# administrative guidelines 

## ACCELERATION

## All Students:

Enrich within grade level and curriculum as appropriate.

## Identified Talented and Gifted (TAG) Students:

Evaluate the student to determine if acceleration is appropriate. The TAG coordinator and instructional staff will evaluate the student and utilize the following procedures:
A. When a student demonstrates rapid progress through the curriculum in a particular subject area, the instructional staff will accelerate the curriculum to the next appropriate level or course.
B. Keep written documentation of recommendations, parent involvement, enrichment activities, decisions, etc. in a student folder (e.g. portfolio or cumulative folder, if needed).
C. When outstanding achievement is evident across all subject areas, advanced grade placement will be considered:

1. The assessment procedure may include collecting products, reviewing the portfolio and/or cumulative folder, and testing. (See testing out policy.)
2. A special services referral could be recommended to provide further diagnosis of the student's abilities and talents. The parents should be notified of the purpose of the referral in terms of ascertaining the student's abilities, achievement level, and talents for possible acceleration.
3. After all documentation is collected, a team of all instructional staff (TAG coordinator, guidance, specialists, principal, classroom teacher, psychologist, etc.), parents, and student will meet to discuss the needs of the student and to decide when/if acceleration will be implemented.
4. The placement decision and implementation will be the responsibility of the building principal.
5. Students and/or parents may appeal the process by requesting a review by the Director of Special Services.
