

MURFREESBORO CITY SCHOOLS
ADMINISTRATIVE DIRECTIVES

Descriptor Term: Discovery School Application, Assessment, and Enrollment	Descriptor No: AD SS7	Effective Date: 1/99
	Revised: 2/14; 7/14; 9/18; 1/24	

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
15 change 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
21 aligns to their age/current grade without the grade retention. Rising Kindergarten students who
22 are not subject to mandatory attendance laws at the time of screening may retest the following
23 year if the applicant is not selected at the initial time of testing.

24 The screening assessment will be completed by Discovery School administration and/or a gifted
25 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
28 responses, 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
34 screening without accommodations, as no reading is required, the pace of the screening can be

35 varied and/or repeated, and language translations of content can be made available. If additional
36 accommodation is needed due to physical disability (e.g., vision deficiency, blindness, deaf/hard
37 of hearing), please contact the school principal. For Grades 3-5, accommodations may be made
38 to the screening assessment that match a student's active and current IEP or 504 plan and align
39 with allowable accommodations for State testing in Tennessee.

40 In exigent circumstances, such as illness or emergency, screening assessments may be
41 rescheduled. Failure to attend or complete the required assessments will result in the application
42 being denied. Applicants may request assessment modifications, with documentation of need.

43 **Selection Criteria**

44 Applicants will be selected by rank order calculated by their total points earned from academic
45 and cognitive measures combined. Students will be admitted based on the number of spaces
46 available in each grade level from the most point to least point value.

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

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

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

59 **Waiting List and Admissions**

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

62 **A. Offer of Admission**

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

68 **B. Wait List**

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

74 **Continued Enrollment**

75 Current Discovery School students will not be required to retest each year to remain enrolled.
76 Because the Discovery Schools offers accelerated curriculum, students are expected to maintain
77 strong academic performance, attendance, and comply with the MCS Code of Conduct. A
78 student who fails to comply with these expectations may be required to return to their school of
79 zone. Discovery School administration will provide a parent with written notice of potential exit
80 from the school prior to withdrawal.