



Board of Education

Staff Report to the Board

Board Meeting Date:

Executive Committee Lead: Brenda Martinek

Department: Enrollment and Transfer

Presenter/Staff Lead: Judy Brennan

SUBJECT: Proposed revisions to policy 4.10.020-P; rescission of policy 4.10.032-P

BACKGROUND

More than 5,000 new students enroll in PPS each school year. A lack of policy clarity regarding age and prior experience has led to inconsistent enrollment practices across schools, with different schools enrolling students with similar age and experience in different grade levels. The purpose of the new draft policy is to clarify and streamline guidance through changes to current policy 4.10.020-P and rescission of 4.10.032-P.

RELATED POLICIES / BOARD GOALS AND PRIORITIES

ORS 336.092; ORS 336.095; ORS 339.115

PPS 4.10.010-P, Compulsory Enrollment and Attendance; PPS 4.20.010-P, Promotion and Retention of Students

All language in the policy was reviewed for compliance, and reflects current practice.

PROCESS / COMMUNITY ENGAGEMENT

Policy revisions were developed with input from a team of central office staff representing Early Childhood Education, Enrollment & Transfer, ESL, General Counsel, Office of School Performance and Talented and Gifted. The team considered the following frequently asked questions from parents and school administrators secretaries and counselors:

- Should students who have completed kindergarten be allowed to enroll in 1st grade if they turn six after September 1?
- Should students who are six years old be assigned to kindergarten or first grade if they have not completed kindergarten?
- Should students enrolling during the school year, or arriving with limited educational records be assigned to a grade level based upon their age or their prior school experience?

In addition to addressing these questions, staff made further changes based on input received from the Board's Policy and Governance Committee on January 31, 2019. The attached draft now contains language about compulsory enrollment, which has been located in Policy 4.10.-10-P. Additional adjustments to related policies are under review.

ALIGNMENT WITH EQUITY POLICY IMPLEMENTATION PLAN

Reviewed and Approved by
Executive Committee Lead

The equity policy implementation plan does not make direct reference to compulsory enrollment and age/grade at entrance.

At a broader level,

- The proposed policy changes address equity concerns regarding the placement of new students who arrive with limited educational experience and records.
- The proposed policy continues to allow applications for early entry to kindergarten, as described in Administrative Directive 4.10.033-AD. The Administrative Directive is under review by the Talented and Gifted Department, as there are equity concerns regarding the early entry process, including the fee associated with testing and the lack of testing opportunities in languages other than English.

BUDGET / RESOURCE IMPLICATIONS

No known impacts

NEXT STEPS / TIMELINE / COMMUNICATION PLAN

Connect to Kindergarten events begin in winter, and peak enrollment time is mid-August. Approval of the proposed policy revisions in February allows for immediate guidance to schools and families, as well as opportunities for staff professional development. The changes will be communicated through admin connection, existing training opportunities and the Enrollment and Transfer Center's website.

Related policy and administrative directive revisions underway:

Policy 4.10.010-P, Compulsory Enrollment and Attendance, will be revised to reflect the changes to Policy 4.10.020-P, and to update procedures for determining exemptions to compulsory enrollment.

Policy 4.20.010-P, Promotion and Retention of Students, will be revised to update procedures for promotion and retention of students.

Administrative Directive 4.10.033-AD, Early Entry into Kindergarten, will be updated to reflect a more equitable system for early entry testing and determination.

QUESTIONS FOR BOARD DISCUSSION

ATTACHMENTS

Draft policy 4.10.020-P -redlined
Draft policy 4.10.020-P-clean copy
Policy-4.10.032-P-redlined
Policy-4.10.032P Rescission memo

BOARD POLICY 4.10.020-P Compulsory Enrollment; Age And Grade Level At Entrance

All children between the ages of 6 and 18 years who have not completed the 12th grade are required to regularly attend public school full-time, unless exempted as per ORS 339.030 and PPS 4.10.010-P.

- 1) **Preschool through First grade:** Admission is allowed for children whose birthdays occur on or before September 1, as follows:
 - a) **Preschool:** A child is eligible to apply for Preschool if his/her third birthday occurs on or before September 1..
 - b) **Pre-Kindergarten:** A child is eligible to apply for Pre-Kindergarten if his/her fourth birthday occurs on or before September 1.
 - (a) A child whose fifth birthday occurs on or before September 1 is not eligible for Pre-Kindergarten.
 - c) **Kindergarten:** A child will be admitted to Kindergarten if his/her fifth birthday occurs on or before September 1, or if approved through the Early Entry to Kindergarten process.
 - (a) A student whose fifth birthday occurs after September 1 and on or before October 1 may apply for early entry into Kindergarten, as allowed in Administrative Directive .4.10.033-AD.
 - (b) A student whose sixth birthday occurs on or before September 1 may enroll in Kindergarten if he/she has not successfully completed a kindergarten program.
 - (c) If the parent/guardian wishes, a student who has been enrolled in Kindergarten outside of PPS may be placed in Kindergarten when entering the district during the school year, even if the birthdate occurs after September 1.
 - d) **First Grade:** A child will be admitted to the first grade if his/her sixth birthday occurs on or before September 1, or with evidence of successful completion of a kindergarten program.
 - (a) A child whose sixth birthday occurs after September 1 who has been enrolled in first grade outside of PPS will be placed in first grade when entering the district during the school year.
- 2) **Second through Twelfth Grade:** A student newly enrolling in PPS will be assigned to a grade based on his/her age or prior school experience:
 - a) A student who has successfully completed a grade level will be enrolled in the next grade level when entering the district at the start of a school year.
 - b) A student who has been enrolled in a grade level outside of PPS will be placed in that same grade level when entering the district during the school year.
 - c) A student who is newly enrolling without educational records from a previous school will be placed in the appropriate grade level based on his/her age. Course selection for a middle or high school student will occur in collaboration with the student, family, counselor and other school staff, and take

into consideration student skill level and necessary high school graduation requirements.

- 3) Students 19 years of age: Students who turn 19 years of age during the school year shall continue to be eligible for a free and appropriate public education for the remainder of the school year.
- 4) Students 21 years of age: The district shall admit otherwise eligible students who have not yet attained 21 years of age prior to the beginning of the current school year if they are shown to be in need of additional education in order to receive a diploma or are receiving special education services and have not yet received a regular high school diploma. These students may attend school without paying tuition for the remainder of the school year.
- 5) Nothing in this policy prevents a family from seeking grade acceleration or retention, as allowed in [Policy 4.20.010-P](#).

Legal References: ORS 327.006; ORS 336.092; ORS 336.095; ORS 339.115 History: Adpt 9/71; Amd 9/73; Amd8/81; Amd 10/27/83; Amd 8/95; Amd 9/9/02; BA 2420: Amd 2/19

BOARD POLICY 4.10.020-P Age Compulsory Enrollment; Age And Grade Level At Entrance

~~(1) **Preschool – Early Childhood Centers.** A child will be admitted to early childhood education when space in such programs permits and provided his/her fourth birthday occurs on or before September 1. The Head Start Program admits three year olds on a "space available" basis.~~

~~(2) **Kindergarten.** A child will be admitted to kindergarten if his/her fifth birthday occurs on or before September 1.~~

~~(3) **First Grade.** A child will be admitted to the first grade if his/her sixth birthday occurs on or before September 1.~~

~~(4) **Students 19 Years of Age.** Resident students over age 19 who have a diploma may be admitted with the approval of the [superintendent or designee] and upon payment of tuition at a rate established by the district. Students who turn 19 years of age during the school year shall continue to be eligible for a free and appropriate public education for the remainder of the school year.~~

~~(5) **Students 21 Years of Age.** The district shall admit otherwise eligible students who have not yet attained 21 years of age prior to the beginning of the current school year if they are shown to be in need of additional education in order to receive a diploma or are receiving special education services and have not yet received a regular high school diploma. These students may attend school without paying tuition for the remainder of the school year.~~

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Office of Student Support Services

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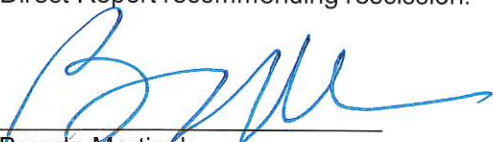
January 28, 2018

The Office of Student Support Services recommends rescission of the "Early School Entrance" Policy 4.10.032-P. A hard copy of the Policy is attached to this memo. The following statement is proposed for the "Age and Grade at Entrance" Policy 4.10.020-P:

"A student whose fifth birthday occurs after September 1 and on or before October 1 may apply for early entry into Kindergarten, as allowed in Administrative Directive 4.10.033-AD."

Inserting this statement into Policy 4.10.020-P will make information about early entry accessible to more stakeholders, and allow for the rescission of Policy 4.10.032-P.

Direct Report recommending rescission:


Brenda Martinek

1/28/19
Date

4.10.032-P Early School Entrance

Early entry evaluations identify children who would be best served by beginning school before they meet the state age requirement for school entrance. The intent of early entry is to admit early those children whose needs will best be met through advanced placement for the current year and throughout their K-12 education. The child's advanced development in social, emotional, academic, intellectual and physical functioning are taken into consideration in the evaluation.

Legal Reference: ORS 339.115 History: Adpt 1/11/96; Amd 9/9/02; BA 2420

