

**Western Wayne School District**  
**EverGreen Elementary**  
**Transition Plan 2024-2025**

*\*This Transition Plan will be reviewed with the Title I Parent Advisory Council during the annual spring meeting*

**Last Revised:** August 28, 2022

**Last Reviewed:** May 6, 2024

**Early Intervention (EI)**

The Early Intervention Program in the Western Wayne School District services children from ages 3-5 who are experiencing developmental delays. Early Intervention services can include providing information about child development, supporting parents, guardians or caregivers, and/or offering specific instruction from a teacher or therapist. Eligible children who live in the Wayne County Consortium are eligible for Early Intervention services.

In addition to the Early Intervention teacher, several therapists also work with Early Intervention students. Both the EI teacher and the therapists work with students so as to enable a successful transition into the District's Pre-Kindergarten program. Early Intervention will continue to provide services to eligible Pre-Kindergarten students as needed.

In addition to addressing developmental delays, the Early Intervention Program also includes appropriate instruction in basic skills. In an effort to promote reading at home, Title I provides books to Early Intervention students each spring.

Early Intervention enrollment is considered part of Special Education; therefore, enrollment is confidential. Student information is passed along to Pre-Kindergarten teachers only after a student is enrolled and parents give their written consent at the transition meetings, which are held in January and February. The student's IEP goals are then shared with the student's teacher. Any student in Pre-Kindergarten who retains Early Intervention services is then serviced in the Pre-Kindergarten classroom. Classroom teachers are invited to both IEP and annual review meetings.

During the IEP meeting, families are asked if they would like additional community resources. The Early Intervention team provides the family with information regarding current community activities. In addition, the Early

Intervention team will also inform the family of bi-monthly “Parent Support Group” meetings, so that families can connect with other families within the community.

Early intervention teachers maintain home and school communication throughout the school year. A communication book between school and home is sent home on either a daily or weekly basis. In addition to scheduled meetings, Early Intervention teachers meet with parents upon request.

## **Pre-Kindergarten Program**

The Western Wayne School District includes a Pre-Kindergarten program within the school setting. Each spring, the District holds Pre-K registration. All Pre-K students are sent home with a form notifying parents of the opportunity to register their children for Pre-K. The notice is also posted on District building signs and the District website. Classroom teachers remind Pre-K families about registration through weekly newsletters throughout the month of March.

Title I provides information and literacy materials to parents of incoming Pre-Kindergarten students. Early Intervention services continue as needed into Pre-K, in order to promote a successful transition to the classroom. Head Start services are also available in the Pre-K program. The classroom teachers and the Head Start personnel collaborate to meet student needs, so as to prepare students to transition into Kindergarten. In addition to Early Intervention and Head Start support, a variety of other services are available to Pre-K students including speech, occupational therapy and counseling.

There are a variety of opportunities for parent involvement in the Pre-Kindergarten program. Each August, parents are invited to an Open House. They come with their children to see the classroom and to meet their child's teacher. In addition, parents attend a meeting where the school principal, guidance counselor, Head Start and Early Intervention representatives and classroom teachers speak to parents, so that parents are well informed about the Pre-K Program. In addition, Title I teachers speak about the importance of reading and offer tips about how to promote reading at home. Title I provides literacy materials to parents as well. At the beginning of the school year, Pre-K parents have another opportunity to see their child's classroom and meet their child's teacher at a school-wide Open House night. Parent/Teacher Conferences are held in November, providing parents the opportunity to discuss their child's progress. Parent conferences are held at any time during the school year upon parent request or as the need arises.

Other parent communications are on-going. Throughout the year, Head Start representatives conduct home visits. Each week, Pre-Kindergarten teachers send home a newsletter; in addition, Pre-K teachers communicate with parents through a school-wide monthly Principal's Report. Pre-Kindergarten teachers participate in IEP meetings as needed.

Near the end of the school year, Pre-Kindergarten students participate in a "moving up" event, during which students visit their classrooms for the following school year. Children have the opportunity to meet next year's teacher and see

their classrooms for the following year. Pre-K students receive a report card, which Kindergarten teachers can review to see what students have mastered and what needs to be addressed the following year.

## **Kindergarten**

Each spring, the District hold Kindergarten registration. The notice is posted on District building signs and the District website. In addition, fliers are sent home with every student in the District, notifying parents of the upcoming event. Parents complete and return the form; the District then contacts the parents to make an appointment during the registration period. Title I provides information and literacy materials to parents of newly registering kindergarten students.

Kindergarten parents are invited to participate in their child's education through several events. Each fall, there is an Open House night, where parents and their children can visit their child's classroom and meet the teacher. At this meeting, teachers provide information about necessary forms to complete, curriculum as well as behavioral expectations. Parent/Teacher Conferences are held in November, providing parents the opportunity to discuss their child's progress. Parent conferences are held at any time during the school year upon parent request or as the need arises. Parents are notified of events through the school website, a monthly Principal's Report, as well as through fliers that are sent home with students.

Near the end of the school year, Kindergarten students participate in a "moving up" event, during which students visit their classrooms for the following school year. Children have the opportunity to meet next year's teacher and see their classrooms for the following year.

## **Grades 1-5**

As in Pre-Kindergarten and Kindergarten, parents have many opportunities to participate in their child's education. The Open House Night at the beginning of the school year, Parent/Teacher Conferences in November, or any time upon request or as needed, are examples of how the school works to build a positive relationship between home and school. Parents are notified of events through the school website, monthly Principal's Reports, as well as through fliers that are sent home with students.

To help students transition academically from one grade to the next, grade level end-of-year data is passed along to the next grade level. This gives teachers the opportunity to prepare lessons and create small groups that will meet students' needs as they acclimate to a new grade level.

Near the end of the school year, students in grades 1-4 participate in a "moving up" event, during which students visit their classrooms for the following school year. Children have the opportunity to meet next year's teacher and see their classrooms for the following year.

## **Grade 5: Transition Plan from Elementary to Middle School**

1. Students transitioning from Elementary to Middle School prior to the end of 5<sup>th</sup> grade will tour the Middle School with their current teachers and the 6<sup>th</sup> grade teachers for the upcoming year.
2. 5<sup>th</sup> grade students and their parents will meet in the summer for Middle School Orientation, in order to ease the transition from Elementary to Middle School.
3. Counselors from the Elementary will meet with counselors from the Middle School to discuss student needs and concerns prior to students transitioning to the Middle School.
4. 5<sup>th</sup> and 6<sup>th</sup> grade teachers will meet to discuss student transition.
5. Blackboard Connect is available to notify parents, as well as fliers in student report cards.
6. A PROSPER group will be formed over the summer and all 5<sup>th</sup> grade students and parents moving to 6<sup>th</sup> grade will be invited to participate.

