McAdoo-Kelayres Elementary/ Middle School Transition Plan

2024-2025

* **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 MKEMS 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, 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 to view the building facilities and meet the teacher(s) and staff.

* **New Students**  
  MKEMS includes grades K-8. The transition process includes an orientation for students and parents to view the classrooms and school in the Spring of each year. Additionally, 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)   
    
  MKEMS includes students in grades K-8. The elementary students share a facility with 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 the beginning of the Fall term for students to meet the teachers, counselors, and obtain their new schedules. Parents are invited and encouraged to attend.
* **Middle School to High School** (8-9th)

Beginning in February of each year, Career Day events are held at each middle school. Students attend assemblies on career planning. Additionally, community members through the Partners in Education program visit each school and speak to the students concerning career readiness topics. Guidance counselors meet with students in several sessions including large group, small group, and individually to plan their continued education based on their specified career choice desires and needs. The student and counselor collaboratively plan and schedule their coursework for 9th grade, initiating their advanced career training.

Each Spring, all 8th grade students tour the High School, Career Center, and Academy of Science and Arts Center buildings to decide where they want to continue their educational career. This allows students to view the career labs, classrooms, and facilities, along with meeting the teachers and administrative staff.

Each 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 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 to work with the students and schedule their classes for the 9th grade.