

## WCASD Middle School Transition Program Common Activities for All District Schools



### Transition Activities for 5<sup>th</sup> to 6<sup>th</sup> Grade

#### **February**

- Course recommendation sheets and Course Description Guides are sent to elementary school principals/counselors

#### **March**

- Elementary school parent conferences. Course selection forms are reviewed by parents and signed.

#### **April**

- Elementary schools' course selection sheets are due back to the Middle School
- Music selections and audition information received by the middle school from the elementary school music directors
- Course selection data entered into SASI
- Letter of invitation for parent orientation evening sent to all parents of fifth grade students
- Middle Schools hold 5<sup>th</sup> Grade parent orientation evening
- Guidance counselors also meet with their counterparts at the feeder elementary schools to discuss at-risk students and support structures.

#### **May**

- Course tallies to Middle School Principals
- Staffing meetings are held with all secondary principals, directors, supervisors, and schedulers
- Middle School Assistant Principals and Guidance Counselor visit feeder elementary schools and give information regarding middle school rules and regulations and information regarding middle school curriculum and academic expectations to incoming 5<sup>th</sup> grade students

- At invitation, Middle School Principal, Assistant Principal, and Guidance Counselor attend Elementary School PTO meetings to introduce themselves to incoming parents.
- Special education students who are transitioning to the middle school have IEP meetings to revise their specially designed instruction. The IEP meetings are held at the receiving middle school. The meeting is attended by the elementary special education teacher, a middle school special education teacher, a middle school regular education teacher, and the middle school counselor. A middle school grade level assistant principal serves as the local educational agency representative at all transition IEP meetings.
- GIEP meetings held at the receiving middle school.

### **June**

- Staffing work by Middle School Principals begins
- Master Schedule work begins

### **July**

- Staffing work by Middle School Principals continues
- Master Schedule work continues
- Students scheduled into Accelerated English based on entrance requirements.

### **August**

- 5th Graders experience a culminating summer activity, specific to their middle school, to bring closure to their experience in the transition program and to prepare them for middle school.
- Master Schedule completed
- Staffing work by Middle School Principals completed
- PSSA data received from state. Individual student schedule changes made to reflect student being placed into Strategic Math or Reading Plus based on data.
- Student schedules changed to reflect entrance into accelerated math (Pre-Algebra) based on criteria in course description guide.

### **September**

- 6<sup>th</sup> Grade Open House for parents held at all middle schools



## **Transition Activities for 8<sup>th</sup> to 9<sup>th</sup> Grade**

### **January**

- CAT Brandywine presentation by the Center's Principal at middle schools
- Field Trip to CAT Brandywine for interested students
- Course Selection Guides and Scan Sheets sent to middle schools

### **February**

- CAT Brandywine Application due
- Counselors distribute Course Selection Guide to eighth grade students in class presentations
- Feeder High School Academic Teacher Presentations to eighth grade classes
- Feeder High School Elective Teacher Presentations to eighth grade classes
- Feeder High School administration and former students hold an information assembly at the sending middle school
- Teachers circulate and make Course Level Recommendations
- Course Selection Parent Meeting. at the feeder high school
- 8<sup>th</sup> grade counselor works with families on appropriate course selections
- Course Selection Day – Students receive course selection sheets to bring to teachers.
- GIEP (Gifted Individualized Education Plan) conferences
- Counselors distribute Course Selection Sheets in Science Classes. Students/Parents add elective choices.
- Course Selection Scan Sheets sent to Spellman
- CAT-B 9<sup>th</sup> Grade Occupation Assessment (Career Scope) given to applicants

### **March**

- Course Verification Sheet given to parents and students for proofreading.

### **April**

- 2<sup>nd</sup> Verification Mailed to Parents
- High School Transition IEP Week (Held at feeder High School)
- Parents must sign and return Verification Form(s) with changes to 8<sup>th</sup> grade counselor

**May**

- Schedule Change Deadline
- Resolution of course conflicts by feeder High School High School Counselors (May-July)

**June**

- CAT Brandywine – New Student Orientation Evening

**August**

- High School schedules for the upcoming school year for mailed to students

**September**

- High School Orientation Assembly held for 9<sup>th</sup> grade students
- High School Open House for 9<sup>th</sup> grade parents