

MONROE COUNTY BOARD OF EDUCATION  
POLICY FOR ADVANCED PLACEMENT INTO KINDERGARTEN

Definitions for the Purposes of this Policy:

**Advanced Placement (or Early Entry) Candidate** - A Monroe County resident who will be five years old between September 1 and September 30 of the enrollment year.

**Advanced Placement School Based Assistance Team (or APSBAT)** - A group assembled to review information on a candidate for Advanced Placement. The APSBAT will be comprised of the following members: the school principal, the kindergarten teacher likely to receive the early entry child, the test administrator, the child's parent(s), and the Early Childhood Director. The team may also ask for assistance from the Special Education Director, and/or the county school psychologist.

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The Monroe County Board of Education pursuant to the authority granted by WV Code §18-5-18a, has elected to delegate responsibility to each Advanced Placement School Based Assistance Team (APSBAT) for the purpose of reviewing documentation of early entry candidates and determining eligibility for kindergarten placement.

Children will NOT be permitted to be enrolled in kindergarten if their 5<sup>th</sup> year birthday falls on or after October 1 of the school year. Also, no child in the September age range will be allowed to enroll in kindergarten if he/she has not undergone the early entry process prior to September 1 of the possible enrollment year.

A written request for advanced placement consideration must be submitted by the parent(s) to the Early Childhood Director. It is requested that this be submitted prior to, or at, the Monroe County spring kindergarten screening program, but will be accepted until June 2 of the enrollment year. Information for early admission consideration can be obtained from the Monroe County Board of Education Office.

**Procedures for Parents to Initiate the Advanced Placement Process**

1. As previously stated, requests by parents for advanced placement of children who will be five (5) years old after September one (1) and before October one (1) of the enrollment year are to be made in writing to the Early Childhood Director at the Monroe County Board of Education Office. Applications for early admission to kindergarten will be accepted between April 1 and June 2. Residents moving into the county after the closing date but prior to August 1 may apply for screening by the end of July.

The written request must include the following: 1) the parent's name, 2) address, 3) phone number (if available), 4) the child's name, and 5) the name of the school where the child might attend if granted early entry status. This will allow all necessary information to be sent to all involved persons.

2. Prior to testing of the child, the child's parent(s) must have submitted two kinds of documentation:
  - A. An up-to date and certified immunizations record. Information on requirements for immunizations will be given to the parent(s) when application is made for early entry.
  - (2) A certified birth certificate
3. The parent must schedule the testing date with the assigned kindergarten teacher to facilitate the testing process. **It is the parent who must initiate this process.**

#### **Other Considerations Related to Advanced Placement**

1. In order to withstand the rigors of the kindergarten program, the early entry candidate must be able to demonstrate that he/she has the social emotional, intellectual, and developmental level of a five year old. To assess these areas, the following instruments will be used **in the following order**:
  - C Screening assessment results from the pre-kindergarten screening process.  
Note: If the child was not a resident at the time of the screening, this requirement will be waived.
  - C Brigance Diagnostic Inventory of Early Development
  - C Slossen Intelligence Test
  - C Social/Emotional Maturity Checklist
2. If at any time during the administration of any of the instruments listed above, the early entry candidate does not meet the mandated criteria, testing will be halted from that point on and the child will NOT be considered eligible for consideration into early placement in kindergarten. The spring screening and all other tests must be passed **at or above** the cut off point.
3. The parent has the right to appeal and may do so by contacting the early childhood director at the Monroe County Board of Education Office. At this point the director will arrange an APSBAT meeting.
4. At the APSBAT meeting the test administrator (which is usually an appointed county kindergarten teacher) will discuss how the child tested and the test results. The parent

may make his or her appeal at this meeting. If the parent(s) is not satisfied with the decision, he/she may make an appeal IN WRITING to the superintendent of schools.

5. If the child does pass all levels of testing, the test administrator will fill out a written report and an APSBAT meeting will be scheduled. At this meeting the test results will be discussed along with the report from the teacher. If the teacher, school principal, and early childhood director concur that the child is apparently capable of entering kindergarten the child will be eligible, pending space for early entry.
6. Information on test taking procedures and requirements will be available to the parent(s) upon making application for early entry.
7. The Monroe County Board of Education will be responsible for administering tests. It will be the responsibility of the parent to arrange the mutually-agreed upon date of testing between the parent and child and the kindergarten teacher.
8. Tests may be administered by a qualified preschool teacher, kindergarten teacher, or other qualified professional.
9. Children to be considered for early entry into kindergarten will be required to participate in the Monroe County Speech/Language/Vision/Hearing Screening Program when it is conducted. This event will be advertised in the newspaper and it will be the responsibility of the preschool parent to see that the child participates in the screening. The only exception to this will be if the child and his/her parents are not residents of the county during the screening process.
10. Candidates for early entry will not be considered for placement in their home school if this causes the kindergarten enrollment to exceed the maximum allowable limit without a waiver. Should this occur, other Monroe County kindergarten rooms will be made available if space permits. In this situation, early entrant children will be permitted to ride regularly scheduled buses.
11. If regularly scheduled transportation is not available, parents will then be permitted to transport their child to the nearest kindergarten class which has been made available.
12. Children will NOT be permitted to be enrolled in kindergarten after October thirty-one (31) under this early entrance policy.

Revised by board action: October 18, 1999