

Administrative Procedures for Assessing of Students to Determine Appropriate Grade Placement

In accordance with IC-20-33-2-7, Discovery Charter School will follow the below listed procedures for:

- Admission for 1st grade without completing an accredited kindergarten program
- Admission for new students that have not previously attended an accredited school

Assessment Model

The assessment model will be multifaceted and include the following:

- Academic assessment aligned with Indiana Academic Standards
- Observation of social-emotional characteristics
- Parent/Guardian input
- Any previous pre-school recommendations
- Medical records if applicable

The Superintendent will appoint a panel to review conduct assessment, review the information, and make a determination of the appropriate placement for the student. For each situation, the panel will consist of the Principal, Assistant Principal, Social Worker, and a classroom teacher.

Admission for 1st grade without completing an accredited kindergarten program

Any child who attains the age of six (6) on or before August 1 of a school year and has not completed an accredited kindergarten program will be placed in kindergarten unless otherwise requested by the parent or as otherwise determined in accordance with state law. Although it is not required, the Board of Directors strongly recommends that a child has attended an accredited kindergarten program before entering first grade. A parent making such a request must complete the Application for Consideration of First Grade form and return it to the Superintendent.

Once the form is received, the panel will arrange to complete assessment of the student and make a determination of the appropriate placement for the student. The determination of whether to admit the child to kindergarten or 1st grade will be based upon the items listed within the outlined assessment model.

Once placement is decided, the student will be added to the grade level waitlist, based on the date of the original application. If there is space in that grade level, a position will be offered. If there is not space, then the student will remain on the wait list.

Appeal of Decision

The decision of the panel may be appealed to the Superintendent. The Superintendent's determination is final, and no further appeal is available.

Admission for students that did not attend an accredited school the prior year

Any child who applies at Discovery but did not attend an accredited school the previous school year will need to be assessed in order to determine the appropriate grade placement. Parents should complete the Application for Consideration of a New Student form and return it to the Superintendent.

Once the form is received, the panel will arrange to complete an assessment of the student and make a determination of the appropriate placement for the student. The determination of what grade level to place the student will be based upon the following:

- Which grade level is in the best interest of the student
- The results of Indiana Academic Standard aligned assessment
- Age of student
- Parent/Guardian input
- Any other relevant information

Once placement is decided, the student will be added to the grade level waitlist, based on the date of the original application. If there is space in that grade level, a position will be offered. If there is not space, then the student will remain on the wait list.

Appeal of Decision

The decision of the panel may be appealed to the Superintendent. The Superintendent's determination is final, and no further appeal is available.

Discovery Charter School
Application for Consideration of First Grade

Indiana state law sets age five (5) by August 1 as the entrance date for kindergarten. While kindergarten is not required, the Board of Directors strongly recommends that a child has attended an accredited kindergarten program before entering first grade to ensure that children will be developmentally ready for future educational experiences.

There are, however, unusual circumstances where entering first grade without attending kindergarten may be appropriate for the educational needs of a child. Careful consideration must be given to the child's needs, development, maturity, preparedness, and the effect of not attending kindergarten may have on school success during all phases of maturation, including adolescence and college entrance.

Decisions regarding a first grade placement without attending an accredited kindergarten program will be made after assessment by the school panel which will include the Principal, Assistant Principal, Social Worker, teachers, and possibly other staff.

Please complete the following.

Child's Name

Date of Birth

Parent/Guardian(s) Name(s)

Home Telephone

Mailing Address

Work Telephone

City State Zip

Cell Telephone

In the space provided, briefly summarize the reasons you believe your child would be better suited to be placed in first grade instead of kindergarten. Include any evidence you feel would be beneficial for the panel to consider including abilities in language, mathematics, physical development, and social maturity. Please attach any supporting material from your child's pre-school, as well as, any test results or recommendations relevant to student's placement request.

Parent Acknowledgement and Affirmation Statement

I have read the Discovery Charter School policies concerning enrollment requirements, and I understand the requirements and responsibilities outlined. Additionally, I am willing to participate in an individual interview and screening process with my child. I, also, affirm that the information included in this application is, to the best of my knowledge, true and reliable.

Parent/Guardian’s Signature

Date

Please return to Superintendent: Discovery Charter School, 800 Canonie Dr., Porter, IN 46304

Discovery Charter School
Application for Grade Consideration of a New Student

Discovery Charter School believes that it is necessary to place students that were not enrolled in an accredited school the previous school year in a grade level that is academic, emotionally, and socially appropriate. Often times this may be the same grade as the student's age-appropriate peers, but others it may be a different grade placement.

Careful consideration must be given to the child's needs, development, maturity, preparedness, and the effect grade placement have on school success during all phases of maturation, including adolescence and college entrance.

Decisions regarding grade placement without attending an accredited school program will be made after an assessment by the school panel, which will include the Principal, Assistant Principal, Social Worker, teachers, and possibly other staff.

Please complete the following.

Child's Name

Date of Birth

Parent/Guardian(s) Name(s)

Home Telephone

Mailing Address

Work Telephone

City State Zip

Cell Telephone

In the space provided, briefly summarize the grade that you feel would be most appropriate for your student as well as the reasons you believe your child would be best suit in this grade level. Include any evidence you feel would be beneficial for the panel to consider including abilities in language, mathematics, physical development, and social maturity. Please attach any supporting material, test results, and previous school records, or recommendations relevant to student's placement request.
