

The Transition Plan

- Address educational, mental, physical, and specific needs of the student
- Don't set the student up for failure
- Student needs to clearly understand what is expected of him or her and have realistic expectations
- Write the expectations of the student in the plan
- Address the needs of the students' family
- Provide "safe" telephone numbers to the family

Responsibilities

- Transition Coach will be responsible for interacting with off-site facility on release of student and accompany student on first day of school
- Transition Coach will assist with release packet for student, parents, and school
- Transition Coach will be responsible for initiating a transition plan with the student
- Transition Coach will be responsible for bimonthly meeting with student
- Transition Coach will assist parents to ensure students' attendance in school
- Transition Coach will assist with the needs of the student (community resource agencies)
- Administrator will discuss school rules and policies (copy of student handbook will be given to the student)
- Teachers will be responsible for reporting students' progress to the transition coach via e-mail
- Counselor will assist transition coach with setting up proper counseling for student from outside agencies
- Nurse will be responsible for the health needs of the student
- Parent will ensure that the student comes to school on a regular basis and supports the school and community

Off-Site Facilities:

C.F. Taylor Crossroads Program
CF Taylor Alternative School
Juvenile Detention
Baldwin Youth Services

It is the policy of the Baldwin County Board of Education that no person shall, on the grounds of race, color, disability, sex, religion, national origin, age, or creed be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program, activity or employment.

It shall be the policy of the Baldwin County Board of Education ("Board") that no student shall be denied the benefit of any educational program or educational activity on the basis of race, color, national origin, age, sex, disability, limited English proficiency, immigrant status, migrant status, or homeless status. A free and appropriate education is available to all students with disabilities. It shall be the policy of the Board that barriers to enrolling and retaining homeless students shall be removed. All programs offered by schools with the school district shall be open to all students in compliance with statutory and judicial requirements.

For More Information

Ms. Patrice Davis, Intervention Supervisor 251.972.8550
Mr. Anthony Cox, Transition Liaison Coach 251-580-2544



TRANSITION LIAISON COACH



Transition Coach Duties

- Accompanies students on their first day back at their base school following discharge from assigned off-campus site facility
- Assist in the proper transferring of student records from the off-campus site facility to the base school
- Work as a liaison between the school and the students' parents/guardians to ensure students' attendance in school
- Work as a liaison between the teacher and the students to ensure that the student is in compliance with the stipulations of his return to school, school rules, and school responsibilities
- Work with high school students to develop a graduation and career plan
- Provide support and outreach to parents/guardians of high school students identified as being at risk of not graduating
- Keep an academic journal on assigned students
- Mentor students as needs arise
- Coordinate student activities between the off-campus site facility and the base school
- Connect individual students and their parents with community organizations
- Maintain student information to help students acquire credits to either proceed to the next grade, graduate, or obtain a GED
- Document all contact with students, parents, teachers, administrators and others

Transitioning Students from the Off-Site Facilities to the Base School

- Advanced planning
- Confidentiality
- Engagement
- Effective Transitioning Programs

Keys to Success:

- Advanced planning—it is important to have a transition meeting before the student returns to his/her base school
- Confidentiality—it is a must and everyone understands the importance of it
- Engagement—caring for the student is a must in order to help the student be successful
- Effective Transitioning Program—this is needed in order to decrease the student's probability of dropping out and returning to the off-site facility
- Communication—communicate often and early with all transition team members; it is the key to the student's

Transition Team:

- Before the student returns to his base school, the transition coach will convene a meeting, which will consist of an administrator, parent, student, school counselor, and teacher
- Additional team members may include the school nurse, resource teacher, or juvenile pro-bation officer



Duties of the Transition Team:

- Evaluate the student's educational needs
- Review transition activities on the student's performance plan
- Determine which school employees should receive information on the student
- Consider the health and safety of the student
- Consider the safety of the staff and other students
- Make a transition plan, which will review the educational, extracurricular, and transportation needs of the student
- Transition Team Meeting with Student
- Before the student is allowed to attend classes, the transition team will meet with the student and parents
- The transition plan will be read to the student and a copy will be given to the student and the parent
- Placement in grade, class, and/or the school program will be based on the student's ability and academic achievement

