

Heights Terrace Elementary/Middle School

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Heights Terrace Elementary/Middle School Transition Plan

- **Pre-school into Kindergarten:** Preschoolers are invited to visit Kindergarten classrooms and schools at the end of May each school year. Parents are sent an invitation through the coordination of Early Intervention, Head Start, and Pre-K Counts participating schools. Also upon registering their children for Kindergarten, parents are notified of the school to which their child will attend the following fall, and are encouraged to pay close attention to the LEA's website postings of upcoming dates for orientation visits.

Guidance Counselors, Teachers and Building Administrators coordinate the orientation schedule. During the registration process, students are also assessed for language proficiency when Home Language Surveys indicate a need. Nurses, and Child Accounting staff enroll each student/family individually by appointment. This process begins Mid-February each year, and does not get completed until well into the year. Students are enrolled within 5 days of the date of the initial parent contact to request enrollment.

- **Special Education/ Early Intervention/ Pre-K – K-Students-** In January there is a general transition meeting held for all Pre-k into k. At this time also, the Early Intervention (EI) Team meets to recommend which students will re-qualify for School-Age Disabilities. If a student qualifies, then an IEP Team meeting is held at the home school, and all stakeholders are invited.

During the months of February & March individual transition meetings are held with Parents and School Psychologists.

May through August parents of each EI student are invited to student orientation at the school in order to view the building facilities, meet the teacher/s and other related staff.

- **Primary to Elementary (2-3rd):** The HASD currently has 2 Early Learning Centers, Arthur Street Elementary School & Hazle Township Early Learning Center. These two schools directly transition students from 2nd grade into the grades 3-8th at the Hazleton Elementary/ Middle School or Maple Manor Elementary Middle School.

The HASD also maintains six, K-8 Schools. The transition process includes an orientation for students and parents to view the classrooms and school in spring of each year. In addition to this an August Orientation is held in each K-8 school for all new or transitioning students and families. They may view classrooms, meet teachers, paraprofessionals and school administrators. Bilingual Liaisons are available for translation and answering questions in the native language of the parents.

- **Elementary to Middle School (6-7th)**

The LEA houses six K-8 schools. The elementary students are sharing a facility with the middle school students, but have different schedules of time and different areas of the school designated to them. The transition for these elementary students into middle school is a smooth one because of the familiarity of the school building already. However, a new and continuing student orientation is held each August prior to beginning the fall term in order for these students to meet the teachers, counselors and obtain their new schedules. Parents are invited as well.

- **Middle School to High School (8-9th)**

Beginning in February of each year, Career Day events are held at each middle school. Students are also attending assemblies on career planning. Partners in Education attend each school and speak to the students in career readiness topics. Guidance counselors meet with students in several sessions including large group, small group and individual in order to go through the planning of the continued education of each individual student based on their desires and needs. Students are guided towards classes for 9th grade which will begin their advanced career training.

Each spring, all 8th grade students are taken on a tour of the High School, Career Center and the Academy of Science Center Buildings to which they may attend the following fall. This allows students to view the career labs, classrooms and facilities up and close, along with meeting the teachers and administrative staff.

Following this each entering / transitioning 9th grade student is scheduled alphabetically for an orientation day with their parents. These days are posted on the LEA's website, in the local newspaper, as well as on the HAHS Video Message Board. As new students enroll they are included in this orientation schedule, and parents are informed of the process.

- **Students with an IEP transitioning at age 14 years-** All students who have an IEP, are 14 years old and are transitioning have an assessment and transition plan in their IEP Documents. Team meetings are held in order to maintain these annually.
- **Students with an IEP transitioning from 8-9th grade-**The Special Education Department Head visits all 8th grade classrooms in the LEA in order to work with the students and schedule their classes for the 9th grade.
- **Parents of students with IEPs transitioning to 9th grade-**parents requests for visits to the High School, and/ or Career Center are scheduled upon request.