

Academic Acceleration Administrative Procedures
(DRAFT, pending Cabinet review and approval - rev. 10.13.2015)

The practice of academic acceleration represents the beliefs that:

- all children are entitled to an education commensurate with their particular needs and one that will extend their academic trajectory
- students who can exceed the grade-level indicators and benchmarks must be afforded access to instruction in their zone of cognitive development.

This policy describes the process that shall be used for evaluating students for possible accelerated placement and identifying those students who should be accelerated in one or more individual subject areas and/or promoted to a higher grade level than their same-age peers.

Referral, Review, Decision and Appeal Process Overview

- a) Any School District U-46 student may be referred by a teacher, administrator, gifted education specialist, guidance counselor, school psychologist, or a parent or legal guardian to the principal of his or her school for evaluation for possible accelerated placement. [\(Link to Academic Acceleration Request ISO form to be added\)](#)
- b) Referrals for accelerated placement shall be sent by the principal to the Gifted Coordinator.
- c) Receipt of the Academic Acceleration Referral by the Gifted Coordinator shall suffice as written permission from the student's parent(s) or legal guardian(s) to evaluate the student's academic and social and emotional profile for possible accelerated placement.
- d) The Gifted Coordinator shall convene the Child Case Study team to create a comprehensive student profile.
- e) The Child Case Study Team will meet to review the student's profile and determine a placement decision. The Gifted Coordinator will serve as the meeting facilitator.
- f) Written notification of the Child Case Study Team's decision shall be provided to the parents within 60 days of the submission of the referral. This notification shall include instructions for appealing the outcome of the evaluation process.
- g) A parent or legal guardian of the referred student may submit an appeal should they disagree with the decision of the evaluation committee. Appeals must be submitted within fourteen days of being notified of the Child Case Study Team's decision. The Acceleration Review Panel shall review the appeal. The Gifted Coordinator will notify the parent of the Acceleration Review Panel's decision within fourteen days of receiving the appeal. The Acceleration Review Panel's decision shall be final.

Child Case Study Team

A. Composition of the Child Case Study Team

(1) The Gifted Coordinator shall organize a Child Case Study Team to compile data and create a comprehensive student profile to determine the most appropriate available learning environment for the referred student. This team shall be racially and ethnically diverse and comprised of the following:

- (a) A principal or assistant principal from the child's current school;
- (b) A current teacher of the referred student;
- (c) A teacher at the grade level to which the student may be accelerated
- (d) A parent or legal guardian of the referred student or a representative designated by a parent or legal guardian of the referred student;
- (e) A school psychologist

B. Responsibilities of the Child Case Study Team

(a) conduct a fair and thorough review of the request for evaluation.

(i) Students considered for whole-grade acceleration shall be reviewed using the Iowa Acceleration Scale as the framework.

(ii) Students considered for individual subject acceleration shall be evaluated using a variety of data sources, including measures of achievement from a MAP administration (consideration shall be given for past academic performance) and an individual intelligence test.

(b) provide a written decision to the student's parent informing them of the outcome of the review process.

(c) develop a written acceleration plan for students who will be whole-grade accelerated, or accelerated in one or more individual subject areas. The parent(s) or legal guardian(s) of the student shall be provided with a copy of the written acceleration plan, and a copy included in the student's records. The written acceleration plan shall specify:

(i) placement of the student in an accelerated setting;

(ii) strategies to support a successful transition to the accelerated setting;

(iii) an appropriate transition period for accelerated placement for grade-level accelerated students, and students accelerated in individual content areas.

(d) designate a school staff member to ensure successful implementation of the written acceleration plan and to monitor the adjustment of the student to the accelerated setting.

(e) specify an appropriate transition period for accelerated placement for grade-level accelerated students, and students accelerated in individual subject areas.

i) At any time during the transition period, a parent or legal guardian of the student may request in writing that the student be withdrawn from accelerated placement. In such cases, the principal shall remove the student without repercussions from the accelerated placement.

(f) At the end of the transition period, the accelerated placement shall become permanent. The student's records shall be modified accordingly, and the acceleration implementation plan shall become part of the student's records.

Acceleration Review Panel

A. Composition of the Acceleration Review Panel

(1) The Gifted Coordinator shall convene a review panel to review appeals when parents disagree with the Child Case Study Team's decision. This panel shall be racially and ethnically diverse and comprised of the following:

- (a) Two elementary principals
- (b) One representative from middle school and high school
- (c) An administrator from the English Language Learners Department
- (d) An administrator from Specialized Student Services;
- (e) An assistant superintendent for instruction and equity

B. Responsibilities of the Acceleration Review Panel

- (a) conduct an analysis of the Child Case Study Team's findings.
- (b) provide a written decision to the student's parent informing them of the outcome of the Acceleration Review Panel.
- (c) the decision of the Acceleration Review Panel is final.