



Subject: Kindergarten and Transitional Kindergarten

Approved By: Board of Directors

Policy: 5023.1

SHASTA SPRINGS CHARTER SCHOOL

Effective Date:

Revised Date:

LIBERTY SPRINGS CHARTER SCHOOL

Effective Date:

Revised Date:

Enrollment in Transitional Kindergarten and Kindergarten

Governing Law: Admission policy and procedures for transitional kindergarten and kindergarten, consistent with Education Code Section 48000.

Enrollment in Kindergarten

Pursuant to EC 48000(a), a child is eligible for kindergarten (KN) if the child will have their fifth birthday by September 1 of that school year.

Enrollment in Kindergarten (KN) for Transitional Kindergarten (TK) eligible students

Pursuant to EC 48000(b), the Charter School may, on a case-by-case basis, admit into KN a child having attained the age of five years at any time during the school year with the approval of the parent/guardian, subject to the following conditions:

1. the administration determines that the admittance is in the best interests of the child;
2. the parent/guardian is given information regarding the advantages and disadvantages and any other explanatory information about the effect of this early admittance.

Determination for enrollment into the school will be based on standard criteria set by school administration and is based on standardized guidelines for academic and developmental readiness for Kindergarten. Staff determination or recommendation of grade level placement

will be made based on multiple measures, including grade level appropriate formal assessments and student observations.

In the case that the parent/guardian disagrees with the determination, they can go through an appeal process.

The criteria and appeal process are further explained in the administrative regulation.

The Director of Instructional Support or Designee oversees the implementation of this policy to ensure it aligns with charter guidelines and complies with state education laws.

Enrollment in Transitional Kindergarten

Pursuant to EC 48000(c), a child is eligible for TK if the child will have their fourth birthday on or before September 1 of that school year.

Non-Discrimination and Enrollment Procedures:

The Charter School adheres to all applicable non-discrimination laws in the implementation of this policy. Enrollment and placement decisions follow the same processes as all otherwise qualified students as outlined in the Charter School's New Student Enrollment Handbook.

Placement into one of the Charter School's programs will be consistent with all other enrollment guidelines, including placement on a program's pending list, etc.

Two-Year Maximum

Pursuant to *Education Code* 46300(g), school districts and charter schools may claim average daily attendance (ADA) for a child for one year of TK and not more than two years in Kindergarten or two years in a combination of TK and Kindergarten (*EC Section 46300(g)(2)*). Therefore, the charter will not allow any enrollment beyond this time limit in any program.

Administrative Regulations

Roles in the TK and KN Enrollment Process:

- Principal or Designee: Manages TK enrollment decisions, ensuring compliance with state and school guidelines.
- Director of Enrollment or Designee: Oversees the TK and KN enrollment process.
- Director of Instructional Support or Designee: Supports schools in addressing complex placement decisions for TK and KN students.

Enrollment in Kindergarten for Transitional Kindergarten Eligible Students

Best Interest Determination: The School Leader (Principal or Designee) determines that admittance is in the best interests of the child, based on school-established criteria.

Determination for enrollment into kindergarten will be based on the Kindergarten Readiness Assessment, which is aligned with standardized guidelines for academic and developmental readiness. Staff recommendations for grade-level placement will be made using multiple measures, including:

- Grade-level appropriate formal assessments
- Student observations by school staff

Appeal Process for Kindergarten Placement Decisions

If a parent/guardian disagrees with the charter school's grade-level placement decision, they may appeal through the following process:

1. Written Appeal Submission:

The parent/guardian must submit a written appeal to the Charter School Leader within 10 business days of receiving the placement decision.

The appeal should include supporting evidence such as external assessments, letters from preschool or TK teachers, or professional recommendations.

2. Review by School-Based Committee:

The Charter School Leader (Principal or Designee) will convene an Appeals Committee, which includes:

- An Instructional Specialist or Curriculum Leader
- A TK/K teacher or developmental specialist
- A charter school administrator

The committee will review the appeal and assess any additional evidence provided.

3. School-Level Review (If Needed):

Suppose the parent/guardian disagrees with the Appeals Committee's decision. In that case, they may escalate the appeal to the school Leader (Director of Instructional Support or Designee) within 5 business days of receiving the school's decision.

The Charter School Leader will review the case and may request additional assessments, documentation, or an observation of the student.

A final decision will be made within 5 business days of the charter school-level review.

4. Final Decision Notification:

The Charter School Leader will provide the parent/guardian with a written response detailing the final decision.

Decisions made by the Charter School Leader will be final and not subject to further appeal.