



Bullitt County Public Schools

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TO: Jesse Bacon, Superintendent *JB*
FROM: Patrick Durham, Director of Elementary Education *PD*
RE: 2020-2021 Early Entrance Students Policy update 09.121.AP.21
DATE: February 17, 2020

Attached are proposed updates to Bullitt County Public Schools School Registration and Early Enrollment Procedures policy, 09.121.AP.21. The proposed updates include clarifying assessment results requirements for Early Entrance to Kindergarten (EEK) and adding an appeals process for EEK. The updates were reviewed and approved by KSBA.

Cc: Adrienne Usher, Assistant Superintendent of Learning

Our mission is to inspire and equip our students to succeed in life

AM
2.23.21

School Registration and Early Enrollment Procedures

SCHOOL REGISTRATION

To streamline the registration process, the following items will be the only documents sent home to parents on the first day of school:

- Student Information about Free and Reduced Priced Meals Application (supplied by School Food Service Department and copies supplied by each school)
- Waiver of Fees Form (supplied by each individual school)
- Home Language Survey (supplied by Student Learning Department)
- Student Accident Insurance
- Student Handbook/Agenda (supplied by each individual school)
- Supply List, if applicable (supplied by each individual school)
- Emergency Preparedness Brochure
- COVID-19 Risk Acknowledgement & Health Assessment Form
- Any applicable state or federal forms

The Code of Student Behavior and Discipline will contain the following forms to be returned to the school (now accessed via Infinite Campus Online Registration):

- Acknowledgement Form for the Code of Student Behavior and Discipline
- Publication Consent Form
- Electronic Access/User Agreement Form
- Student Drug Testing Form (if program is available) (Required for all middle and high school students)

The following items **may be** included in each individual school's Student Handbook/Agenda, as appropriate, or they may be sent home at a later date:

- Volunteer information
- FRYSC information
- Uniform policy
- Purchasing a la carte items
- Checking out library books
- Parent Teacher Association information
- School rules
- Merchandise order form
- School social media and other communication information
- Logging on to Parent Portal
- Tutor information
- Calendar
- Parent excuse notes
- Suicide prevention
- Small group counseling
- Integrated Pest Management
- Attendance plan
- Physical education form
- Other items as necessary
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School Registration and Early Enrollment Procedures

SCHOOL REGISTRATION (CONTINUED)

Home Language Survey – All copies of the Home Language Survey returned to school will be kept on file for one (1) year. Any forms indicating a language other than English spoken in the home will be sent to the school guidance counselor.

Student Health Information - Designated school staff will contact the District Health Coordinator when the following conditions are listed on the Online Registration Application: asthma, diabetes, seizures, and severe allergies. If school staff has a concern regarding any other condition, **or if** they have received a physician's statement, forward the concern/statement to the District Health Coordinator.

Student Photographs – School staff shall update outdated or missing photographs of students in the student information system.

EARLY ENROLLMENT

The Director of Elementary shall establish a process for Early Entrance to Kindergarten identification procedures in accordance with KRS 158.030.

Step 1:

- a) Parent/guardian completes the Application for Early Entrance to Kindergarten (either on paper or online application) and returns it to the Director of Elementary Education by April 15th.
- b) Parent/guardian will sign consent form to assess the student for early entrance to Kindergarten.

Step 2:

- a) Screening will be scheduled at centralized location, given by certified District personnel and will include application, the state-contracted Brigance Assessment and a school/mental ability assessment.

Step 3:

- a) Parent/guardian will be notified of results of the screener assessments.
- b) Students who have scored 88% or higher on the Brigance screener AND at the 88%-ile and above on the school/mental ability assessment will be scheduled to take a standardized achievement test given by certified District personnel. ~~Students who have scored at the 88% ile and above on the screeners will be scheduled to take a standardized achievement test given by certified District personnel.~~
- c) Parent/guardian will be notified of the results of the standardized achievement test. Students must score at the 85%-ile or higher on the standard achievement test.

Step 4:

- a) The Superintendent, in coordination with the Director of Elementary Education, will meet to review all student information and assessment data necessary to recommend or not recommend to the Board early entrance to Kindergarten.

School Registration and Early Enrollment Procedures

EARLY ENROLLMENT (CONTINUED)

Step 5:

- a) Parent/guardian will be sent a final statement of their child's recommendation status for early entrance into Kindergarten.

PROCEDURAL SAFEGUARDS AND GRIEVANCES

Parents/guardians may petition for identification or may appeal nonidentification for Early Entrance to Kindergarten.

1. The appealing party shall submit in writing to the Director of Elementary Education specifically why s/he believes that screening results are not accurate and why an exception should be made or reconsideration given.
2. The Director of Elementary Education and/or designee shall compile student data and present that along with the petition or appeal to the Entrance/Placement Committee. The information presented shall include a recommendation accompanied by available substantiating evidence.
3. The Committee shall hear appeals, make a recommendation, and respond in writing to the appealing party within ten (10) working days of receipt of the appeal and accompanying information. If the Committee rules in favor of the grievant, the following option shall apply as appropriate:
 - a) S/he may be accepted as an Early Entrant to Kindergarten as soon as the parent or guardian signs the required permission form.
 - b) Parent/guardian will be sent a final statement of their child's recommendation status for Early Entrance into Kindergarten. All Early Entrants to Kindergarten require Board of Education approval.
4. If the Committee rules against the grievant, a further written appeal may be made to the Superintendent, who must respond in writing within ten (10) working days of receipt of the appeal.
5. Should the Superintendent uphold the decision of the Entrance/Placement Committee, the appealing party may petition the Board, which will have the final decision in the case. The Board shall make a final determination at the next regular meeting following receipt of the appeal.

Application for Early Entrance to Kindergarten

Children who are eligible for early entrance to Kindergarten are those (1) who have a birthdate after August 1st and (2) demonstrate high levels of academic basic skills, social/emotional and physical maturity. Please return completed application to the Central Office no later than April 15th.

Child's Name _____		Birthdate _____	
Address _____			
Street	City	State	Zip
Gender	<input type="checkbox"/> Male	<input type="checkbox"/> Female	
Ethnicity	<input type="checkbox"/> American Indian	<input type="checkbox"/> Asian or Pacific Islander	<input type="checkbox"/> African American
	<input type="checkbox"/> Hispanic		<input type="checkbox"/> White

Home School _____

Parent/Guardian Name _____

Phone: Home _____ Work _____

PRESCHOOL EXPERIENCE

List the preschools or other child care programs attended. Include the dates of attendance and the approximate number of hours per week attended.

Name of School/Program	Dates of Attendance	# Hours/Week
_____	_____ - _____	_____
_____	_____ - _____	_____
_____	_____ - _____	_____

Please complete the following checklist and questionnaire.

PARENT CHECKLIST

This checklist will help in determining your child's readiness to enter school at an early age. Please read each statement and indicate your child's abilities as listed below by checking the appropriate column.

		Frequently	Sometimes	None of the Time
Physical Well-Being and Motor Development				
Performs self-help tasks independently (dressing, undressing, zipping, and tying).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Uses eye/hand coordination to perform fine motor tasks (drawing, writing, and cutting).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Uses balance and control to perform large motor task (walking, jumping, and skipping).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Personal and Social Development				
Shows eagerness to learn (is curious, asks interesting questions).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Follows rules and routines (cleans up their toys).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Handles change and transition (getting ready to go somewhere).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Interacts and plays well with other children (play board games with others).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Application for Early Entrance to Kindergarten

PARENT CHECKLIST (CONTINUED)			
	Frequently	Sometimes	None of the Time
Language and Literacy			
Listens for meaning in stories, discussions, and conversations.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Speaks clearly to share ideas and thoughts.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Can identify all letters.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Can sound out sight words phonetically.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Uses letters to write words.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Writes full name.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Can recognize numbers 0-20 and use them in context.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Can read number words and count forward to 30.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Can recognize and extend simple patterns (circle-triangle, circle-triangle, circle-triangle).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Can recognize and describe shapes.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Recognizes self and others as having same and different characteristics.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Describes roles and responsibilities of people (firefighters put out fires).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Recognizes the reasons for rules.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

PARENT QUESTIONNAIRE

Directions: Please answer each question below.

1, Why do you feel your child should be considered for early admission to kindergarten?

2. What types of activities does your child participate in and can focus on for a given period of time?

Consent to Assess for Early Entrance to Kindergarten

Child's Name: _____ Date of Birth: _____

I give permission for an individual screening of my child. I understand that the screening will be conducted by certified District personnel and my child must score ~~at the 88%-ile~~ or higher on ~~screening~~ and at the 88%-ile or higher on the school/mental ability assessment ~~tools~~. I also understand that my child will participate in additional assessments (standard achievement test) if s/he scores at the 88%-~~ile~~ on the Brigance and 88%-ile on the school/mental screening assessments. The assessment tools are selected and administered so as not to be discriminatory and administered appropriately for individuals with limited English proficiency. Assessments shall be administered in the child's native language or other mode of communication.

Parent/guardian Signature_____
Date

Early Entrance to Kindergarten Enrollment Recommendation

Date Application Submitted to District Office: _____

Brigance Assessment Score: _____ Date Given: _____

School/Mental Ability Assessment Name: _____

Score: _____ Date Given: _____

~~Child scored at/above 88% on the Brigance screener?~~ ☐ Yes ☐ No~~Child scored at/above the 88%-ile on the school/mental ability assessment?~~ ☐ Yes ☐ No~~Child scored at the 88% ile on the District approved screeners?~~ ☐ Yes ☐ No

If yes, further assessment results are below:

Standardized Achievement Name: _____

Score: _____ Date Given: _____

Comments: _____

_____Petition for Early Enrollment ☐ Recommended ☐ Not Recommended

Application, assessments and all student information has been reviewed by the following District selection committee members:

*Director of Elementary Education Signature*_____
*Date*_____
*Gifted Coordinator/Designee Signature*_____
*Date*_____
*Principal Signature*_____
*Date*_____
*Counselor Signature*_____
Date

For District Use Only

*Superintendent/Designee Signature*_____
*Date*_____
*Board Chair Signature*_____
Date