

Required

Local

Notice

INITIAL ENTRANCE AND PLACEMENT IN DISTRICT SCHOOLS

The Board of Education recognizes its responsibility to properly place students upon entering the District. Chronological age shall be the sole basis for initial admission to kindergarten of children capable of receiving regular school instruction.

Children reaching the age of four on or before December 1st of any year will be eligible for admission to PreKindergarten in the preceding September.

Children reaching the age of five on or before December 1st of any year will be eligible for admission to kindergarten in the preceding September.

Children reaching the age of six (6) on or before December 1 of any year will be eligible for Grade 1 in the preceding September. A child who does not meet this age requirement, but who has satisfactorily completed a year's work in a nonpublic kindergarten program which provides substantially equivalent instruction to that of the local public school may be enrolled in Grade 1, if requested by the parent/guardian.

A child entering the District after the opening day of school who has been enrolled in Grade 1 or above in another school will be placed in the same grade. If a determination is made, based upon the child's level of performance in relation to the District's standards for the grade that the child is placed in, that the child is not properly placed, an alternate placement will be made.

Hewlett-Woodmere Schools reserves the right to reevaluate the placement of any child regardless of age.

The Superintendent shall see that regulations are prepared for carrying out this policy in accordance with State Law and regulations of the State Department of Education.

Legal Reference

Education Law, Section 3202, Subdivision 1; Section 1712, Subdivision 1
Hageny's 1958 Handbook, Chapter 7, Section 2, p. 58 Commissioner of Education –
Bulletin to the Schools –
“Entrance to Kindergarten and First Grade”, August 1965

Policy Adopted

4-21-66

Amended: 12/16/2015

INITIAL ENTRANCE AND PLACEMENT IN HEWLETT-WOODMERE SCHOOLS

I. Policy Statement

Chronological age shall be the sole basis for initial admission to kindergarten of children capable of receiving regular school instruction.

Children reaching the age of four on or before December 1st of any year will be eligible for admission to PreKindergarten in the preceding September.

Children reaching the age of five on or before December 1st of any year will be eligible for admission to kindergarten in the preceding September.

Children reaching the age of six (6) on or before December 1 of any year will be eligible for Grade 1 in the preceding September, except that children new to the District who do not meet the first grade age requirement but who have satisfactorily completed a year's work in a nonpublic kindergarten program which provides substantially equivalent instruction to that of the local public school may be enrolled in Grade 1 if requested by the parent/guardian. A nonpublic kindergarten program will be deemed to be substantially equivalent to that of the public schools if it is registered by the New York State Department of Education. In the event it is not, the District shall determine equivalency by either evaluating the program or testing the child to establish the child's ability to do first grade work.

A child entering the District after the opening day of school who has been enrolled in Grade 1 or above in another school will be placed in the same grade. If a determination is made, based upon the child's level of performance in relation to the District's standards for the grade that the child is placed in, that the child is not properly placed, an alternate placement will be made.

II. Eligibility and Procedures for Initial Entrance into Kindergarten and First Grade

A. PreKindergarten

1. Eligibility

- a. Children reaching the age of four on or before December 1st will be eligible for PreKindergarten in the preceding September.
- b. Children reaching the age of four after December 1st will not be eligible for PreKindergarten until the following September.

2. Procedures

- a. Each school will mail a notice of registration dates and places set by the office of the Superintendent and all necessary forms to parents of children eligible for PreKindergarten.
- b. Parents will be required to present the birth certificate of their child or other satisfactory proof of birth and appropriate health forms at the time of registration.

B. Kindergarten

1. Eligibility

- a. Children reaching the age of five on or before December 1st will be eligible for kindergarten in the preceding September.
- b. Children reaching the age of five after December 1st will not be eligible for kindergarten until the following September.

2. Procedures

- a. Each school will mail a notice of registration dates and places set by the office of the Superintendent and all necessary forms to parents of children eligible for kindergarten.
- b. Parents will be required to present the birth certificate of their child or other satisfactory proof of birth and appropriate health forms at the time of registration.

C. First Grade

1. Eligibility

- a. Children who will be six years of age on or before December 1st and have had no previous formal educational experience may be admitted into first grade.
- b. All new entrants will be screened by the school psychologist prior to the beginning of the school year. In order to insure an appropriate placement decision, children seeking admission after the beginning of the school year will be placed after screening procedures are completed.

2. Procedures

- a. A parent requesting initial entrance of a child into first grade will fill out the standard registration and health forms and provide verification of birth date and residence.
- b. The building principal will arrange for the testing and screening of the child by the school psychologist and other professional personnel where necessary.
- c. The building principal, with the advice of the school psychologist and other appropriate professional personnel, will make a placement decision based upon the results of the screening. A parent may request review of the placement decision by writing to the office of the Superintendent of Schools.

3. Screening and Testing

a. Utilization of Data

The screening establishes a procedure to determine the new entrant's readiness for first grade. The findings are utilized for meaningful instructional planning.

A child who will be six years of age on or before December 1st and any new entrants legally entitled to attend the Hewlett-Woodmere Public Schools who have satisfactorily completed a year's work in a nonpublic kindergarten program which provides substantially equivalent instruction to that of the local public school may be admitted into first grade. Screening for such children may nevertheless be utilized to determine if additional testing and/or support services are needed. Should the screening results indicate that even with support services the child does not possess the necessary skills, placement into kindergarten would be recommended even if that child had completed a year's work in a nonpublic kindergarten program, in like manner, as retention would be for a youngster who attended kindergarten within the District's schools.

The competency of a child who will be six years of age after December 1st will be determined by measuring the youngster against norms appropriate for the age range of children who do meet the District age requirement.

b. Screening Instruments

Appropriate screening instruments will be utilized to assess the competence of the new entrant in the areas of: (1) perceptual skills necessary for beginning reading, (2) verbal abilities, (3) quantitative abilities, (4) emergent and early reading skills, (5) concepts of print, and (6) social maturity. The following are recommended:

1. Search Test

- a. Auditory Discrimination
- b. Visual Discrimination
- c. Visual Memory Rote Sequencing
- d. Copying Designs Initials

2. Figure Drawing
3. WPPSI – Vocabulary Subtest
4. Wepman Auditory Memory Span or McCarthy Verbal Memory
5. Kindergarten Language Screening Test (KLST)
6. WPPSI – Arithmetic
7. Social Maturity

This listing may be supplemented, as appropriate, by the school psychologist.

c. Performance Ratings

1. Search – Scores at or below the fourth stanine in local norms indicate vulnerability and the need for further testing.
2. Figure Drawing – Assessment will be made in terms of performance of children who are within the general District age range for first grade, using Good enough scale factors.
3. WPPSI – Vocabulary subtests and WPPSI Arithmetic – Raw Score with evaluation in terms of the age range of children who are within the general District age range for first grade.
4. Social Maturity – An assessment will be made on the basis of the testing situation and background information provided by former school and parents.

III. Initial Placement of Transfer Students

A. PreKindergarten

1. Children will be admitted at any time upon transfer from any public school PreKindergarten in the United States.

2. Children who have attended any non-public PreKindergarten program will be admitted into a Hewlett-Woodmere Public School PreKindergarten provided they meet the entrance age requirements established by the school district in which they resided. If the age requirements established by the district where they resided permits children to attend PreKindergarten younger than those permitted to be admitted into a Hewlett-Woodmere Public School PreKindergarten, a minimum of three (3) months of attendance in such non-public PreKindergarten program shall be a requirement for admittance into a Hewlett-Woodmere Public School PreKindergarten.

B. Kindergarten

1. Children will be admitted at any time upon transfer from any public school kindergarten in the United States.

2. Children who have attended any non-public kindergarten program will be admitted into a Hewlett-Woodmere Public School Kindergarten provided they meet the entrance age requirements established by the school district in which they resided. If the age requirements established by the school district where they resided permits children to attend kindergarten younger than those permitted to be admitted into a Hewlett-Woodmere Public School Kindergarten, a minimum of three (3) months of attendance in such non-public kindergarten program shall be a requirement for admittance into a Hewlett-Woodmere Public School Kindergarten.

C. Grades 1 through 12

1. Initial placement of all students shall be for a six (6) week probationary period.

2. A student from any public school system in the United States will be placed in the grade in which the student had been in her/his prior school.

3. Students from any foreign school, public or private, will be placed in a Hewlett-Woodmere Public Schools grade determined to be equivalent to that of the student's prior school.

IV. Final Placement of Transfer Students – Grades 1 Through 12

A. The progress and performance of all transfer students in the grade or program in which they have been initially assigned will be evaluated by appropriate staff personnel.

B. If the student is to be reassigned, a written summary of the evaluation with recommendations will be prepared by the student's teachers and sent to the building principal.

C. The building principal (or the guidance counselor upon instruction from the principal) will review with the parent the basis upon which the decision to reassign was made.

Legal Reference:

Education Law, Section 3202, Subdivision 1; Section 1712 Subdivision 1

Hageny's 1958 Handbook, Chapter 7, Section 2, p. 58

Commissioner of Education – Bulletin to the Schools – “Entrance to Kindergarten & First Grade,” August 1965.

Regulations Approved

4/21/66

Amended: 11/28/78, 12/16/15