**OEK Selection**

Selection Files: Email to [cmortensen@alpinedistrict.org](mailto:cmortensen@alpinedistrict.org)

with data for all students tested, not just the students in OEK

•These will come to the principal during the testing testing week.

Determining eligibility

•Parents of in-coming kindergarten students will be given a letter describing the school's all-day Kindergarten model and the selection process at the beginning of the appointment for the child's pre-test. Before the end of the assessment meeting, parents should be asked if they are interested in having their child considered for placement in the all-day kindergarten.

•All kindergarten students entering at the beginning of the year are pre-tested prior to the beginning of classes. The students with the lowest scores are invited to enter the optional all-day Kindergarten programs. In the event of tied scores a drawing will determine participants.

•Students attending a school with OEK on an Out-Of-Area permit may attend an OEK session only if the two following conditions apply:

1. Application for attendance to the OEK school is made before pre-testing for kindergarten occurs and
2. There are available spaces in OEK after considering the placement of neighborhood students into the class.

Because schools are chosen to participate in OEK because of the economic status of the neighborhood, the first choice for filling the OEK classrooms belongs to the students residing in the school boundaries.

•Parents of eligible students must be informed that they may choose not to have their child enrolled in the OEK program and request that their child attend a session of half-day kindergarten instead and sign a form stating their child was eligible to attend OEK and that they decline the enrollment. Parents choosing to enroll their eligible child will sign a permission form.

•Students entering kindergarten after the school year begins are also pre-tested to record entrance levels and date of entrance.

•Should a vacancy in the all-day kindergarten occur within the first 8 weeks of the beginning of the school year the initial selection list may be used to fill vacancies by selecting the next lowest student on the list. After the first 8 weeks of the school year, a new selection list will be created and will remain in effect for 8 weeks. To create a new selection list:

a. Two lowest achieving children (recommended by the classroom teacher) from each section of regular kindergarten will be given a screening test.

b. If the next three students on the most recent selection list, who would have been in line to attend all-day Kindergarten, are not recommended by their classroom teacher they should also be given the screening test.

c. The student with the lowest score will be invited to enter the class. In the event of tied scores a drawing will determine the next participant to invite.

•Student Movement out of Optional Extended Kindergarten

Academic Reasons:

This intervention is intended to accelerate the academic success of the enrolled students. If an enrolled student is performing at a higher level than a student not in the Optional Extended Kindergarten that is not yet a sufficient reason for removal but is evidence that the intervention is supplying the desired outcome.

Movement of a student out of this class should have a preponderance of evidence that the student’s academic progress will not be adversely affected by their removal from the extension. The evidence for removal must show that the exiting student is performing well above grade level expectation (by ½ year or more) for that time of the year in all targeted academic areas; reading, composition, math.

School Operation Reasons:

OEK students must be picked up from school 15 minutes after the end of the school day, or according to the regular school pick up policy. If student shows a pattern of remaining at school past this time the student may be exited from OEK and return to a half-day schedule at the discretion of the principal.

If the student’s behavior does not adjust to the schedule of all day kindergarten within 2 weeks of beginning and OEK class, but exhibits excessive crying or aggression the OEK and Regular Kindergarten teacher(s) will begin a formal behavior modification plan. The plan will be reviewed with the parent(s)/guardian each successive week. If the targeted student’s classroom behavior continues to be excessive after 2 reviews with parents/guardians the student may be exited from OEK and return to the half-day schedule at the discretion of the principal.

Policy for Due Process

•Parents wishing to have their student's selection status reviewed should write a letter stating their reasons for requesting their status be reviewed and deliver it to the school principal.

•The principal should respond in a timely manner to the request.

•The due process should follow the same procedure established by the school for classroom placements.

Policies relative to kindergarten programs

•Kindergarten teachers participate in Collaboration Mondays during the school year. Students will attend for a longer day on Tuesday- Friday and the banked time is used to create an early out each Monday. Kindergarten students in the Optional Extended Kindergarten will attend the same seat hours as first grade students in our district.

\*\*Sample letters for OEK are included but need to be revised for the current year (dates, logos, etc…)



school logo and info

August 20, 2007

Dear Kindergarten Families,

This year Alpine School District will be offering an Optional Extended Day Kindergarten (OED-K) in several schools. Your child’s school is participating by hosting an all day kindergarten program.

The enrollment process for these new classes is:

•Parents of in-coming kindergarten students will be given this letter describing the school's all-day Kindergarten model and the selection process at the beginning of the appointment for the child's pre-test. Before the end of the assessment meeting, parents should be asked if they are interested in having their child considered for placement in the all-day kindergarten.

•All kindergarten students entering at the beginning of the year are pre-tested prior to the beginning of classes. Students in need of additional academic support are invited to enter the optional all-day Kindergarten programs. In the event of tied scores a drawing will determine participants. A drawing will also be used to select average students to participate in all-day classes where applicable.

•Parents of eligible students must be informed that they may choose not to have their child enrolled in the OEK program and request that their child attend a session of half-day kindergarten instead and sign a form stating their child was eligible to attend OEK and that they decline the enrollment. Parents choosing to enroll their eligible child will sign a permission form.

This school’s OED-K will be the Double-Session model. It is organized with up to 16 students who would attend a regular kindergarten session (in more than 1 classroom) and attend a second session of kindergarten during the same hours as first grade classes at the school.

Please notify the teacher performing the assessment for your child today if you are interested in having your child considered for enrollment should she/he qualify for this program.

Sincerely,

Principal’s name



Saratoga Shores Elementary

August 27, 2007

Dear Kindergarten Family,

Your child is eligible to attend the Optional Extended Day Kindergarten (OED-K) at this school. The program is provided free of charge for qualifying students.

You may choose not to have your child enrolled in the OED-K program and request that your child attend a session of half-day kindergarten instead; and sign this form stating that you understand that your child was eligible to attend OED-K and that you decline the enrollment.

If you choose to enroll your eligible child you will need to sign below giving the school permission for that enrollment.

Signed,

 Please enroll my student in the Optional Extended Day Kindergarten classroom.

 No, do not enroll my child in the Optional Extended Day Kindergarten classroom. I understand that my child is eligible to enroll based on low test scores from the Alpine School District kindergarten screening test, however I decline the offer for enrollment.

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Student’s Name Parent’s Signature

Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Masters for OED-K Parent Notification

1) Please change dates on the letters to reflect this year’s dates.

2) Please place a copy of the letter dated August 20th with every student testing packet. All parents of enrolling kindergarten students should receive this letter at the beginning of the assessment session at their child’s testing appointment.

3) The letter dated August 27 is to document acceptance of enrollment or decline of enrollment for students invited to participate because of low scores.

•Phone permission is acceptable if the parent signs the acceptance before the first session of attendance in OED-K.