

**Tooele County School District**  
**92 S. Lodestone Way**  
**Tooele, UT 84074**  
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February 27,2020

Dear Parents of Kindergarten Students:

*Tooele County School District* is happy to offer Optional Full-Day Kindergarten programs in various schools. Your student's school is one in which there is an Optional Full-Day Kindergarten classroom. **The intent of the Optional Full-Day Kindergarten classrooms are to provide additional instruction to students who would most benefit from an increase in literacy and numeracy instruction in order to maximize the probability of grade level reading and math performance.**

The instruction and content in the Optional Full-Day Kindergarten classrooms will be developmentally appropriate, academic, and consistent with the *Utah State Core Curriculum*. We realize that many parents would like their students in the Optional Full-Day Kindergarten classrooms. We also realize that not all students will be able to attend because of numbers.

*The following guidelines are offered for the Optional Full-Day Kindergarten classrooms:*

1. Parents are to be informed that the full-day classes are optional.
2. Parents are to be informed in a timely manner of their child's kindergarten placement.
3. Students are selected from the following criteria:
  - A. An assessment is administered by the school team prior to student selection. This assessment is to provide a common procedure for selecting students to the Optional Full-Day Kindergarten classroom.
  - B. Team meets and determines need based upon: Screening data, class configuration of approximately 3/4 low scoring students and 1/4 middle scoring students, and gender equity.
  - C. Students must be in boundary of school or approved prior to June of the current year as an out-of-boundary student to be considered for the Optional Full-Day Kindergarten class.
  - D. Attendance is vital for student progress in the Optional Full-Day Kindergarten class. A total of more than 10 absences may jeopardize the student's placement in the Full-Day Kindergarten class. Continued placement in the class would require a continuation of services discussion with the principal.

- E. Serving of breakfast to Optional Full-Day Kindergarten students at schools that share students is problematic. It is recommended these students eat breakfast at home.
4. Students that are not selected for the Optional Full-Day Kindergarten classroom have a right to due process. The following is the due process timeline and appeals process timeline and appeals process:
- A. Within 3 working days of notification on selection or non-selection, parents are to meet with the principal of the school.
  - B. If the parents do not agree with the school team decision after meeting with the principal, they may decide to appeal beyond that level. The School District has a Case Management Team (CMT) to review actions taken. The appeal, made by the parents, must be made in writing within 5 business days and should be addressed to the Elementary Education Director.
  - C. The Case Management Team would then have 10 working days to respond. This team would review the data from the selection process--including teacher and principal input, as well as parent information--then make a decision. This would be reported to the parents by the Principal of the student's school.
  - D. Should the parents still not approve of the decision, a final appeal in writing may be made to the Assistant Superintendent of *Tooele County School District* within 5 business days. This appeal would then have 10 working days for the Assistant Superintendent to respond. The decision made by the Assistant Superintendent is final.

Schools that have Optional Full-Day Kindergarten programs are:

- ❖ *Anna Smith Elementary*
- ❖ *Copper Canyon Elementary*
- ❖ *Dugway Elementary*
- ❖ *Northlake Elementary*
- ❖ *Sterling Elementary*
- ❖ *Willow/Grantsville Elementary*
- ❖ *Stansbury Park Elementary*
- ❖ *West Elementary*

Sincerely,

*Tooele County School District*