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| **Marshall Middle School** |  | **Family Week at Marshall** |
| School |  | Event Name |

**Purpose**

Marshall hosted Family Week to ensure that 5th grade students and families from major feeder elementary schools have an opportunity to explore Marshall Middle School and meet 6th grade faculty before arriving for school in the fall.

**Promotion**

Dates were planned with elementary schools through feeder pattern meetings and principal contacts. Also, 5th grade teachers and 6th grade teachers met together as a part of the transition process. Promotion of the event included postcards sent to all incoming families (provided through eSIS), as well as advertising through elementary schools. Throughout the week there was a 5th Grade Visit Day, an Exploratory Night with Chili Dinner, and a Talent Show tied in with a Health Fair (organized and promoted through Communities in Schools).

**During the Event**

* Students and families received tours of the building from staff (seven staff provided 20 minute tours) during the afternoon visits.
* Students were introduced to the 6th grade team during their visits.
* 5th grade teaches collected questions from students and submitted them to 6th grade teachers. Current 6th graders were then selected to participate in a question/answer panel and responded to the submitted questions on the visit day.
* As students received tours of the building, current 6th grade students led them through various designated stations, including helping them practice opening their lockers.
* During the exploratory team’s evening event, a chili dinner was provided at low cost, along with desserts provided by faculty and staff.
* Student art and a touring display were featured throughout hallways for the week of the event.
* Music was performed in hallways as a part of the gallery walk, both by the pep band and choir.
* On the evening of the Health Fair, both students and faculty performed in the talent show and a variety of community resources were available to promote opportunities and answer questions of families.