METROPOLITAN Nashville PUBLIC SCHOOLS

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Revision History
May, 2008
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Review
Annually

Kindergarten

In accordance with TCA 49-6-201(8)(d), no child shall be eligible to enter first (1st) grade after July 1, 1993, without having attended an approved kindergarten program. It further states that children entering kindergarten shall be five (5) years of age on or before September 30 of the current kindergarten term.

TRR/MS 0520-1-3-.03 further clarifies admission and enrollment of kindergarten students as follows:

- A child entering kindergarten shall be no less than five (5) years of age on or before September 30. A parent is not required to enroll their child at five (5) years of age, however, but enrollment must occur no later than the child's sixth (6th) birthday.
- Any transfer student applying for admission who was legally enrolled at an approved kindergarten in another state and who will be five (5) years of age no later than December 31 of the current school year shall be enrolled.

Pre-Kindergarten

Pre-Kindergarten is not mandated under Tennessee state law; therefore MNPS does not have a pre-kindergarten program in all elementary schools. Registration for pre-kindergarten will be the same week in April that MNPS has registration for Kindergarten (this does not include Hull-Jackson and Stanford). Registration will be held at the school that houses the pre-kindergarten (prospective students to Hull-Jackson and Stanford should apply through the Student Assignment Services Office by the lottery deadline). Parents may register at more than one school.

When registering a pre-kindergarten student, the following items are needed:

- Birth Certificate or acceptable proof of age;
- Immunization (vaccination record) on a Tennessee Certificate of Immunization Form;
- Physical examination (within six (6) months of the beginning of school)
- Social Security Card (optional)
- Proof of residency (current utility bill, lease, etc.)
- Proof of income

Eligibility Requirements Federally Funded Pre-K Classes:

- A child must be four (4) on or before September 30 of the current school year.
- Children will be accepted in the following order:
    - Children zoned to a Title I school and who qualify for free and reduced price meals;
    - Children identified at academic risk (79 or below) according to the Brigance Pre-Kindergarten Screening instrument;
    - Other factors that may put students at risk:
        - ELL
        - Special Education
        - 504
        - Homeless
        - State custody
        - Single parent household
    - Children residing in the school's zone.

Eligibility Requirements for State Funded Pre-K Classes (Lottery, Expansion, Pilot):

- Age four (4) on or before September 30 of the current school year.
- Eligible for free and reduced lunch.
- Brigance Pre-Kindergarten Screening score of 70 and below.
- Other factors that might put students at risk:
    - ELL
    - Special Education
    - 504
    - Homeless
    - State custody
    - Single parent
    - Mother's education
    - Military Deployment
- School of zone

Eligibility Requirements of Blended Classes

- Eight (8) Special Education students placed by the Special Education Department through the IEP process.
- Eight (8) typical peers age four (4) on or before September 30 of the current school year.
- Typical peers with Brigance Pre-Kindergarten screening scores of 60 plus.
- School of zone

Transportation

Parents are responsible for transporting students to and from school each day.

Waiting List

- When a child is selected and accepts a position in a pre-kindergarten program, that child's name will automatically be removed from the waiting list at other schools.
- A waiting list will be maintained until the end of the first semester.

Blended Pre-Kindergarten

Blended classes are designed to provide pre-kindergarten programs for all children including those children with disabilities. Space is limited and eligibility for these classes is as follows:

- Four year old peers will receive priority enrollment.
- Four year old peers should be four by September 30 of the current school year.
- Three year old peers will be enrolled if space is available.
- Three year old peers should be three by September 30 of the current school year.
- Pre-Kindergarten is done on a sliding fee scale for students. Parents will need to provide proof of income. The following information will be accepted as proof of income:
    - IRS Form 1040 on which the child is listed as a dependent;
    - Food Stamp Number;
    - Family First Case Number.
- Three and four year old children with disabilities must enroll through the IEP (Individual Education Program) process, which may be done at the school the child will be attending.

Hull-Jackson and Stanford Montessori

Students must apply to Hull-Jackson and Stanford Montessori through the magnet school lottery process (See Student Assignment Options in MNPS policy SBO 1.105). The following eligibility criteria apply for Hull-Jackson and Stanford Montessori:

- All three year olds applying for pre-kindergarten programs must be three (3) by September 30 of the current school year.
- All four year olds applying for the pre-kindergarten programs must be four (4) by September 30 of the current school year.
- Pre-Kindergarten is done in a sliding fee scale for students. Parents will need to provide proof of income. The following information will be accepted as proof of income:
    - IRS Form 1040 on which the child is listed as a dependent;
    - Food Stamp Number;
    - Family First Case Number.

Waiting List for Hull-Jackson Montessori School and Stanford Montessori School

- When a child is selected and accepts a position in a pre-kindergarten program, that child's name is automatically removed from the waiting list of other schools.
- A waiting list will be maintained through the end of March of the current school year.

Acceptance to Hull-Jackson Montessori School
Children whose parents live in Davidson County may apply to attend Hull-Jackson Montessori through the District lottery process. Children will be accepted in the following order:

- Siblings will be accepted first – provided the application is in by the deadline set by the Student Assignment Services Office.
- Thirty percent (30%) of the children will be admitted from the Geographic Priority Zone (GPZ).
- Ten percent (10%) of the children will be admitted from the Hillwood High School cluster.
- Sixty percent (60%) admission will be made up of children whose parents reside in Davidson County.

Acceptance to Stanford Montessori School
Children whose parents live in Davidson County may apply to attend Stanford Montessori through the lottery. Children will be accepted in the following order:

- Siblings will be accepted first – provided the application is in by the deadline set by the Student Assignment Services Office.
- Children whose parents live in the Geographic Priority Zone (GPZ).
- Children whose parents live within the McGavock High School Cluster
- Children whose parents live in Davidson County.

Early Admission of Preschool Intellectually Gifted Children to Kindergarten
A child who meets Tennessee standards as intellectually gifted and is generally mature for his/her age may be considered for early admission to kindergarten if that child's requisite emotional, intellectual, physical and social development is at such a rate that early entrance allows for positive growth.

Procedures for Early Admission into Kindergarten

- For a student to be considered for early admission to kindergarten, parents must submit a written request to the principal of the zoned school and the Executive Director for Gifted and Talented Education. The Individualized Education Program (IEP) Team chairperson will schedule a meeting to determine eligibility.
- If the child is determined to meet the eligibility criteria and requires special education services, the team writes an IEP reflecting the child's need for special education and related services, including deficit areas, academic, social and emotional adjustment to kindergarten. The IEP team will discuss school readiness including academic readiness and social/emotional readiness and develops appropriate goals for that student.
- After the first grading period, the IEP team reconvenes to review the child's success in meeting the IEP goals. If the team determines the child's adjustment to kindergarten is appropriate, the child may continue in this educational setting with an IEP. If this educational setting is not appropriate, the IEP team must review the current IEP and services to make appropriate recommendations.

- The principal must submit supporting documents, including IEP progress report, parent's request, principal's recommendation and teacher's recommendation to the Associate Superintendent for review and approval of the PK-4 recommended program/placement.
  NOTE: If a parent requests early admission to kindergarten in Magnet/Optional Design schools, those procedures and deadlines must be met in addition to the above procedures. A letter from the Executive Director for Gifted and Talented Education indicating that the student meets the state standards for intellectually gifted must be attached to the application.

Children Not Currently Identified as Intellectually Gifted

- For a student who is not currently identified as intellectually gifted to be considered for eligibility, the parent must submit a request for an evaluation packet to the Coordinator of Psychology for early admission purposes.
- The Psychology Department will send the parent a Preschool Gifted Packet that includes a Referral for Individual Screening form and a self-addressed envelope. Parents must complete the packet and return it to the Psychology Department. When the completed packet including the Parent Information Form, the Teacher Observation Checklist and the Creative Thinking Rating Scale is returned to the Psychology Department it is date stamped and the child is scheduled to be screened by a school psychologist.
- If a comprehensive evaluation is warranted, parents will be asked to provide informed written consent on the appropriate form (Consent for Special Education and Related Services Evaluation).
- Upon completion of the evaluation (40 school days), the principal assembles the IEP team to determine whether the child meets Tennessee standards as intellectually gifted and is eligible for special education and related services. The parent (s), general education teacher, principal, school psychologist, special education teacher, previous preschool teacher, and the Executive Director for Gifted and Talented Education may be invited to the IEP meeting.
- If the child is determined to meet eligibility criteria, the team will write an IEP reflecting the child's need for special education and related services, including deficit areas, academic, social and emotional adjustment to kindergarten. The IEP Team will discuss school readiness including academic readiness and social/emotional readiness.
- If the child is recommended for early admission to kindergarten, the child may enroll in a general education kindergarten class on a trial basis during the first grading period.
- After the first grading period, the IEP team reconvenes to review the child's success in meeting the IEP goals. If the team determines the child's adjustment to kindergarten is appropriate, the child may continue in this educational setting with an IEP. If this educational setting is not appropriate, the IEP team must review the current IEP and services to make appropriate program recommendations.
- The principal must submit supporting documents, including IEP progress report, parent's request, principal's recommendation and teacher's recommendation to

the Associate Superintendent for review and approval of the PK-4 recommended program/placement.
NOTE: The student may receive pullout Gifted and Talented Education Encore services at any point during the trial period. Encore is a general education program. This program may be offered at the student's school or a nearby school. If necessary, transportation is provided by the parents.

References/Authority
No Child Left Behind (NCLB) Public Law 107-110 Title I Part B, Subpart 3
TCA 49-6-201(8)(d)
TRR/MS 0520-1-3-.03