Transitional Kindergarten Policy

Conference Participation with Transitional Kindergarten Programs

A. The Office of Education must approve all Transitional Kindergarten programs.
B. All Transitional Kindergarten classes must be listed on the school's private school affidavit form and financed in the same way as the regular elementary program.
C. When a new Transitional Kindergarten class is formed, the teacher must be eligible to receive a conditional certificate and be willing to take at least nine (9) quarter hours per school year toward the requirements for a SDA Teaching Certificate, if a current certificate is not already held.
D. Prior to issuing a contract to a Transitional Kindergarten teacher, before the beginning of the school year, the school requesting the Conference to issue such a contract must agree in writing that should the Transitional Kindergarten teacher be terminated for lack of enrollment the school will be responsible for sharing on a 50/50 basis with the Northern California Conference any advance salary paid to the teacher.
E. Students in Transitional Kindergarten are required to meet the same immunization requirements as Kindergarten students.
F. An outline of the school's Transitional Kindergarten readiness evaluation and classroom placement process must be submitted to the Office of Education for approval before program implementation.
G. The Transitional Kindergarten program must be physically separate from any other early childhood program in all aspects, including such items as classroom, restroom, and playground.
H. A conference-approved Transitional Kindergarten curriculum is to be used.

Transitional Kindergarten Students and Multi-grade Combination Classrooms

A. Transitional Kindergarten **<u>may</u>** be combined with Kindergarten, however, there must be a separate conference approved curriculum used for Transitional Kindergarten.
B. A small school may combine Transitional Kindergarten with Kindergarten but not with elementary grades.
C. Any variation to the above combination requires written approval from the Office of Education.
D. The preferred Transitional Kindergarten configuration is a self-contained class with not less than 10 and not more than 20 students.

Age Requirement

Schools must stay with the age requirement of 4.9 on or before September 1. Exceptions may be made with written approval from the Office of Education when there are assessment results that determine the student to be developmentally 4.9 on or before September 1. (Ed Code A14-118)

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Noncompliance

Failure to comply with established student age eligibility requirements, including enrolling students without the required approval or exception, will result in administrative review and appropriate corrective action.

Steps to Address Non-Compliance:

1. Formal Written Notice: A written notice will be provided to the principal and school board chair identifying the policy violation and requesting an explanation of the circumstances surrounding the enrollment decision.

2. Corrective Action Plan: The principal will be required to submit a corrective action plan outlining how the school will address the violation and prevent future occurrences.

3. Mandatory Review of Enrollment Decisions: All Transitional Kindergarten enrollment decisions will be reviewed by the Conference Office of Education for approval before students are accepted. Superintendent TK classroom visit and attendance review will be in effect for two years.

All enrollment decisions must comply with established policies, and any exceptions must receive written approval by the Office of Education prior to the student's admission.

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