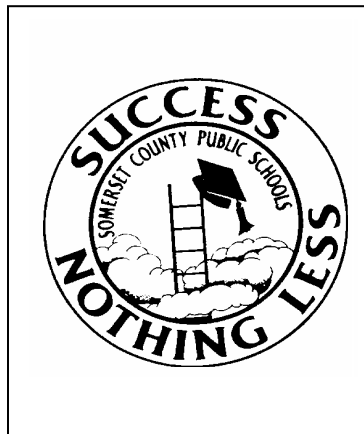


**SOMERSET COUNTY PUBLIC SCHOOLS
MASTER PLAN**

KEY GOAL STUDENT ACHIEVEMENT	By 2013 – 2014, all students will reach high standards at a minimum attaining proficiency or better in reading/language arts, mathematics, and science.
INDICATOR	The percentage of students, in the aggregate and for each subgroup, who are at or above the proficient level in reading/language arts and math on the state’s assessments.
MEASURE	Maryland School Assessment
STRATEGY 2	FAMILY AND COMMUNITY INVOLVEMENT We will seek, support, and affirm total family and community collaboration in Somerset County Public School’s educational process in order to resolve all critical issues of student achievement.



- I. **DESIGN FOR FAMILY AND COMMUNITY IMPACT ON STUDENT ACHIEVEMENT**
- II. **DELIVERY OF PRACTICES, PROGRAMS, & ACTIVITIES TO ENHANCE STUDENT ACHIEVEMENT THROUGH FAMILY AND COMMUNITY INVOLVEMENT**
- III. **MONITORING AND ACCOUNTABILITY FOR INVOLVEMENT AND IMPACT**
- IV. **EQUITY ASSURANCE**

**SOMERSET COUNTY PUBLIC SCHOOLS
MASTER PLAN**

Action Plan 2.1	Families and communities are involved in education.				
2003-2004	2004-2005	2005-2006	2006-2007	2007-2008	
FAMILY AND COMMUNITY INVOLVEMENT ACTION TEAM: ADDITIONS PROJECTED FOR MASTER PLAN STEERING TEAM UPDATE JANUARY, 2004					
DESIGN (FOR FAMILY AND COMMUNITY IMPACT ON STUDENT ACHIEVEMENT)					
2.1.1 Institutionalize the annual involvement of the broad-based Somerset County Steering Committee, (composed of community members, business leaders, University faculty, parents, teachers, and administrators) in the planning, implementing, monitoring, evaluating, and continuing Master Plan development.	<p style="text-align: center;">--- Continuous Practice---></p> Design a plan and process for rotating membership on the Steering Committee to increase number and variety of people.	<p style="text-align: center;">--- Continuous Practice---></p> Implement rotating membership plan	<p style="text-align: center;">--- Continuous Practice---></p> <p style="text-align: center;">--- Continuous Practice---></p>	<p style="text-align: center;">---Continuous Practice---></p> <p style="text-align: center;">--- Continuous Practice---></p>	
2.1.2 Plan for maximum participation of Family and Community Action Team to study, research, and further develop the strategies in: <ul style="list-style-type: none"> • volunteering • communications • learning at home • decision making • community collaboration parenting. 	Reconvene Family and Community Action Team periodically to assess progress and make recommendations concerning the implementation of the master plan strategies.	<p style="text-align: center;">--- Continuous Practice---></p>	<p style="text-align: center;">--- Continuous Practice---></p>	<p style="text-align: center;">--- Continuous Practice---></p>	

**SOMERSET COUNTY PUBLIC SCHOOLS
MASTER PLAN**

2003-2004	2004-2005	2005-2006	2006-2007	2007-2008
2.1.3 Plan for and provide technical assistance and support to all Title I schools in developing and implementing effective parental involvement policies and programs.	--- Continuous Practice---> Assess adequacy of technical assistance and support to all Title I schools in developing and implementing effective parental involvement policies and programs.	--- Continuous Practice--->	--- Continuous Practice---> Revise and make corrections and adjustments based upon assessment findings.	--- Continuous Practice--->
2.1.4 (<i>Volunteering</i>) Research and evaluate Volunteer Programs that have proven to be effective in public school systems.	Designate and train a volunteer coordinator at each school.	Implement a volunteer program at all schools.	Evaluate and continue further implementation of volunteer programs.	--- Continuous Practice--->
DELIVERY				
2.1.5 (<i>Communicating</i>) Maintain and promote the “Open House” day in the county calendar for parent, student and community visits.	--- Continuous Practice--->	--- Continuous Practice--->	--- Continuous Practice--->	--- Continuous Practice--->
2.1.6 (<i>Decision Making</i>) Integrate feedback into the Somerset County Master Plan updates from various community groups concerning the recommendations from the MGT Facilities Management Study.	Implement recommendations from the Master Plan Steering Committee and Board of Education.	Assess the impact of recommendations implemented as a result of the Master Plan Steering Committee and Board of Education.	--- Continuous Practice--->	--- Continuous Practice--->

**SOMERSET COUNTY PUBLIC SCHOOLS
MASTER PLAN**

2003-2004	2004-2005	2005-2006	2006-2007	2007-2008
DELIVERY				
<p>2.1.7 (<i>Decision Making</i>) Establish a policy and guidelines for required inclusion of parents/guardians on School Improvement Teams.</p>	--- Continuous Practice--->	--- Continuous Practice--->	--- Continuous Practice--->	--- Continuous Practice--->
<p>2.1.8(<i>Communicating and Parenting</i>) Establish a policy and guidelines for mandatory high school scheduling of parent conferences in order to register for courses for the following school year.</p>	Implement policy requiring high schools to schedule parent conferences in order for students to register for courses for the following school year.	--- Continuous Practice--->	Evaluate the impact and role from parent, school, teacher, and student perspectives.	--- Continuous Practice--->
<p>2.1.9 (<i>Decision Making</i>) Establish a policy and guidelines for mandatory organization and support of a Parent – Teacher Organization or Council by each school.</p>	Implement requirement of every school to organize and support a Parent – Teacher Organization.	--- Continuous Practice--->	Evaluate the impact and role from parent, school, teacher, and student perspectives.	--- Continuous Practice--->
<p>2.1.10 (<i>Learning at Home</i>) Develop a “School-Parent Compact” to establish a parental commitment to supporting education at each Title I school.</p>	Implement and promote value of the “School-Parent Compact” to establish a parental commitment to supporting education at each Title I school.	--- Continuous Practice--->	--- Continuous Practice--->	--- Continuous Practice--->

**SOMERSET COUNTY PUBLIC SCHOOLS
MASTER PLAN**

2003-2004	2004-2005	2005-2006	2006-2007	2007-2008
DELIVERY				
2.1.11 (<i>Communicating</i>) Continue the distribution of the Somerset County Public Schools Calendar Handbook.	--- Continuous Practice--->	--- Continuous Practice--->	Continue the distribution of the revised Somerset County Public Schools Calendar Handbook.	-- Continuous Practice--->
2.1.12 (<i>Collaboration with Community</i>) Investigate the possibility of Somerset County Public Schools and the Somerset County Transportation Department working together to provide transportation for students and parents to and from evening school activities.	Maintain the relationship between Somerset County Public Schools and the Somerset County Transportation Department to facilitate transportation to and from school activities.	--- Continuous Practice--->	--- Continuous Practice--->	--- Continuous Practice--->
2.1.13 (<i>Learning at Home</i>) Continue to sponsor and promote “Family Reading Night” at all primary, elementary and middle schools.	Collect and analyze participation data.	--- Continuous Practice--->	--- Continuous Practice--->	--- Continuous Practice--->
2.1.14 (<i>Learning at Home</i>) Continue to sponsor and promote “Family Math Night” at all primary, elementary and middle schools.	Collect and analyze participation data.	--- Continuous Practice--->	--- Continuous Practice--->	--- Continuous Practice--->

**SOMERSET COUNTY PUBLIC SCHOOLS
MASTER PLAN**

2003-2004	2004-2005	2005-2006	2006-2007	2007-2008
MONITORING AND ACCOUNTABILITY				
2.1.15 Implement strategies for recording and tracking parental involvement within each school by subgroups.	Evaluate participation by parents of all sub-groups as identified by ESEA.	--- Continuous Practice--->	--- Continuous Practice--->	--- Continuous Practice--->
EQUITY ASSURANCE				
2.1.16	Review all Family and Community activities for participation by subgroup	--- Continuous Practice--->	--- Continuous Practice--->	--- Continuous Practice--->
	Develop a plan to Increase involvement in planning and implementation for each subgroup which is found to be inequitably participating.	--- Continuous Practice--->	--- Continuous Practice--->	--- Continuous Practice--->
2.1.17 Maintain “Partners for Success” program to facilitate special education communication and the sharing of information between the school system, families, and communities.	--- Continuous Practice--->	--- Continuous Practice--->	--- Continuous Practice--->	--- Continuous Practice--->

**SOMERSET COUNTY PUBLIC SCHOOLS
MASTER PLAN**

Action Plan 2.2	Parents and guardians are primary players in the early identification and intervention of the academic needs of their children.			
2003-2004	2004-2005	2005-2006	2006-2007	2007-2008
FAMILY AND COMMUNITY INVOLVEMENT ACTION TEAM: ADDITIONS PROJECTED FOR MASTER PLAN STEERING TEAM UPDATE JANUARY, 2004				
DELIVERY				
2.2.1 (<i>Learning at Home</i>) Maintain the “Book Lending Libraries” at all primary schools enabling parents to borrow reading materials for use at home.	--- Continuous Practice---> Solicit parent input regarding selection and accessibility of primary lending library.	--- Continuous Practice---> Implement suggestions from parent feedback on selection and accessibility of lending library.	-- Continuous Practice---> -- Continuous Practice--->	--- Continuous Practice---> -- Continuous Practice--->
EQUITY ASSURANCE				
2.2.2 (<i>Communication</i>) Maintain the current “Child Find” program to ensure early identification of children with needs.	Assess effectiveness of the “Child Find” program to ensure early identification of children with needs in all subgroups.	Revise, as necessary, the “Child Find” programs to ensure early identification of children with needs in all subgroups.	Promote “Child Find” program to ensure early identification of children with needs in all subgroups.	--- Continuous Practice--->

**SOMERSET COUNTY PUBLIC SCHOOLS
MASTER PLAN**

2003-2004	2004-2005	2005-2006	2006-2007	2007-2008
MONITORING AND ACCOUNTABILITY				
2.2.3 <i>(Communication)</i> Maintain the distribution of mid-term progress reports for all students.	--- Continuous Practice--->	--- Continuous Practice--->	--- Continuous Practice--->	--- Continuous Practice--->
2.2.4 <i>(Communication and Decision Making)</i> Promote current practice of open parent – teacher conferences at the midpoint of each marking term. Schools will employ strategies to increase parental involvement.	--- Continuous Practice--->	--- Continuous Practice--->	--- Continuous Practice--->	--- Continuous Practice--->
2.2.5	<i>(Communication)</i> Prepare school and community to utilize Power School to make grades continuously available to parents.	Implement continuous access to student grades through Power School.	--- Continuous Practice--->	Monitor impact of continuous access to student grades through “Power School” on student achievement.
2.2.6		<i>(Communication)</i> Investigate the feasibility of activating current phone lines in each classroom in order for teachers and parents to communicate on a regular basis.	Activate phones in each classroom.	Evaluate the impact of having phones in each classroom on parental contacts.

**SOMERSET COUNTY PUBLIC SCHOOLS
MASTER PLAN**

Action Plan 2.3	Parents, guardians, and community members are primary players in exposing students to the professional and working world and in supporting student development of education and career goals.				
2003-2004	2004-2005	2005-2006	2006-2007	2007-2008	
FAMILY AND COMMUNITY INVOLVEMENT ACTION TEAM: ADDITIONS PROJECTED FOR MASTER PLAN STEERING TEAM UPDATE JANUARY, 2004					
DESIGN					
2.3.1 <i>(Volunteering)</i> Investigate ways to maximize involving parents and guardians in individual career planning, implementation, and evaluation.	Implement and evaluate recommendations on increasing involvement.	--- Continuous Practice--->	--- Continuous Practice--->	--- Continuous Practice--->	
DELIVERY					
2.3.2 <i>(Collaborating with the Community; Volunteering)</i> Pilot Junior Achievement classes at one grade level in an elementary setting.	Investigate potential for Junior Achievement programs in the elementary schools for all students.	Evaluate the effectiveness of Junior Achievement programs and make updates as necessary.			
2.3.3	Investigate potential for Junior Achievement programs in both middle schools for all students.	Implement “Junior Achievement Program” in all middle schools.	Assess impact of “Junior Achievement Program” at the middle school level.	Maintain “Junior Achievement Program” at all middle schools.	

**SOMERSET COUNTY PUBLIC SCHOOLS
MASTER PLAN**

2003-2004	2004-2005	2005-2006	2006-2007	2007-2008
2.3.4	<p><i>(Volunteering & Collaborating with the Community)</i> Establish parent and community member teams at each school to plan and implement a career day program in order for students to be exposed to the world of work.</p>	Implement a career day program at each school.	--- Continuous Practice--->	--- Continuous Practice--->
EQUITY ASSURANCE				
<p>2.3.5 <i>(Decision Making)</i> Provide “transition planning” starting at age 14, for special education students to assist with post secondary education and/ or job placement.</p>	--- Continuous Practice--->	<p>--- Continuous Practice---> Monitor effectiveness of transition planning process and involvement of family and community.</p>	--- Continuous Practice--->	--- Continuous Practice--->

**SOMERSET COUNTY PUBLIC SCHOOLS
MASTER PLAN**

Action Plan 2.4	Parents and guardians of students attending any Title I school have received information about the qualifications of the students' teachers and understands his or her transfer and supplemental options should their students school be identified as low performing by NCLB.			
2003-2004	2004-2005	2005-2006	2006-2007	2007-2008
DELIVERY				
2.4.1 Distribute a letter to parents of students in Title I schools explaining the process for requesting the qualifications of their child's teacher.	--- Continuous Practice--->	--- Continuous Practice--->	--- Continuous Practice--->	--- Continuous Practice--->
2.4.2	If a school is identified as low performing, parents will receive information about student transfer and supplemental service options.			

**SOMERSET COUNTY PUBLIC SCHOOLS
MASTER PLAN**

Action Plan 2.5	Parents, guardians, and students monitor and support students' progress through traditional and technological means.			
2003-2004	2004-2005	2005-2006	2006-2007	2007-2008
	FAMILY AND COMMUNITY INVOLVEMENT ACTION TEAM: ADDITIONS PROJECTED FOR MASTER PLAN STEERING TEAM UPDATE JANUARY, 2004			
DESIGN				
2.5.1 (<i>Communicating and Learning at Home</i>) Investigate ways to maximize involvement of parents and guardians in monitoring student progress.				
	2.5.2 (<i>Communicating and Decision Making</i>) Review and revise Pre-K – 2 report card formats to more fully inform parents, coordinate with electronic parameters, and provide meaningful information to students.	Seek community input on revised report card. Make adjustments and seek Board of Education adoption Review and revise 3 – 12 report card. Seek community input on revised 3 -12 report card.	Implement Pre-K – 2 report card format revision and orient parents to changes. Implement 3 – 12 report card format revision and orient parents to changes.	--- Continuous Practice---> --- Continuous Practice---

**SOMERSET COUNTY PUBLIC SCHOOLS
MASTER PLAN**

2003-2004	2004-2005	2005-2006	2006-2007	2007-2008
DELIVERY				
2.5.3 <i>(Communicating)</i> Install, implement, and train staff in the use of “Power School”.	Orient staff to the use of Power School to make report cards and progress reports available electronically to students and parents.	Support staff in making productive use of parental access to report cards and progress reports.	Begin access of parents to weekly progress checks of their student’s academic growth and effort using Power School..	--- Continuous Practice---
MONITORING AND ACCOUNTABILITY				
2.5.4	<i>(Communicating)</i> Install Power School to allow and promote parents and guardians ongoing access to students’ grades electronically.	Orient, build skills, and provide community support for parents and guardians electronic access to their students’ grades.	Utilize Power School to allow parents and guardians ongoing access to students’ grades electronically.	Monitor parents and guardians use of their electronic access to their students’ grades and its academic impact on student performance.
EQUITY ASSURANCE				
2.5.5 <i>(Communicating)</i> Continue to utilize the IEP progress report card to better communicate the progress of special education students to parents.	--- Continuous Practice--->	--- Continuous Practice--->	--- Continuous Practice--->	--- Continuous Practice--->

**SOMERSET COUNTY PUBLIC SCHOOLS
MASTER PLAN**

Action Plan 2.6	Parents, guardians and community members select, participate in and evaluate programs of family and community connections designed to assure safe, drug free, and conducive to learning environments in the schools.				
2003-2004	2004-2005	2005-2006	2006-2007	2007-2008	
FAMILY AND COMMUNITY INVOLVEMENT ACTION TEAM: ADDITIONS PROJECTED FOR MASTER PLAN STEERING TEAM UPDATE JANUARY, 2004					
GOAL #3: ALL STUDENTS WILL BE EDUCATED IN LEARNING ENVIRONMENTS THAT ARE SAFE, DRUG FREE, AND CONDUCTIVE TO LEARNING: STRATEGY 5.3—All Somerset county Public Schools are safe, drug free and conducive to learning.					
DESIGN					
2.6.1 Accept recommendations from The “Family and Community Involvement” action team regarding initiatives and procedures to further involve parents, guardians, and community members in programs related to safe, drug free, and conducive to learning schools.	Adopt and implement recommendations from the family and community involvement action team regarding safe, drug free, and conducive to learning schools.	Assess impact of initiatives and procedures. Make necessary revisions.	Implement revised recommendations.	--- Continuous Practice---	

**SOMERSET COUNTY PUBLIC SCHOOLS
MASTER PLAN**

Action Plan 2.7	Somerset County Public School educators, families and communities encourage, affirm, and reward high educational achievement and effort.				
2003-2004	2004-2005	2005-2006	2006-2007	2007-2008	
DESIGN					
<p>2.7.1 (<i>Decision Making</i>) Consider the establishment of a FAMILY FOCUS COUNCIL modeled after Maryland State Department of Education recommendations, whose purpose would be to advise on, advocate for, and help to develop programs and policies that encourage effective home-school partnerships.</p>	<p>Establish Council with determined bylaws and rules for interface with Board of Education.</p>	<p>Develop initiatives and procedures</p>	<p>Assess impact of Council's initiatives and procedures on student achievement. Make necessary Revisions.</p>	<p>--- Continuous Practice---></p>	
<p>2.7.2 (<i>Collaborating with the Community</i>) Expand School Board knowledge, understanding and skill in leadership to promote high quality extended learning opportunities for all students by accessing the NSBA website: www.nsba.org/edlo.</p>	<p>Develop a plan for school board leadership in opportunities to promote high quality extended learning.</p>	<p>Implement the plan for school board leadership in opportunities to promote high quality extended learning.</p>	<p>Assess impact of implemented plan on student achievement.</p>	<p>--- Continuous Practice---></p>	

**SOMERSET COUNTY PUBLIC SCHOOLS
MASTER PLAN**

2003-2004	2004-2005	2005-2006	2006-2007	2007-2008
DELIVERY				
2.7.3 <i>(Communicating)</i> Maintain Somerset County Student Recognition Night to reward high academic achievement.	--- Continuous Practice--->	--- Continuous Practice--->	--- Continuous Practice--->	--- Continuous Practice--->
2.7.4 <i>(Communicating)</i> Affirm high achievement by continuing to publish the names of students who make principals, honor, and credit rolls in the local newspaper.	--- Continuous Practice--->	--- Continuous Practice--->	--- Continuous Practice--->	--- Continuous Practice--->
2.7.5 <i>(Communicating and Decision Making)</i> Encourage schools to work with parents to establish and maintain an on-going site-based, academic recognition program.	--- Continuous Practice--->	--- Continuous Practice--- Assess the impact of each ongoing site based, academic recognition program.	--- Continuous Practice ---	--- Continuous Practice ---
2.7.6 <i>(Communicating)</i> Maintain student performances in which parents and community members are invited to attend. (i.e., chorus, band, drama, and other various student performances)	--- Continuous Practice--->	--- Continuous Practice--->	--- Continuous Practice--->	--- Continuous Practice--->

**SOMERSET COUNTY PUBLIC SCHOOLS
MASTER PLAN**

2003-2004	2004-2005	2005-2006	2006-2007	2007-2008
MONITORING AND ACCOUNTABILITY				
<p>2.7.7 Record and track the number of students eligible to participate in Student Recognition Night by sub-groups.</p> <p>Share information with Administration and Supervision Staff and Board of Education.</p>	<p>Analyze and compare data from previous year of the number of students eligible to participate in Student Recognition Night by subgroups.</p> <p>--- Continuous Practice---></p>	<p>--- Continuous Practice---></p> <p>--- Continuous Practice---></p>	<p>--- Continuous Practice---></p> <p>--- Continuous Practice---></p>	<p>--- Continuous Practice---></p> <p>--- Continuous Practice---></p>

**SOMERSET COUNTY PUBLIC SCHOOLS
MASTER PLAN**