 **MINERAL POINT UNIFIED SCHOOL DISTRICT POLICY 421**

**ADMISSION TO KINDERGARTEN AND FIRST GRADE
(Entrance Age)**

 No child may be admitted to 4-year-old kindergarten in the district unless the child is four years old on or before September 1 in the year he/she proposes to enter school. There shall be no early admission to 4-year-old kindergarten in the district.

 No child may be admitted to 5-year-old kindergarten in the district unless the child is five years old on or before September 1 in the year he/she proposes to enter school. A child may be admitted to 5-year-old kindergarten under the legal age if he/she has satisfactory completed a 4-year-old kindergarten program or has met the conditions and standards for early admission outlined in the district procedures.

 No child may be admitted to first grade in the district unless the child is six years old on or before September 1 of the year he/she proposes to enter school and has completed 5-year-old kindergarten. A child may be admitted to first grade under the legal age if he/she has completed a 5-year-old kindergarten program or its equivalent. A child may also be admitted to first grade under the legal age and/or without having completed 5-year-old kindergarten if he/she has met the conditions and standards for early admission or exemption from kindergarten outlined in district procedures.

 If a child’s request for admission to kindergarten or first grade is denied, the child’s parent or guardian may appeal the decision in writing to the district administrator. The district administrator’s decision is final.

 Legal Reference: Wisconsin Statutes 118.14

 Cross Reference: 421-Rule, Early Admission to Kindergarten or First Grade

 Adopted: June 1986
 Revised: October 1975
 June 1986
 March 2011

 **MINERAL POINT UNIFIED SCHOOL DISTRICT POLICY 421-RULE**

**PROCEDURES FOR ADMISSION TO FIRST GRADE EARLY AND/OR
WITHOUT HAVING ATTENDED KINDERGARTEN**

 A. Conditions and Standards for Admission Under the Legal Age

 A child who is not six years old on or before September 1 in the year he/she seeks admission to first grade may be admitted to first grade if he/she meets either of the following requirements.

 1. The child has successfully completed a 5-year-old kindergarten
 program or its equivalent, or

 2. The child demonstrates the academic and developmental readiness
 skills expected for successful participation in first grade. Evidence
 must exist that the child’s educational welfare would best be served by
 placement in first grade.

 B. Conditions and Standards for Exemption from Kindergarten Completion
Requirement

 A child who has not completed 5-year-old kindergarten may be admitted to first grade if he/she meets any of the following requirements.

 1. The child has successfully completed a program for 5-year-old children
 that the school district deems equivalent to kindergarten.
 Documentation of program completion shall be required.

 2. The child demonstrates academic and developmental readiness skills
 expected for successful participation in first grade. Evidence must exist
 that the child’s educational welfare would best be served by
 placement in first grade.

**Policy 421-Rule Continued:**

 3. Before either commencing or completing first grade, the child moved
 into Wisconsin from a state, country or territory in which completion
 of 5-year-old kindergarten is not a prerequisite to entering first grade.

 4. Before either commencing or completing first grade, the child moved
 in to Wisconsin from a state, country or territory in which completion
 of 5-year-old kindergarten is a prerequisite to entering first grade and
 the child was exempted from the requirement to complete 5-year-old
 kindergarten in the state, country or territory from which the child
 moved.

 C. Procedures

 Requests for early admission to first grade or exemption from the mandatory kindergarten completion requirement shall be made and acted upon in accordance with the following procedures:

 1. Requests shall be submitted to the appropriate elementary school
 principal in writing by \_\_\_\_(*identify applicable date)*\_\_\_\_ for the
 upcoming school year. The request shall include the rationale for
 making the request and any academic or other information that
 supports the child’s readiness for first grade admission. Families
 moving into the district after that date may submit a request no later
 than \_\_\_\_(*identify applicable date – for example, August 1 or at least
 one week prior to the start of the school year)*\_\_\_\_.

 2. The principal shall meet with the child’s parent/guardian to discuss the
 reasons for requesting the child’s first grade admission early and/or
 without having completed kindergarten and to review related student
 record information.

 3. The principal shall determine whether any additional information or
 evaluation is needed. If needed, the principal shall request parental
 permission for evaluating the child and appoint appropriate staff
 members to complete the evaluation. The evaluation process will
 concentrate on obtaining information regarding skills and behavioral
 characteristics that are correlated with success in first grade.

**Policy 421-Rule Continued:**

 The areas evaluated may include: cognitive or intellectual development;
 math, reading and writing skill development; social/emotional maturity;
 communications skills, and sensory motor/physical development. Staff
 shall use a combination of behavioral observation and teacher-made
 assessment tools to assess developmental and skill levels of the child.

 The staff members completing the evaluation shall meet with the
 building principal to analyze the results of the evaluation and any other
 data available to determine the appropriateness of the child’s admission
 to first grade. In order to be admitted to first grade, the child must
 demonstrate the academic and developmental readiness skills expected
 for successful participation in first grade and there must be evidence that
 the child’s educational welfare will best be served by first grade
 placement.

 4. The principal shall meet with the child’s parent or guardian to present the
 results of the evaluation and the recommendation regarding admission
 to first grade. A written decision regarding the request will be provided
 to the parent or guardian and a copy kept on file in the District.

 a. If the request is approved, the principal shall inform the parent
 or guardian that the first grade placement shall be contingent
 on the child’s successful adjustment to the school setting and
 satisfactory progress. The placement shall be reviewed
 \_\_\_\_(*identify applicable period of time – for example, within 30
 days of admission or after the first quarter)*\_\_\_\_. The decision
 to continue or change the placement shall be made by the
 classroom teacher, principal and students services personnel as
 necessary. The decision will be communicated to the child’s
 parent or guardian once it is made.

 b. If the request is denied, the principal shall inform the parent or
 guardian of their opportunity to appeal the decision to the
 district administrator.

**Policy 421-Rule Continued:**

 The appeal must be made in writing to the district administrator
 within \_\_\_\_(*identify the applicable time period – for example,
 10 days)*\_\_\_\_ of receipt of the principal’s decision. The
 decision of the district administrator shall be final.

 Adopted: February 1988
 Revised: April 1991
 June 2001
 March 2011

 **MINERAL POINT UNIFIED SCHOOL DISTRICT POLICY 421.1**

**FIRST GRADE ADMISSION**

 In order to be admitted to first grade in the district, a child must be at least six years of age by September 1 of the year he/she proposes to enter first grade and have successfully completed 5-year-old kindergarten.

 Admission to first grade under the age of six may be permitted if:

 1. the child has successfully completed a 5-year-old kindergarten program or its
 equivalent, or
 2. the child demonstrates the academic and developmental readiness skills
 expected for successful participation in first grade. Evidence must exist that
 the child’s educational welfare would best be served by placement in first
 grade.

 A child who is six years of age on or before September 1 of the year he/she proposes to enter first grade, but has not completed 5-year-old kindergarten, may be admitted to first grade if the child meets any of the following requirements:

 1. The child has successfully completed an educational program for five-year-old
 children in a private school or licensed day care center that the school district
 deems equivalent to public school 5-year-old kindergarten. Documentation of
 program completion shall be required.

 2. The child demonstrates academic and developmental readiness skills expected
 for successful participation in first grade. Evidence must exist that the child’s
 educational welfare would best be served by placement in first grade.

 3. Before either commencing or completing first grade, the child moved into
 Wisconsin from a state, country or territory in which completion of 5-year-old
 kindergarten is not a prerequisite to entering first grade.

**Policy 421.1 Continued:**
 4. Before either commencing or completing first grade, the child moved into
 Wisconsin from a state, country or territory in which completion of 5-year-old
 kindergarten is a prerequisite to entering first grade and the child was
 exemptedfrom the requirement to complete 5-year-old kindergarten in the
 state, country or territory from which the child moved.

The decision to grant admission to first grade before the legal entrance age and/or without completion of 5-year-old kindergarten shall be made by the building principal. The building principal may consult with other school staff, as appropriate, when making this decision.

 If first grade admission is denied under this policy, the child’s parent or guardian may appeal the principal’s decision to the district administrator. The district administrator shall meet with the child’s parent or guardian to discuss the first grade admission request, review relevant student data related to the request, and then make a decision regarding the child’s first grade admission. The district administrator’s decision regarding the request shall be final.

 A child who is compulsory attendance age (six years old), who has not completed five-year-old kindergarten, and who has not been granted an exemption to the mandatory kindergarten completion requirement shall be placed in 5-year-old kindergarten in the district or be expected to meet compulsory attendance requirements through other means authorized by state law.

 Adopted: March 2011