

### **Acceleration - Elementary Grades**

The following procedure shall be followed when a student is being considered for acceleration:

1. Referral (from teacher, parent, self-referral, other) to be completed and given to the principal and reviewed;
2. The principal will, within 20 days, have this request reviewed by a staff team (usually including teachers, administrator and school specialists). They will meet to discuss referral. A counselor will be assigned to schedule appropriate testing and collect data;
3. A conference will be held with parents prior to testing involving the counselor, teacher(s) and other as appropriate;
4. Staff team reviews data and determines recommendation. Areas considered include physical, social, emotional and academic maturity, performance, projected growth and achievement;
5. Team or team representative and/or administrator meets with parent/guardian, discusses conclusions of staff team (this meeting usually occurs within three months of original staff team meeting) and determine a recommendation on placement. That recommendation is given to the principal;
6. Final decision rests with the principal. This decision can be appealed to the superintendent.

A normal timeline will include beginning the process of considering acceleration in February with a decision made sometime during the month of May. If the process is begun in months other than February, approximately four months will be required for the review and decision process.