QUALIFICATIONS OF ATTENDANCE AND PLACEMENT

Entrance Qualifications

The following procedures shall be utilized to process individual requests for early entrance:

1) Parents seeking early entrance for their child will submit a written request to the principal of the school in which they seek to enroll their child. Such written application shall include as a minimum, parental assessment of potential school success and a description of the child’s experience in regularly-scheduled group settings (such as daycare, preschool, etc.). The request is to be submitted during the time periods established for kindergarten registration.

2) Following written application, the principal will arrange a conference with the parent(s), him/herself, and a qualified early childhood educator from within the District. The purpose of this conference is generally defined as providing opportunity to review early entrance procedures, discuss elements of kindergarten expectations, and program philosophy and structure.

3) Should the parent decide to continue with the application process, payment of a processing fee of $198.00 to the District Business Office will be required.

4) The fee may be reduced for applicants who could qualify for free or reduced lunch or upon the principal’s recommendation.

5) Following payment or waiver of the processing fee, an appointment with the child will be scheduled for completion of the appropriate inventories and screening tools. Parents will be informed of the instruments to be utilized and will be required to sign permission for individual child screening. Screening tools shall include a measure of general pre-academic, and a measure of the child’s social skills. In addition, a classroom performance rating scale will be completed through an interview with the child’s preschool or day care teacher. All screening tools will be administered by District staff trained in the administration and scoring of standardized assessment tools in the area of early childhood education.

To be admitted for early entrance to kindergarten, students will score at or above the 75th percentile on the pre-academic screening tool. The standard score on the social skills inventory will be at or above the mean for the child’s chronological age. (Scores from the previous academic year will be utilized as the comparison group.)

6) All available information and data shall be reviewed by the building principal and one or more early childhood educators for purposes of either granting or denying early entrance. At least one team member will review the results directly with the parent(s).

7) Parents may appeal either the decision for early entrance or the charging of fees directly in writing to the Superintendent.

Admission of Students Aged Twenty-One or Older

1) The student shall petition the Superintendent for admission.
2) The petition shall identify the student’s name, age, address, and grade level or program of study.

3) If approved, the petition shall specify the tuition fee to be paid, shall be signed by the student and the Superintendent, and shall constitute the written agreement required by law. It shall be retained as a public document and made available to the State Superintendent of Public Instruction upon request.

4) The tuition fee shall be calculated in the same way the State Superintendent of Public Instruction determines the cost of educating a student in the District, except that a handicapped student who turns twenty-one during the school year shall only pay that amount of money deemed as “excess cost.”

Part-Time, Home-Based or Off-Campus Students

1) An interested parent/guardian, applying for home-based instruction status on behalf or their child(ren), shall do so at the office of the Superintendent.

2) The office of the Superintendent, upon request, shall provide a parent/guardian with the District’s Declaration of Intent to Home School.

3) Upon completion of the Declaration of Intent to Home School, the Superintendent or designee shall review with the parent/guardian Policy 3110, with particular attention given to those areas related to parent/guardian responsibility and accountability.

4) If a parent determines that supervision by a certificated teacher is necessary to satisfy qualifications to provide home-based instruction, the Superintendent or designee shall inform the parent/guardian that they are expected to select and pay for such supervision. The District will, if requested, assist the parent/guardian in securing instructional materials, provided that the parent/guardian shall bear the cost of such materials.

5) The Superintendent or designee will advise the parent/guardian of their rights to enroll a student for part-time instruction and/or to receive ancillary services.

Entrance from Home-Based or Private School Programs

1) The student’s parent/guardian shall enroll the student at the resident area school or shall apply for attendance at a non-resident school by means of District-approved school choice procedures.

2) When the student transfers from a state-approved institution, the principal or designee shall review records presented by the parent/guardian and place the student at the relevant grade level.

3) When the student enrolls from home-based instruction or a private school not approved by the state, all evidence of educational progress, including standardized test scores, transcripts, portfolios, and school or instructor recommendations/reports, shall be provided by the
parent/guardian and shall be reviewed for placement purposes by the principal or designee.

4) After review of provided records, the principal or designee will determine the appropriate grade and course placement and will inform the student’s parent/guardian.

5) The student’s placement will be conditional for the first twenty (20) school days.

6) A review of the student’s progress within the first twenty (20) school days by the principal or designee shall be reported to the parent/guardian and final placement shall be made after the review.

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