

## GUIDELINES FOR STUDENT AND SUBJECT ACCELERATION

1. Parents/guardians or school personnel may initiate the consideration of acceleration by contacting the principal or teacher.
2. The student shall take a summative or final exam, District assessment, or other assessment as determined necessary by the principal in the relevant subject area(s) to determine programming or placement recommendations.
3. Decisions regarding acceleration shall be based on the student's range of abilities, interests, and needs (social, physical, and mental maturity).
4. A written recommendation prepared by the director of curriculum & instruction that includes the student's eligibility and options for programming will be developed with input from the parent, teacher and student.
5. A conference shall be held with the student's parents/guardians, principal, classroom teacher, gifted and talented teacher, director of curriculum & instruction and student to consider the appropriate programming or placement.
6. The principal, based on input from the conference, shall be responsible for making the final decision on programming or placement. If the parents/guardians accept the subject acceleration recommendation, they must sign the final recommendation, which outlines the assessment process used, and the program modifications and other changes to the student's course plan. This written plan will describe all testing procedures and program options as well as the agreed upon recommendations.
7. On-going evaluations shall be conducted to ensure that the student is receiving appropriate programming or placement.
8. A student portfolio containing all testing materials and program modifications will be maintained in the student's cumulative folder and/or student information system (i.e. Skyward/Educlimber).

**APPROVED:** September 20, 2010  
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