
**PEACHAM SCHOOL BOARD
TRANSITION PROCEDURE**

Prepared for 1st reading: 7/8/02

Policy Warned for Hearing: 8/10/02

Adopted: **8/22/02**

Copies to: Principal: ___ School Library: ___ Board Members: ___ CCSU: ___ Town Clerk: ___

In an effort to make the transition from Peacham Elementary School to receiving schools as smooth as possible for Peacham students, the Peacham School Board adopts the following policy.

1. Informational Materials from Receiving Schools. Every fall the Peacham Elementary School will request as necessary from receiving schools copies of the student/parent handbook, latest annual school report card and other informational materials.¹ In particular, the School will ask each receiving school what it thinks are its particular strengths. Materials from receiving schools will be readily available to students and parents of sixth graders in the fall, using the previous year's materials until they can be replaced with the current year's materials. The School will keep one copy of the materials in the library, and allow a second copy to be checked out by parents interested in learning more about receiving schools.
2. Parent Informational Meeting. In the fall, the principal will host a meeting of sixth-grade parents to discuss the transition process, what to expect from receiving schools, and, most importantly, how to advocate for their children at receiving schools. The meeting will cover topics such as how families go about selecting a school, the questions parents should feel comfortable asking, the options they have for finding out more about the receiving schools, including parental visits to sit in on classes and talk to teachers, and ideas for how to approach schools in order to get what their children need from a school. This meeting will focus on the process of selecting a school and not on the particulars of the receiving schools. The School will support parents in arranging single or group parental visits when requested or, should the parents desire it, an informational evening with receiving schools. In addition, the parents and School will decide at this meeting, or at some later date, the schools that will be visited by all sixth grade students. The School will also alert parents to the reflection writing exercise the students do after visiting receiving schools (see paragraph 3 below).
3. Student Visits to Receiving Schools. Peacham Elementary School will arrange visits to the receiving schools in January or February of each year for the sixth grade class. (See paragraph 2 for selection process.) After each school visit, students will be given an opportunity and some guidance on how to write up their feelings about the

¹ At this time the primary receiving schools are Barnet, Danville, and the Stevens School. This configuration might change from time to time. The School should also obtain materials from other school such as Blue Mountain, Cabot, Riverside, and St. Johnsbury.

school. Peacham Elementary School will have students take those writings home and encourage families to discuss the reactions of their children to the visits. The School will not collect, collate or generally distribute the student reactions.

4. A Family's Decision. The Peacham Elementary School will be available to consult with families desiring help in selecting a middle school. In addition, the School will promote the concept that the choice of a middle school is a decision that is made within each family, acknowledging that families are not all the same in the extent to which the decision is influenced or determined by the wishes of the child.
5. Teacher Visits to Receiving Schools. The sixth grade teacher will visit the primary receiving schools with students as necessary in order to keep up on changes.
6. Student Summary. By the end of May, the School staff will prepare a brief summary for each student that indicates the strengths and weaknesses of the student and that highlights any special needs or circumstances that need to be addressed. The summary will be sent to parents so that they can use it during interviews at receiving schools. It will also be placed in the student's binder. It will refer to materials in the binder if the preparer thinks that is useful for the receiving school.

Should the principal, teachers or parents of Peacham Elementary School determine from their experience that the above policy should be amended to be more effective, they will come back to the Board with a proposed amendment.