

## Instruction

### Administrative Procedure - Accelerated Placement Program Procedures

The District’s Accelerated Placement Program (APP) places qualified students in an educational setting that includes curriculum usually reserved for students who are older or in higher grades than the student, and is implemented by the Superintendent or designee. 105 ILCS 5/14A.

This administrative procedure contains five sections as follows:

1. Definitions
2. Annual Notification
3. Referral Process
4. Evaluation Process
5. Eligibility Determination
6. **Grades 9-12 Automatic Acceleration**

#### Definitions

*Accelerated placement* is the placement of a student in an educational setting with curriculum that is usually reserved for students who are older or in higher grades than the student. Accelerated placement includes, but may not be limited to: early entrance to kindergarten or first grade, accelerating a student in a single subject, and grade acceleration.

*Early entrance to kindergarten* is the admission to kindergarten of a student who: (a) will not be five years of age on or before September 1 of that school term; or (b) is admitted prior to the dates established in the School Code based upon an assessment of his or her readiness to attend school.

*Early entrance to first grade* is the admission to first grade of a student who: (a) is assessed for readiness, attended a non-public preschool and continued his or her education at that school through kindergarten, was taught in kindergarten by an appropriately certified teacher, and will attain the age of six years on or before December 31; or (b) is admitted prior to the dates established in the School Code based upon an assessment of his or her readiness to attend school.

*Single subject acceleration* is the practice of assigning a student to a higher subject level than is typical, given the student’s age, for the purpose of providing access to appropriately challenging learning opportunities in one or more subject areas. It may be accomplished by either: (a) physically moving the student to a higher level class for instruction; or (b) using higher level curricular or study materials in the student’s current classroom.

*Grade acceleration* is the practice of assigning a student to a higher grade level than is typical, given the student’s age, for the purpose of providing access to appropriately challenging learning opportunities in all subject areas. Commonly referred to as *skipping* a grade, grade acceleration may be done at the beginning of or during the school term.

#### Annual Notification

Actor	Action
Superintendent or designee	Annually notifies the community, including parent(s)/guardian(s), students, and school personnel, about the: <ol style="list-style-type: none"> <li>1. APP</li> </ol>

Actor	Action
	<p>2. Process for referring a student for possible evaluation for accelerated placement, including:</p> <ul style="list-style-type: none"> <li>a. Steps to be taken to make a referral;</li> <li>b. Individual(s) to whom a referral may be submitted;</li> <li>c. Deadlines by which a referral must be made; and</li> <li>d. Information that must be provided in the referral.</li> </ul> <p>3. Methods used to determine whether a student is eligible for accelerated placement.</p> <p>Provides such notification:</p> <ul style="list-style-type: none"> <li>1. By varied communication methods, such as student handbooks and District/school websites; and</li> <li>2. In multiple languages.</li> </ul>

Referral Process

Actor	Action
<p>Parent(s)/Guardian(s), Licensed Educational Professionals, Student (with written consent of a parent/guardian), or Peer (through a licensed educational professional who has knowledge of the student’s abilities).</p> <p>In addition to the above-noted individuals, requests for possible early entrance to kindergarten or first grade may also come from: Preschool Educator, Non-public Kindergarten Teacher, Pediatrician, or Psychologist who knows the student.</p>	<p>Requests that a student be considered for evaluation for accelerated placement using the process set forth in this procedure. <b>Request must be received by the building administrator by May 1st for placement in the upcoming school year.</b></p>
<p>Building Principal or designee</p>	<p>Within <b>10</b> school days after receiving a referral, determines whether an evaluation for accelerated placement is warranted. To determine whether an evaluation is warranted, <del>may</del> review existing data about the student, utilize screening data, and conduct preliminary procedures such as observation of the student, consultation with the teacher or other individual making the request, and a conference with the student.</p> <p><b>Existing Data Thresholds:</b>  <b>MAP: 95th percentile and above</b>  <b>IAR: Exceeds</b></p>

Actor	Action
	<p><b>Satchel Pulse: Tier 1 in minimum of 4 subscores</b></p> <p>Provides the student’s parent(s)/guardian(s) with written notice of the referral determination. For cases not warranting an evaluation, the process ends here. For cases warranting an evaluation, proceed to Evaluation Process, below.</p>

Evaluation Process

Actor	Action
Building Principal or designee	<p>Convenes an Evaluation Team (consisting of <b>current teacher, next grade or course teacher, social worker</b>) having the knowledge and skills necessary to:</p> <ol style="list-style-type: none"> <li>1. Identify multiple valid, reliable indicators to use during the evaluation;</li> <li>2. Identify appropriate assessment instruments;</li> <li>3. Administer said assessments; and</li> <li>4. Interpret evaluation results.</li> </ol> <p>The composition of the team may vary depending upon the type of acceleration requested and other relevant factors.</p> <p><b>Assessment Instruments:</b>  <b>CoGAT: reasoning skills</b>  <b>Social Skills (need to work with SW to determine)</b></p>
Evaluation Team	<p>Identifies multiple valid, reliable indicators and any assessment instruments appropriate to use during the evaluation.</p> <p>Prepares a written document identifying the evaluation components. This may occur without a meeting.</p>
Building Principal or designee	<p>Provides parent(s)/guardian(s) with written notification of the Evaluation Team’s conclusions regarding the evaluation components and requests parent(s)/guardian(s)’ written consent to conduct the evaluation.</p>
Parent/Guardian	<p>Provides written consent to conduct the evaluation.</p>
Evaluation Team	<p>Completes the evaluation within <b>10</b> school days following the date of receipt of parent(s)/guardian(s)’ written consent to conduct the evaluation.</p> <p>Ensures the evaluation is nondiscriminatory and follows policy 7:10, <i>Equal Educational Opportunities</i>.</p>

Eligibility Determination

<b>Actor</b>	<b>Action</b>
Evaluation Team	<p>Convenes a meeting with parent(s)/guardian(s) to review evaluation results and determine eligibility for the APP. Provides parent(s)/guardian(s) with written notice* of eligibility determination.</p> <ol style="list-style-type: none"> <li>1. If the student is found eligible for the APP, prepares and provides parent(s)/guardian(s) with a written plan detailing the type of acceleration the student will receive and strategies to support the student.</li> <li>2. If the student is not found eligible for the APP, provides parent(s)/guardian(s) with written notice of their right to appeal the eligibility determination, within five calendar days after receiving the determination, by submitting a written request to the Superintendent.</li> </ol> <p><i>*A copy of the written notice will be sent to the District Office.</i></p>
Parent/guardian	<p>If desired, within <i>10</i> calendar days after receiving written notice that student is not eligible for the APP, submits written appeal to the Superintendent.</p>
Superintendent	<p>Within <i>10</i> calendar days after receiving the written appeal request, reviews the case, and provides parent(s)/guardian(s) with written notice of his/her decision. The Superintendent’s decision is final.</p>

Grades 9-12 Automatic Acceleration

<b>Actor</b>	<b>Action</b>
School Team	<p>Reviews most up-to-date state assessment results (IAR) and NWEA MAP (grade 8) or PSAT (grades 9-11) to determine automatic enrollment in an accelerated course.</p>
Building Principal or designee	<p>Notifies parent/guardian, in writing, of automatic enrollment in an accelerated course.</p>
Parent/guardian	<p>Within 15 calendar days after receiving notice, may submit a written refusal of accelerated placement.</p>

ADOPTED:

October 23, 2018