

STUDENTS

Qualification of Attendance and Placement

Entrance Qualifications

Pursuant to WAC 392-335-010 the District establishes the following procedure for early entrance of kindergarten pupils. Early admittance will be considered for children born after September 1 of the desired year of entry. This allows children who have the ability or need, or both, to enter kindergarten or first grade prior to the uniform entry age.

Grade Placement

When a student transfers before or during the school year, the receiving school shall initially honor placement of the student in educational grade based on the student's enrollment in the sending school and/or educational assessments conducted at the sending school. Continuing the student's academic program from the previous school should be paramount when considering placement. This does not preclude subsequent evaluations to ensure appropriate placement and continued enrollment of the student in the grade and/or particular program.

Education Program

The receiving school shall initially honor placement of the student in educational programs based on current educational assessments or participation/placement in like programs in the sending state. Such programs include, but are not limited to gifted and talented programs; and English Language Learner (ELL).

Application/Assessment Process

- A. Applications for early entrance for children living within the District will be accepted through May 1 of the desired entry year. Complete application must include:
 1. Proof of Central Kitsap School District permanent residency and a copy of the child's birth certificate (or other proof of age).
 2. The application for early entrance to kindergarten form, which will include permission to evaluate.
 3. A developmental questionnaire to be completed by the parent/guardian regarding the child.

4. A preschool questionnaire to be completed by the preschool teacher if the child has had prior school experience.
5. Other information that is relevant and will assist the Early Entrance to Kindergarten team in determining a child's developmental level.

The application packet can be obtained from the district website, at the district office, or at any elementary school.

- A. An early entrance assessment is required. This assessment will include, but may not be limited to, seven areas: (1) mental ability, (2) gross-motor skills, (3) fine-motor skills, (4) visual discrimination, (5) auditory discrimination, (6) social/emotional development, and (7) language development.
- B. The district reserves the right to annually establish a fee to pay for the cost of the assessments noted above. Parents for whom the cost of an assessment would cause undue hardship may request exemption or reduction from fees. These requests will be considered on the basis of submission of a "Free and Reduced Meals" application and qualifying for free or reduced meals.
- C. Parents must contact the Office of Teaching and Learning, to make an appointment for the assessment.
- D. The assessment is conducted by the Early Entrance to Kindergarten Team. The assessment team will include a school psychologist, a kindergarten teacher or representative from the Office of Teaching and Learning, and at least one additional member of a multidisciplinary team.
- E. The Early Entrance to Kindergarten team will review the application and assessment results and come to a decision in regards to a child's need and/or ability to enter kindergarten early. The student must meet the screening criteria in all areas and receive a recommendation from the Early Entrance to Kindergarten team. A decision will be mailed within 10 work days of testing.

Placement of Students on Admission

The decision of where to place a student seeking admission to the district rests with the principal. Generally, students meeting the age of admission requirements or transferring from a public or approved private school shall be placed in kindergarten or first grade, or the grade from which they transferred. The principal shall evaluate the educational record and assessments of all other students to determine their appropriate

placement. A temporary classroom assignment may be made for no more than thirty calendar days for the purpose of evaluation prior to making the final placement decision.

Special Placement for Students Who Have Completed 450 Hours of Non-“Accredited” or Non-“Approved” Kindergarten

Students, who are not age eligible for first grade, whose birthdates fall between and including September 1 and November 15, and who have completed 450 hours of kindergarten in a private school which has not been accredited by OSPI or approved by an agency recognized by OSPI as having that authority, may be placed as follows:

- A. The parent will meet with the building principal and present that information obtained from the private kindergarten as well as other sources which causes the parent to conclude that the student will be successful in first grade in spite of his/her younger age.
- B. If the principal concludes that the evidence presented by the parent sufficiently supports the likelihood that the student will be successful in first grade in spite of his/her younger age, then the student will be placed in a combination of kindergarten (half day) and first grade (half day) for a period of time, not to exceed 30 calendar days.
- C. Before the end of those 30 days, at the principal’s discretion, the principal will convene a meeting. Participants will include the parent(s), the student’s teacher, the principal, and other invited individuals who may contribute relevant information and/or expertise regarding the individual student. At this meeting, the participants will consider the student’s general performance, their social, emotional and physical maturity, academic skills, peer relationships and other relating factors.
- D. Based on the information provided by the participants of this meeting, the student will be placed in either kindergarten or first grade for the remainder of the year. In the event the participants in this decision can’t reach a consensus, the building principal has the authority and the responsibility to make the final decision. Following the completion of this year, the student is subject to the other provisions of this policy.

First Grade

Any student not otherwise eligible for entry to the first grade who has successfully completed an accredited kindergarten program, or 450 or more hours including instruction in language arts, arithmetic, and reading may be placed in a first grade classroom.

Unofficial or “Hand Carried” Education Records

In the event that official education records cannot be released to parents for the purpose of transfer, the custodian of the records in the sending state shall prepare and furnish to the parent a set of unofficial education records. These records shall be used to enroll and appropriately place the student pending validation by the official records.

Official Education Records

The school shall request the student’s official education record from the school in the sending state within a reasonably determined time.

Adopted:	<u>July 27, 1994</u>
Revised:	<u>May 23, 2001</u>
Revised:	<u>April 13, 2007</u>
Revised:	<u>April 19, 2010</u>
Revised:	<u>December 10, 2014</u>
Revised:	<u>July 10, 2019</u>