



PCPS Elementary-to-Middle Transition Rubric

Parent & Student Copy

Area of Consideration	Expectations
Organization	
Class changes	Students will change classes throughout the entire day. This process is very structured at first. The students do not rely on the bell system. Each classroom will have the daily schedule posted on the bulletin board. Teachers will let the students know when it is time to switch classes.
Planner/Agenda	Students will be given a planner at the beginning of the school year. Students are expected to use the planner to record daily assignments, projects, quizzes and test. This tool will be used as a communication device between the school and home. Only one planner is provided per student. Lost planners can be replaced by purchasing through the school store.
Scheduling	Student schedules are handed out on the first day of school. If open house occurs before school starts, schedules can be picked up on that date. Parents and students are encouraged to visit the school before school starts. Picture schedules will be provided for those who may need this accommodation. *All students will participate in exploratory classes (i.e. art, music, etc.) through rotating schedule.
Supplies	A supply list is provided at area stores prior to the beginning of school. This list will also be given out at open house. Supplies required for each class vary by teacher. Supplies will need to be replenished throughout the school year. For financial assistance in obtaining supplies, the guidance department can be contacted.
Textbooks	All students will be provided a set of textbooks that can be used at home and at school. Lost books must be paid for by the end of the school year. If an additional set of books or recorded textbooks are needed at home, this will need to be listed as an accommodation in the students' IEP.
Area of Consideration	Expectations
Core Academic Areas: <i>Language Arts, Math, Science, & Social Studies</i>	
Homework	Homework can be expected throughout the school year in each subject area. <i>Limited homework</i> should be documented as an accommodation in the IEP if necessary. The PCPS homework policy is enforced in all schools, including homework as no more than five percent of the students' grade. Homework communication is documented through the student planner/agenda and to be completed outside of school.
Instructional Style	Instructional styles could include lecture, note taking, group work, and individual work. A variety of visual and auditory styles are used in lesson presentation.
Note-Taking	Taking notes will be required in most classes. If the student has difficulty with handwriting, keeping up with pace of the teacher, spelling, etc., accommodations should be noted in IEP. This will allow the teacher to provide necessary accommodations including copies of notes or modified notes.
Testing	Tests vary in format such as short answer, essay and multiple choice. Tests are modified for students requiring this modification. Students will be notified of the test in advance and dates are expected to be noted in planner/agenda.



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Area of Consideration	Expectations
Non-Academic	
Calculator	Students are provided with a calculator at the start of the school year. Students will be expected to complete basic math computations using a calculator. Further accommodations will be listed in the IEP if needed.
Handwriting	Cursive or print is permitted. If cursive writing should not be expected, then documentation will be made as an accommodation in the IEP.
Locker	Lockers are assigned to all students at Dublin Middle School and 7 th /8 th graders at Pulaski Middle School. The students will practice opening lockers during the first few days of school and during open house. Accommodations for students unable to open a lock can be provided.
Lunch	By grade level, students eat at assigned tables with 3 rd block class (DMS) and 4 th block class (PMS.) Classes are escorted to and from the lunchroom by teachers. Students will use the same number to access lunch accounts as was used in elementary school. Students applying for free/reduced lunch need to complete the form provided by the school within the first ten days of school. School lunches cannot be charged.
Seating	Most teachers create a seating chart for each class. If seating accommodations are necessary, this will be documented in the IEP.
Exploratory	Students participate in the exploratory rotation offering classes in art, computer technology, family and consumer science, technology education, band, and music. Students participating in band sign up through the band director and guidance. Band students will participate in band and p.e. only, not the remaining exploratory classes.
P.E.	Students participate in P.E. every other day. Each student is required to purchase a gym suit and dress out each day. They receive a grade for participation and correct materials for class (i.e. gym suit, tennis shoes, socks.)
Communication	Communication between home and school is essential. All teachers have e-mail access and classroom phones with voicemail. Planners/agendas are used daily for students to record assignments, upcoming tests, quizzes and projects. Most teachers sign agendas after each class when assignments are given.
Computer Use	Students must return the internet use permission form with parent/guardian signature that is distributed at the beginning of the school year. Students use user name and password from previous school to log in to the network.



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