Norwell Public Schools
Office of Instruction

Norwell Public Schools • 322 Main Street • Norwell, MA 02061 • v:781.659.8800 • f:781.659.8805 • norwellschools.org

# KINDERGARTEN ENTRANCE AGE POLICY
# EXCEPTION REQUEST PACKAGE

Dear Parents/Guardians:

The process for requesting an exception to the Norwell School Committee Policy on School Entrance Age (see attached) has been designed to provide all stakeholders with the information necessary to make an informed and balanced decision. The following steps outline the process:

Step 1: Parent or Guardian completes all forms in the Exception Request Package and returns the completed package to the Building Principal.

Step 2: Building Principal will send notice of exemption request to the child's current pre-school and request the completion of the *Norwell Public Schools Behavioral and Social/Emotional Development Skills Rubric* by the child's teacher.

Step 3: Norwell Public Schools staff will complete an on-site observation of the child in their pre-school setting. This observation will be written-up and provided to the principal and the parent.

Step 4: Once the Building Principal has all necessary information (completed Exemption Request Package, completed *Norwell Public Schools Behavioral and Social/Emotional Development Skills Rubric*, and completed observation report) they will issue a decision to the parent/guardian.

The Building Principal makes the final decision. Should you disagree with the principal's final decision, a request for appeal must be sent, in writing, to the Norwell Public Schools' Director of Teaching, Learning & Technology. The Director will review the file and make a recommendation to the Superintendent of School for a final decision.

We look forward to working collaboratively with you to support your child. Should you have any questions or concerns, please contact us:

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| **Eliza Burns**<br>*Principal*<br>Grace F. Cole Elementary School<br>81 High Street<br>Norwell, MA 02061<br>781-659-8823<br>eliza.burns@norwellschools.org | **Dr. Meredith Erickson**<br>*Director of Teaching, Learning & Technology*<br>Norwell Public Schools<br>322 Main Street<br>Norwell, MA 02061<br>781-659-8800<br>meredith.erickson@norwellschool.org | **Nathan Thorsteinson**<br>*Principal*<br>William G. Vinal Elementary School<br>102 Old Oaken Bucket Road<br>Norwell, MA 02061<br>781-659-8820<br>nathan.thorsteinson@norwellschools.org |