



Executive Education Academy Charter School

555 Union Boulevard | Allentown, PA 18109
610-841-7044 | fax 610-841-7187 | www.ee-schools.org

EEACS Title I Transition Plan

**Kindergarten, Grade to Grade, Elementary to Middle,
Middle to High School, and High School to College & Career**

Revised: August 19, 2021, May 26, 2022, May 25, 2023, May 30, 2024

Goals

- 1) To provide information and opportunities for students to ensure a seamless transition from preschool to kindergarten, from one elementary grade level to another, and from elementary to middle and high school programs.*
- 2) To provide parents with information and opportunities to become informed about school and school curriculum, instruction, and assessment frameworks and relevant programs and services.*

EEACS Initiatives that Support Successful Transition to Kindergarten:

Community Coordination and Collaboration

Executive Education Academy Charter School promotes and supports coordination of services with community operated infant and toddler centers, as well as preschool early intervention programs. In addition, the school actively engages with agencies that support before and after school child care programs. Tours will be offered to early childhood providers.

Interagency Team Meetings

Executive Education Academy Charter School initiates and participates in Interagency Team Meetings (ITM) to collaboratively plan appropriate services with parents for students in school, at home, and within the community. The school Psychologist, Director of Student Services, and the CAO work with parents to help them access available services within the community and special education services in the school; the goal is to inform and empower parents so they are able to make informed decisions regarding the mental health and educational needs of their children. Each year, parent information sessions are held on topics related to specific disabilities and successful interventions. Parent and community agency personnel are closely involved in the planning and presentation of these sessions.

In March of each year, the school reaches out to key personnel from Early Intervention Programs to provide information regarding kindergarten at EEACS for any in-coming kindergarten students. Meetings are offered in the Spring between these sending agencies and the school to discuss kindergarten



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preparation. The Director of Student Services and designated personnel meet with agency representatives to discuss needed programs and services for incoming kindergarten children and to ensure any evaluations for school-age services are scheduled to be administered in the Summer or beginning of the school year.

Carbon Lehigh Intermediate Unit #21

Our partnership with CLIU21 enhances educational opportunities for prospective students and their parents. Executive Education Academy Charter School collaborates with teachers who provide services for pre-school children with speech and other disabilities to support a seamless transition to the school setting. In addition, Executive Education Academy Charter School supports and utilizes programs provided by the Intermediate Unit such as transition programs for students with disabilities and other placement options that are unavailable at EEACS.

Community Engagement

In addition to promoting the active involvement of parents/guardians, Executive Education Academy Charter School supports and encourages community engagement to strengthen kindergarten transition programs. Executive Education Academy Charter School fosters partnerships with community, business, and higher education institutions to strengthen broad-based support for the school's mission, goals, operations, and educational programs. Some of those partners include Head Start, The Center for Humanistic Change, CLIU21, The Office of Vocational Rehabilitation, Lehigh Carbon Community College, Financial Literacy, The Dale Carnegie Foundation, etc.

Pre-school Agency Coordination and Partnerships

Executive Education Academy Charter School coordinates with agencies that serve preschool age children using the following action steps.

1. Identify and serve children with disabilities with services to ensure both physical and programmatic access.
2. On-going collaboration and communication with all agencies that administer early childhood programming. These opportunities provide for a smooth transition from the home setting and any early childhood care or educational setting the students attend, to the school setting.

Executive Education Academy Charter School does not offer a Pre-K program. There are, however, many opportunities that are offered to enhance communication between local preschool agencies, the school staff, and the parents of preschool children. Preparing students for kindergarten is a multi-step and collaborative process. The following programs and activities take place to prepare students and families for kindergarten at EEACS:

1. Head Start programs, Early Intervention programs through the IU, and local preschool programs.



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2. Kindergarten registration takes place in the early Spring of each year and resources are provided to parents through a workshop which supports parents in building foundational literacy and math skills.
3. Kindergarten Orientation also takes place in the later Spring, where parents and families are invited to learn about Executive Education Academy Charter School. Parents and families are presented with information about the school curriculum, related services, and expectations for kindergarten. Things like school norms, school expectations, the behavior traffic light system, uniform, supplies, attendance, transportation, calendar and scheduling, health room policies and procedures, and the breakfast and lunch program are presented to parents. Administration, the kindergarten team leader, and teachers conduct the orientation and provide a formal presentation and answer parent questions. Bus safety and a tour of the bus is also part of this process.
4. End of year events are held each spring and prospective kindergarten students and families are invited to these events. Head Start and local preschool staff are also invited to this event. During this opportunity, parents receive games and literacy resources they can use at home with their child over the summer. This is a great opportunity for early childhood personnel and school personnel to meet. Parents and their child(ren) begin to build positive relationships in a fun and interactive learning environment. Local agencies such as the local libraries and community partners are present at this parent and family engagement event. Librarians communicate with families and help them access services at the public libraries.
5. Kindergarten screening in the spring of each year where administrators and other specialized personnel assess incoming kindergarten students on Letter recognition, Number recognition, Writing, Rhyming, Syllables, Colors, and Positional Words. Other behaviors are assessed, such as the child separating from the parent, holding a conversation, and following multi-step directions. Screening results are provided to parents. Information gathered during the screening is used to enable staff to align instructional services to match the learning needs of students. For students entering with an IEP, various transition meetings between school, intermediate unit, and agency personnel are conducted.
6. Kindergarten onboarding will take place in the first week of school. Kindergarten students will attend the first and second days of school from 9am to 11am. The first day, students will attend with their parents/guardians to receive information and meet their teacher. On the second day, students will attend the shortened day without their family. After the second day, students will attend school during normal school hours.

Notification of these activities:

Dates for the previous activities are posted on the school's website, social media websites, and sent through School Messenger. During the registration process, parents provide information regarding the child's immunization records and other health history, demographics, transportation information, and emergency contacts. Parents meet with school personnel such as the team leader, office staff, or nurse to share relevant information and have questions answered. Parents receive resources for 'Getting Ready for Kindergarten.' These parent resources ensure a smooth transition to kindergarten.

Timeframe of Kindergarten Activities:



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Outreach- February

Kindergarten Registration- March

Kindergarten Orientation- May

End Year Title I Events- June

Kindergarten Screenings- June

Kindergarten Updated Information Release (via website)- August

Back to School Night- September

Conferences are held in November and April each year. Teachers hold conferences and share relevant information with parents about their child's academic progress. In addition, information regarding their child's social development in the kindergarten setting is discussed. Parents of students who receive special education services or interventions through Title I support are provided periodic progress reports, in addition to their report cards.

Executive Education Academy Charter School Initiatives that Support Successful Transition from One Grade Level to the Next and Elementary School to Middle School and to High School.

Transitions from Grade to Grade

During the school year, teachers meet by grade level teams to discuss state and local assessment data as it relates to student achievement. These data teams discuss student achievement, intervention services, and the establishment, continuation, and/or maintenance of intervention supports for students to ensure that a continuation of effective services is included in the instructional plans of the school for each new school year. The school master schedule was changed to a block schedule which will allow for time for students to receive intervention/remediation or enrichment in core subject areas using the MTSS process.

Teachers have access to student assessment data to ensure that relevant information and assessment data is utilized by the receiving teachers. Prior to the beginning of the school year, in-service days are planned for teachers to learn about new and updated curriculum resources, as well as instructional tools to support student success.

Title I interventionists, the school psychologist, and administration discuss student achievement and other relevant data and services to ensure a continuation of services and support in the next grade level. On-going professional dialogue continues during the school year to monitor student progress.



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Wednesday afternoons when students dismiss at 1:30pm, as well as professional development days. At all levels, MTSS, 504, GIEP, and IEP meetings are held throughout the school year to discuss educational programming for students. All new students and families are provided with a tour of the school prior to enrollment. School supplies and contact information will be available on the school's website prior to the start of school. Back to School Night in September of each school year is an opportunity for parents and families to meet and greet teachers and ask questions.

Transitions for Students from Elementary School to Middle School

In the spring of each year, 5th grade students tour the middle school and interact with staff, career advisors, teachers, and administration. When students transition from elementary to middle school, teachers share student achievement data that contain relevant assessments for the receiving teachers. In addition, during the month of August, teachers have the opportunity to meet and discuss PSSA data and instructional programming to ensure a seamless transition. Lastly, a parent orientation is held over the summer for incoming 6th grade students.

Transitions for Students from Middle School to High School

In the spring of each year, 8th grade students tour the high school and interact with staff, career advisors, teachers, and administration. When students transition from middle to high school, teachers share student achievement data that contain relevant assessments with the receiving teachers. In addition, during the month of August, teachers have the opportunity to discuss PSSA data and instructional programming to ensure a seamless transition. In addition, an assembly is presented to the 8th graders about expectations in high school, course offerings, graduation requirements, and athletic opportunities. An academic requirement sheet for students moving to HS will be provided to students and parents as a snapshot and preview. Lastly, a parent orientation is held over the summer for incoming 9th grade students.

Transitions for Parents

Orientations are hosted for parents at the entrance of kindergarten, 6th, and 9th grade years. During these opportunities, parents learn about the curriculum, instruction, and assessments of various subject areas and programs, as they pertain to elementary, middle, and high school. Parent information sessions are offered to families on various relevant topics such as our school-wide behavior system, the PA standards & assessments, after school activities, peer mentoring/student government, and supports and services available at the school. Annual surveys are administered to parents to gather input on the types of workshops and information sessions that they are interested in, including the best time of day for them and if they need child care. Finally, the parent/student handbook is reviewed during orientations at each level.

Transitions from High School to College and Career

Career counselors meet with students on a regular basis during the high school years to provide information and counseling services to students to enable them to make decisions regarding college and career readiness. Many information sessions and opportunities are provided for parents and students on the following topics:

1. Completing the FAFSA



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2. College Fairs
3. Job Fairs
4. PSATs, SATs, ACTs, ASVAB, AP exams, CLEP exams, etc.
5. Military Resources

Students are prepared for career readiness beginning in elementary school, throughout middle school, and more intensely in high school, by participating in various career exploration activities, completing specific career activities, going on field trips, engaging in career fairs, making connections to the curriculum, and listening to guest speakers from the community. In 8th grade, students develop a Career Plan which is reviewed again in 11th grade. Seniors participate in Senior Seminar which provides students with a career experience that lasts for one quarter.