

Hamilton R-2 School District Coordination and Transition Plan

The Hamilton R-2 District is dedicated to understanding the past and building for the future of our students. In accomplishing this endeavor our mission is to require students enrolled in the district's schools to develop and demonstrate scholastic, technical, social and problem solving skills essential for achieving personal, academic and occupational success.

Federal Requirements

Hamilton R-2 School District is required to have a Coordination and Transition Plan that is developed and implemented with the input from district staff, early childhood programs, including Head Start, and parents. Requirements come from the Elementary and Secondary Act (ESEA), title 1 Part A, Sections 1112, 1114, and 1120B and through Head Start.

Hamilton R-2 School District is responsible for the development of the written plan but must do so with the active participation of early childhood agencies and parents. The plan must be kept on file at the district office and at the elementary school. The local Board of Education should be aware of the plan and it should be available for the public upon request. The Department of Education (DOE) requires the written plan to be submitted when the district is reviewing an on-site monitoring visit or a desk review through Title programs.

Goals and Objectives

The goal of the Coordination and Transition Plan is to provide assistance in the transition from preschool age children (four-year olds) into kindergarten.

Objectives Include:

- Educate and prepare parents for transition and for their role in a child's education,
- Prepare children for the transition from home, daycare, preschool, and/or Head Start to kindergarten, and
- Involve the children in the transition process.

Coordination and Communication

Green Hills Head Start, Little Honey Bees Preschool, other area daycare centers, parents, Hamilton Elementary School, and Hamilton R-2 School District staff is invited to attend all meetings scheduled for the Coordination and Transition of Preschool children held for the Hamilton R-2 School District.

Staffs from area daycares and preschool centers are encouraged to visit with Hamilton R-2 District and Green Hills Head Start. Mrs. Mica Westover and Mrs. Billie McGraw will act as representatives of Hamilton R-2 School District. Meetings involving parents, preschool, kindergarten teachers, Special Education staff and Head Start teachers will be held to discuss developmental and other needs of individual children.

Transition Process and Procedure for Receiving Records

Special Education staff, Green Hills Head Start and Little Honey Bees Preschool and other area preschools provide the Hamilton R-2 School District with enrollment information, assessment findings, and other child information with

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week of April. Families of students on individualized education plans meet with the elementary principal, the elementary special education coordinator and the early childhood special education teacher as well as teaching staff to ease transition and ensure proper placement and services.

The PAT Coordinator and elementary principal plan screening for children, birth to five, during the last week of April. Areas screened include: DIAL-4, hearing, fine motor, gross motor, vision, cognitive and communication skills. During the screening process the school nurse checks immunization records and the school secretary files registration documents (birth certificate, immunization records, etc.) in the student's cumulative folder.

Mrs. Mica Westover, PAT Coordinator, informs families of three and four year olds who reside in district about Readiness Night and Enrollment/Screening dates. These dates are also posted in all three school buildings, at Green Hills Head Start, in area daycares and preschools as well as in the local newspaper and at businesses in Caldwell County. The information is placed on the district website and notices are sent home with all elementary age students.

During the screening, children eligible to attend Little Honey Bees Preschool Program (the district preschool program) the next fall may fill out preschool applications. Little Honey Bees Preschool is housed in the elementary school and is open to any child that reaches the age of four by July 31st of that year. Final enrollment is completed in August and if the preschool is not fully enrolled, three year old students will be accepted. Priority is given to those who reside in the Hamilton R-2 School District and who are four by July 31st, then three-year-olds in the district, then three-year-olds outside of district. Children will be put on a waiting list if there is not an opening at the start of the year. (Little Honey Bees can place 20 students.) A student may be "bumped" from the program for lack of attendance, failure to pay tuition, a change in placement, or for multiple behavior issues.

Other activities planned during the screening may include a tour of the preschool and kindergarten classrooms, a lead screening by the Caldwell Co. Health Dept. and parent involvement information displays.

Professional Development for Teachers and Parents

Professional development that is made available for Early Childhood, Preschool and Kindergarten staff and parents includes the Conference on the Young Years, Conscience Discipline Training, Project Construct Training, Pathways to Reading Training, and CPR training. Workshops and conferences may be available for staff and parents as those become available through the Parents as Teacher Coordinator, Special Education Department, and Professional Development Committee. When possible, district staff and Head Start staff will participate in joint transition-related trainings to ensure a smooth transition process.

Parent Involvement

Each building principal along with building leadership teams and Parents as Teachers Coordinator work together to provide parent involvement activities across the district. For more information regarding parent involvement opportunities, please contact a building principal or Mica Westover, PAT Coordinator. Materials and suggestions for activities are sent home with PK and K children at Readiness Night and after screenings. The PAT Coordinator offers a monthly literacy program to area daycares and preschools. Parents of preschool age and kindergarten age students are also encouraged to participate in annual activities such as Open House, HES Tailgate, Parent-Teacher Conferences, Veterans Day Celebration, Christmas Program, Math and Science Night, Reading Week, Olympic Day, Father/Daughter Dance, Mother/Son Activity, class parties, monthly PTO meetings, annual Title 1 meetings, and as volunteers in school buildings. Communication folders are sent home with students in grades PK-5 daily. Parent information is placed on the district website and included in the district newspaper as well as the Caldwell County newspaper. Parents will also be invited to meetings with teachers to discuss developmental needs of individual students as needed throughout the year.

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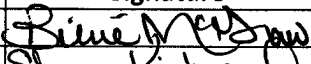
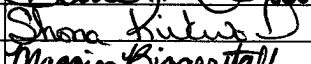

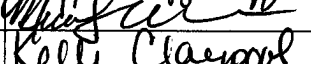
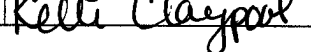
Coordinated Educational Services

Meetings will be held as needed to communicate and align curriculum and educational activities between Green Hills Head Start, Little Honey Bees Preschool, and Hamilton R-2 kindergarten to ensure seamless transition. Currently Green Hills Head Start uses High Scopes Key Developmental Indicators to guide curricular decisions. Little Honey Bees Preschool uses Project Construct Early Childhood Goals and Hamilton R-2 kindergarten uses Missouri Learning Standards for Kindergarten.

Evaluation

The Hamilton R-2 School District Coordination and Transition Plan will be evaluated twice each year, once in the fall to guide the process during the school year and once in the summer to review how the process working during the school year to make recommendations for the fall. The Elementary Principal, Federal Programs Director, and Parents as Teachers Coordinator will be responsible for overseeing the process.

A Parent Satisfaction Survey will be written and given to parents in the fall and spring annually.

Title	Signature	Contact Information	Date
HES Elementary Principal		mcgraw@hamilton.k12.mo.us	2-5-18
Green Hills Head Start Director		Skir.kwoode@mail.ac.missouri.edu	2-5-18
Little Honey Bees Preschool Director		biggerstaff@hamilton.k12.mo.us	2-5-18
Parents as Teachers Coordinator		westover@hamilton.k12.mo.us	2-5-18
Kindergarten Representative		claypool@hamilton.k12.mo.us	2-5-18