



LOWELL PUBLIC SCHOOLS

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Joel D. Boyd, Ed.D.
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Memorandum

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To: Members of the Policy Subcommittee
Gerry Nutter, Chairperson
Jackie Doherty, Member
Connie Martin, Member
Latifah Phillips, Administrator Representative

From: Dr. Joel D. Boyd, Superintendent of Schools
Date: December 5, 2019
Ref: Meeting Notice

The Chair of the Policy Subcommittee has requested that a meeting be held.

Date: Monday, December 9, 2019
Place: City Hall – Council Chamber
Time: 5:00 PM

Agenda

The Purpose of this meeting is to review and discuss the following:

- School Assignment Policy
- Pre-K Policy

MEMO-SUPPORTING DOCUMENT

xc: City Clerk
Dr. Joel Boyd, Superintendent
Gerry Nutter, Chairperson
Latifah Phillips, Adm. Representative
Jackie Doherty, Member
Connie Martin, Member
Mary Sheehan, Recorder
Matt Nelson, LTC

Current Policy

Preschool Programs

Lowell Public Schools offers integrated Preschool programs for three (3) and four (4) year old children who have an Individual Education Plans (IEP) and for children who are four (4) years old by September 1st. To ensure equity in the Lowell Public Schools for all students, students who are not placed pursuant to an IEP will be assigned to a preschool program based on the following **placement criteria**:

1. **Space Availability** - space available in a particular school, program or grade is defined according to the policy in effect as to class size.
2. **Place of Residence** (proximity of residence to school) - all other priorities being equal, the student living within the school neighborhood street directory as defined by the Lowell School Committee, has priority of assignment for that school. No transportation is provided for Preschool.
3. **Ethnicity Balance** - new assignments and transfers must meet requirements of ethnicity balance. The goal is to achieve an ethnicity balance within each school, program and grade that reflects, within 10% above or below, the ethnicity percentage of the zone as a whole.

The Early Childhood Coordinator will also consider gender and English Language Learner status to ensure students in all schools are being placed equitably. A student's Preschool placement is a one year placement only and has no bearing on a student's kindergarten placement. All families must register at the Family Resource Center for kindergarten.

Preschool Lottery

The order of names considered for placement in a preschool program will be determined through the use of a randomly and blindly generated five digit number that will be generated at the conclusion of the registration period, and stored in the district's Student Information Management System. The Early Childhood Coordinator will maintain the Preschool waitlist.

At the the time of registration, the parent/guardian will be asked to indicate three (3) school choices in order of preference. Students who are not assigned to their first choice school will be placed on a waitlist based on their three school choices at the time of registration.

Preschool placements will be made by August 15th.

Preschool Attendance

It is the parents' responsibility to ensure regular attendance.

Appeals

Any appeal of a placement decision must be made in writing, addressed to the Chief Officer for Equity and Engagement.

To: Dr. Joel Boyd, Superintendent of Schools
From: Latifah Phillips, Chief Equity and Engagement Officer
RE: School Assignment Policy Discussion Points
Date: December 5, 2019

Each year, the School Committee may consider changes to the school assignment policy for the upcoming school year. During this Policy Subcommittee meeting, the Office of Educational Equity and Community Empowerment plans to discuss the policy provisions listed below. Any proposed policy changes which result from this discussion will be drafted following this subcommittee meeting and a final recommended policy for the 2020-21 school year will be presented to the full School Committee at the January 15, 2020 meeting.

In addition to communicating any policy changes enacted by the School Committee, prior to the start of the school assignment process for SY2020-21, the Office of Educational Equity and Community Empowerment plans to strengthen its communication and outreach efforts to reduce barriers that may present challenges to all families fully exercising school choice options and program options that may be available to their child at schools across the district.

Discussion Topics for Proposed Changes to the 2020-2021 School Assignment Policy

1. Kindergarten lottery and waitlist
2. Waitlist for grades 1-8
3. Sibling preference
4. Extended rights for McKinney-Vento students, foster care students and students with special needs for placement within schools on a case by case basis.
5. Transfer cutoff deadline