

Recommended Elementary School Transition Plan Timeline

August

- Counselors and select teachers meet with the Middle School Transition Club before school starts.
- Fifth grade teachers and counselor(s) meet with rising sixth graders at _____ Middle School for “ Welcome to Middle School Day” two days before school starts.

September

- First fifth and sixth grade teacher vertical team meeting on curriculum and expectations for both grades.
- Have transition activities on the agenda for the first PTA meeting.

October

- Send two of our fifth grade teachers (on different days) to shadow a sixth grade teacher all day.
- Conduct a transition activity meeting with parents of rising sixth graders.

November

- Send two of our sixth grade teachers (on different days) to shadow a fifth grade teacher all day.
- Conduct sessions with parents on the importance of note-taking, personal responsibility, reading, writing, and mathematics for the rising sixth graders.

December

- Include a new section in the parent newsletter (Countdown to Middle School or Heading Towards Middle School) on transition plans for January-March.
- Conduct the second fifth and sixth grade teacher vertical team meeting on curriculum and expectations for both grades.

January

- Conduct the first meeting of the elementary counselor(s) with the sixth grade counselors at the three main feeder schools.
- Conduct the first Fifth Grade Parent Night to meet sixth grade teachers, counselors, and administrators from the three main feeder schools.
- Send two more fifth grade teachers (on different days) to shadow a sixth grade teacher all day.
- Conduct a meeting between the parents of rising sixth graders and parents of the present sixth graders; encourage a group support system for assistance.

February

- Have two sixth grade teachers and selected sixth grade students visit to meet with each fifth grade class.
- Have third, fifth, and sixth grade teachers conduct a vertical team meeting on transition ideas (discuss plans and activities that teachers can do to help students prepare for middle school).
- Conduct a parent meeting of the rising sixth graders on the Uniform Grading Scale, middle school learning expectations, dress code rules, etc.

March

- Conduct the second meeting of the elementary counselor(s) with the sixth grade counselors to clarify registration procedures, etc.
- Conduct the second Fifth Grade Parent Night to discuss curriculum at the middle school.
- Have fifth grade students write letters to sixth graders asking questions about middle school.
- Include a section in the March parent newsletter on transition plans for the rest of the year.
- Have sixth grade teachers talk to the parents of the fifth grade students about the increased level of responsibility for work, behavior, and character building.

April

- Have the sixth grade counselors meet with fifth grade classes to register.
- Have three fifth grade groups visit their upcoming middle school for a half-day.
- Have fifth and sixth grade special education teachers meet to discuss the rising sixth graders with IEP's.
- Have the counselors meet to discuss rising sixth graders on academic plans; have a meeting with identified "at risk" students to be a part of the "Middle School Transition Club".
- Conduct a parent-transition meeting; have a FAQ list and distribute to parents and students.

May

- Have fifth grade teachers go through activities sent from their feeder middle schools about helping students to find their way around the new school building using a middle school map, opening locks and using lockers, taking notes, etc.
- Invite community partners to be a part of the summer planning for the fall transition activities.

June

- Include a "Welcome to Middle School" letter sent from the middle schools in the report card to be mailed home.
- Continue meeting with parent groups; visit churches to talk about the importance of transition activities; share with various publics the more rigorous expectations in class work etc. and pre-college sessions.

July

- Continue transition activities (e.g. mailings to parents and students, visits, social events at the middle school).