

ADMINISTRATIVE PROCEDURE

EARLY ENTRANCE INTO FIRST GRADE

5111.11

Procedure No.

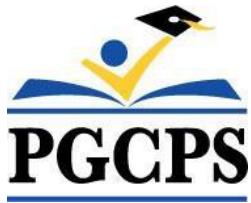
September 21, 2020

Date

- I. **PURPOSE:** To provide a standardized procedure for a student's early entrance into first grade.
- II. **POLICY:** The Board of Education maintains that extremely talented kindergarten students should be declared eligible to enroll into the first grade when it is determined by staff that those students have the maturity and ability to succeed academically in the first grade. Policy 5111
- III. **PROCEDURES:**
 - A. All children who are eligible for enrollment in kindergarten by virtue of age, may be enrolled in kindergarten. Kindergarten students may be nominated by a parent/guardian, teacher, or principal for early admission to first grade.
 - B. **Alternative Virtual Assessment During Full Distance Learning**
 1. During full distance learning in effect for the 2020-2021 school year, the Department of Curriculum and Instruction, Elementary Reading/English Language Arts (R/ELA) and Mathematics Offices will provide an alternative virtual assessment procedure for students who are applying for early entrance into first grade.

Eligible students must be enrolled in a PGCPS kindergarten class. Upon request from a parent, information will be provided regarding the timeline, eligibility process, and assessment information for early entrance into first grade.
 2. **Timeline:** The screening process for early entrance to first grade will begin on September 21, 2020, to allow time for the student to become acclimated to the school and distance learning. Final decisions will be made by the end of Quarter 1.
 3. **Eligibility Process:** Students will be evaluated to determine whether (1) the academic record shows mastery of kindergarten; and (2) any existing standardized reading and mathematics assessment scores indicate mastery of kindergarten skills. Eligible students will be administered an oral/online reading and mathematics assessment provided from the Elementary R/ELA and Mathematics Offices. In addition, school staff will schedule a Student Intervention Team (SIT) meeting to discuss and determine placement.
 4. **Assessment Information:** School staff should contact the Division of Academics to receive further information on administration procedures and/or schedule appointments for testing eligible students.

The Mathematics assessment will need to be administered by a designee



ADMINISTRATIVE PROCEDURE

EARLY ENTRANCE INTO FIRST GRADE

5111.11

Procedure No.

September 21, 2020

Date

in the Mathematics Office.

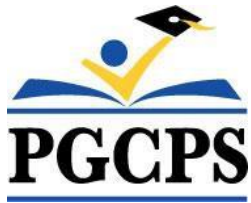
The R/ELA assessment will measure early reading behaviors and text reading. It will be administered by a Reading Recovery teacher from the Elementary R/ELA Office.

The Reading Recovery teacher and the Mathematics Office designee will provide a summary of the results to the principal for the SIT meeting members' consideration.

5. If the parent and/or guardian does not agree with the placement, the decision can be appealed with the Instructional Director for the school.

C. In Person Assessment

1. When students are allowed to resume instruction inside school buildings, kindergarten students who are nominated for early admission will be observed during September and October, and the observation checklist (Attachment III) will be completed. During this period of observation, parents/guardians will be invited to visit their child's classroom.
2. At the end of the observation period, the child will be reviewed by the School Instructional Team (SIT). If the child's performance level is high enough to warrant additional screening, and if the parent/guardian gives consent, a School Ability Test (OLSAT) will be administered to the child. The test can be secured from the Talented and Gifted Office (TAG). Parental consent is required prior to administering the test.
3. Students who meet the 80% requirements on each of the three sections of the Observation Checklist and whose school ability score on the School Ability Test is 126 (95% or higher) may be recommended for early admission to grade one (1) by the SIT. Full-time placement into first grade for students who qualify should occur near the beginning of the second quarter to maximize the first grade experience.
4. The Report on Early Admittance to First Grade Form (Attachment II) should be included in the child's Limited Access Folder (LAF). **A copy of this report must be sent to the TAG Office.** The Observation Checklist (Attachment III) and Parent Nomination Form (Attachment IV) should be maintained in the child's cumulative folder. **The child's first grade report card should have the following statement recorded instead of first quarter grades:** "This student entered first grade after completion of the Early Entrance into First Grade Procedure."



ADMINISTRATIVE PROCEDURE

EARLY ENTRANCE INTO FIRST GRADE

5111.11

Procedure No.

September 21, 2020

Date

5. After studying the recommendation, the principal will inform the parent of one of the following:
 - a. The child is recommended to remain in kindergarten with appropriate experiences; or
 - b. The child is recommended to have both kindergarten and appropriate first grade experience; or
 - c. The child is recommended for placement in first grade (Attachment V).
6. The cognitive, social, and physical development of each child who is accelerated to the first grade will be reviewed as the year progresses. After consultation with the parent/guardian, any child who is determined to be inappropriately placed in the first grade may be reassigned to the kindergarten program and receive appropriate enrichment experiences.

The following documents are to be used in implementing the procedure:

Attachment 1 - Timeline for completing Early First Grade Entrance Procedure.

Attachment 2 - Report on Early Admission to First Grade.

Attachment 3 - Teacher's Observation Checklist.

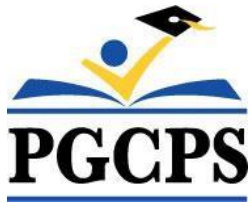
Attachment 4 - Parent Nomination Form.

Attachment 5 - Sample Letters (2).

7. If the parent and/or guardian does not agree with the placement, the decision can be appealed with the Instructional Director for the school.

IV. MONITORING AND COMPLIANCE:

- A. Schools shall keep records of all students requesting Early Entrance into First Grade. This file will be kept in one folder in the main office entitled "Early Entrance to First Grade 2020-2021". The document will include the first and last name of the student, the student number, the date of the SIT assessment review and final SIT determination (remaining in Kindergarten or Moved to First Grade).
- B. The SIT team's final decision letter should be included in each students file.
- C. Schools will work in collaboration with the Division of Academics to resolve errors made by school-based staff.



ADMINISTRATIVE PROCEDURE

EARLY ENTRANCE INTO FIRST GRADE

5111.11

Procedure No.

September 21, 2020

Date

V. **RELATED POLICY AND PROCEDURES:**

Board Policy 5111 – Legal Age of Admission

Administrative Procedure 5111.1, Admission to Kindergarten and First Grade.

VI. **MAINTENANCE AND UPDATE OF THESE PROCEDURES:** This Administrative Procedure originates with the Division of Instruction and will be updated as needed.

VII. **CANCELLATIONS AND SUPERSEDES:** This Administrative Procedure cancels and supersedes Administrative Procedure 5111.11, dated September 1, 2000.

VIII. **EFFECTIVE DATE:** September 21, 2020.

Attachments: (5)

Distribution: Lists 1, 2, 3, 4, 5, 6, 10, and 11