

Administrative Directive Title: Discovery School Application, Assessment, and Enrollment	AD Number: 4.205.1	Adopted: January 1999 Former Descriptor: STU6
Policy References: Board Policy 4.205 - Magnet Schools	Revised: 2/14; 7/14; 9/18; 1/24; 11/24	

1 All students residing within the Murfreesboro City Schools (MCS) district can apply for
 2 enrollment at Discovery School, regardless of their school of zone. Students will be selected for
 3 enrollment based on assessment measures and qualifying scores determined by the school district
 4 based on the number of available spaces in each grade level.

5 **Application Process**

6 Applications are available annually on the school district’s website and must be submitted
 7 electronically. Technology and accommodations necessary to complete the application will be
 8 made available to individuals. If assistance is needed during the application process, contact the
 9 school principal.

10 The application requires additional school record documentation and a photograph of the child
 11 applying so that the child can be identified in the screening process. Incomplete applications will
 12 not be accepted.

13 Applications are due February 1st. Late applications will not be accepted. Students moving into
 14 Murfreesboro City after the application deadline may apply on a rolling basis with proof of change
 15 of residence.

16 **Screening Assessment**

17 Each applicant will be required to submit to a screening that aligns to their rising grade level.
 18 Applicants who have been subject to grade retention by their school or homeschool program are
 19 not eligible for enrollment at Discovery School for that school year. Applicants who have been
 20 retained at the discretion of their parent(s)/guardian(s) will be screened at the grade level that aligns
 21 to their age/current grade without the grade retention. Rising Kindergarten students who are not
 22 subject to mandatory attendance laws at the time of screening may retest the following year if the
 23 applicant is not selected at the initial time of testing.

24 The screening assessment will be completed by Discovery School administrator, designee, and/or
 25 a gifted specialist. The screening instrument is a cognitive assessment that measures each of the
 26 following:

- 27 1. A measure of verbal skill that utilizes verbal tasks including oral directions, oral responses,
 28 and verbal prompts;
- 29 2. A measure of nonverbal skill that utilizes shapes and figures for students to invent
 30 strategies for solving nonverbal problems;
- 31 3. An academic measure that shows evidence of the skills necessary to be successful at
 32 Discovery School.

33 Given the screening structure in grades K-2, many students will be able to submit to the screening
34 without accommodations, as no reading is required, the pace of the screening can be varied and/or
35 repeated, and language translations of content can be made available. If additional accommodation
36 is needed due to physical disability (e.g., vision deficiency, blindness, deaf/hard of hearing), please
37 contact the school principal. For Grades 3-5, accommodations may be made to the screening
38 assessment that match a student’s active and current IEP or 504 plan and align with allowable
39 accommodations for State testing in Tennessee.

40 In exigent circumstances, such as illness or emergency, screening assessments may be rescheduled.
41 Failure to attend or complete the required assessments will result in the application being denied.

42 **Selection Criteria**

43 Applicants will be ranked within each stanine by total points earned from academic and cognitive
44 measures. Students will be admitted based on the number of spaces available in each grade level
45 from the most point to least point value within their stanine.

46 In addition to the scoring outlined above, the following priority order will also impact selection
47 based on the number of spaces available in each grade level:

- 48 1. Residents of Murfreesboro City: applicants residing within the geographical boundaries of
49 Murfreesboro will have priority and will be admitted according to rank order. Children of
50 employees of Murfreesboro City Schools living outside of the geographical boundaries of
51 the City will be considered within this priority order, contingent upon the parent’s
52 continued employment with Murfreesboro City Schools.
- 53 2. Siblings of Currently Enrolled Students: applicants who are siblings of currently enrolled
54 students will have priority and will be admitted as ranked within each stanine.

55 Applicants who are residents of Rutherford County, but residing outside of the geographical
56 boundaries of Murfreesboro, may be admitted according to rank order if there is space available
57 following the admission of Murfreesboro residents and siblings of currently enrolled students.

58 **Waiting List and Admissions**

59 Discovery School administration will provide each applicant with written notice of admission
60 status, whether admitted, placed on a wait list, or if the applicant did not qualify.

61 **A. Offer of Admission**

62 If the applicant is admitted, the parent/guardian will be required to accept or decline enrollment
63 by the designated date included in the notice. Failure by the parent to accept the offer of
64 admission by the designated deadline may result in the forfeiture of the space. Each applicant
65 must provide documentation to verify the student’s residence at the time of initial admission.

66 **B. Wait List**

67 Applicants may be placed on a wait list if the applicant met the minimum scoring criteria.
68 Applicants placed on the wait list will be notified of their position on the wait list. Openings
69 that occur before fall break of the MCS calendar will be filled from the wait list based on
70 priority order. Applicants that were placed on the wait list and did not gain entrance or did not
71 meet the requirements, will need to retest for the following year.

72 **Continued Enrollment**

73 Current Discovery School students will not be required to retest each year to remain enrolled.
74 Because the Discovery Schools offers accelerated curriculum, students are expected to maintain
75 strong academic performance, attendance, and comply with the MCS Code of Conduct. A student

76 who fails to comply with these expectations may be required to return to their school of zone.
77 Discovery School administration will provide a parent with written notice of potential exit from
78 the school prior to withdrawal.