

☐ **Required**

☒ **Local**

☐ **Notice**

INITIAL ENTRANCE AND PLACEMENT IN DISTRICT SCHOOLS

I. Policy Statement

The Board of Education recognizes its responsibility to properly place students upon entering the District. The District shall provide a public education to all persons residing in the District between the ages of five and twenty-one who have not received a high school diploma. 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 (4) on or before December 1st of any year will be eligible for admission to Pre-Kindergarten in the preceding September.

Children reaching the age of five (5) 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 1st 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 school 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. The District reserves the right to observe and evaluate any underage child for a minimum of two (2) weeks to determine the appropriateness of the child's placement. The principal will notify the parent(s) or person(s) in parental relationship of the final decision regarding the child's placement, including whether or not a change in placement is required.

A child entering the District after the opening day of school who has been enrolled in Grade 1 or above in another public or non-public school will be placed in the same grade. If, based upon the child's level of performance in relation to the District's standards for the grade that the child is

placed in, a determination is made 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 school principal will notify parent(s) or person(s) in parental relationship in writing of any change in a child's placement.

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.

Policy Adopted: 4/21/66
Amended: 11/20/24

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

A. Pre-Kindergarten

1. Eligibility

- a. Children reaching the age of four (4) on or before December 1st will be eligible for Pre-Kindergarten in the preceding September.
- b. Children reaching the age of four (4) after December 1st will not be eligible for Pre-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.
- b. Parents will be required to present the birth certificate (original or certified transcript, including a foreign birth certificate) of their child or other satisfactory proof of birth (such as baptismal record) and appropriate health forms at the time of registration. If neither of these are available, a passport (including a foreign passport) may be used.
- c. At parent request, a student will be screened upon entry to the School District to determine which students possibly qualify for enrichment, have or are suspected of having a disability. (This is not necessary, however. If a student will receive enrichment, they will be screened by the reading specialist and receive enrichment in reading. Students will need to read a D and above.)

B. Kindergarten

1. Eligibility

- a. Children reaching the age of five (5) on or before December 1st will be eligible for kindergarten in the preceding September.

- b. Children reaching the age of five (5) after December 1st will not be eligible for kindergarten until the following September.

2. Procedures

- a. Parents will be required to present the birth certificate (original or certified transcript, including a foreign birth certificate) of their child or other satisfactory proof of birth (such as a baptismal record) and appropriate health forms at the time of registration. If neither of these are available, a passport (including a foreign passport) may be used.
- b. All students will be screened upon entry to the School District. Results from screening could determine if students are eligible for academic support, academic enrichment, ENL services or recommendation to Committee for Special Education.

C. First Grade

1. Eligibility

- a. Children who will be six (6) years of age on or before December 1st and have had no previous formal educational experience may be admitted into first grade.

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. All new entrants will be screened by the school psychologist prior to the beginning of the school year to determine which students possibly qualify for enrichment are possibly gifted or have or are suspected of having a disability and/or have limited English proficiency. In order to ensure an appropriate placement decision, children seeking admission after the beginning of the school year will be placed after screening procedures are completed.
- c. The building principal, with the advice of 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. A Figure Drawing
3. CLI Engage

4. ESI – Early Screening Inventory
5. Advancing Literacy Foundational Skills Assessment
6. ELP – Early Literacy Profile
7. WPPSI – Vocabulary Subtest
8. Wepman Auditory Memory Span or McCarthy Verbal Memory
9. WPPSI – Arithmetic
10. Social Maturity/History

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. CLI Engage
4. ESI – Early Screening Inventory
5. Advancing Literacy Foundational Skills Assessment
6. ELP – Early Literacy Profile
7. 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. Social Maturity/History – 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. Pre-Kindergarten

1. Children will be admitted at any time upon transfer from any public school Pre-Kindergarten in the United States.
2. Children who have attended any non-public school Pre-Kindergarten program and are seeking transfer into the School District will be admitted into a Hewlett-Woodmere Public School Pre-Kindergarten 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 permit children to attend Pre-Kindergarten younger than those permitted to be admitted into a Hewlett-Woodmere Public School Pre-Kindergarten, a minimum of three (3) months of attendance in such non-public Pre-Kindergarten program shall be a requirement for admittance into a Hewlett-Woodmere Public School Pre-Kindergarten.

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 school kindergarten program and are seeking transfer into the School District 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 and 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 §§ 1709, 1712, 3202, 3205, 3210, 3218, 3602-e

8 NYCRR Part 100.2(y), 117,

State Registration Guidance, New York State Department of Education, August 26, 2010,
<https://www.p12.nysed.gov/sss/documents/studentregistrationguidance082610.pdf>

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

Regulations Approved

4/21/66

Amended: 11/28/78, 12/16/15, 11/20/24