

USD 382 TEST OUT POLICY

STATUTES: K.A.R. 91-12-52 (b) (C) CB) requires that each GIFTED child shall be permitted to test out of or work at an individual rate and for required or prerequisite courses, or both, at all grade levels, if so specified in that child's individualized education program. K.A.R. 91-12-52 (b) (C) (c): GIFTED students may receive credit for college study at the college or high school level or may receive college credit, that student shall be responsible for the college tuition.

POLICY: USD 382 philosophy is in agreement with the above stated statutes. Eligible students may apply to test out of certain classes by applying to the principal. Board-approved rules and procedures for testing out as listed below are available in each school office. Parents and students are encouraged to discuss the issue of test-out with the principal and counselors.

CRITERIA:

1. The student must have at least a 3.0 GPA (on a 4.0 scale) in the most recently completed course in the subject area for which they are attempting a test out. In the event no previous course exists in the subject area, other factors will be considered by the committee (i.e., life experiences).
2. The course proposed for test out, must be one which is offered in the current curriculum.
3. High school or middle school students may test out of no more than one single-credit required or prerequisite course per year, or required or prerequisite courses with a total credit equivalent of one unless deemed appropriate by the staffing committee. Elementary students will be allowed to test out of no more than one grade level.
4. The student must submit to the principal a request and rationale (in writing) to test out of a specific course or grade level prior to the twentieth (20th) day of the semester immediately preceding the course proposed for test out. If testing out of a one credit course, the student may submit the request and rationale on or before the 20th day of the semester in either of the two semesters prior to the beginning of the class.
5. Upon receipt of the request, the principal shall convene a meeting of a staffing committee consisting of the building principal (chair), counselor, teacher(s) who will prepare the test, current subject area teacher, and a student-selected faculty member will meet to consider the request for test-out. A majority affirmative vote of the committee shall be required to allow the test out. The committee decision shall stand for the remainder of the year.
6. No later than one week (five school days) prior to the end of the first nine-week period of the semester that the student made application for test out the principal shall inform the student of the staffing committee decision.
7. Within the first week (five school days) of the second nine-week period of the semester that the student made application for test out, the teacher preparing the test out exam shall inform the student (in writing) as to the type of test(s) for which to prepare and any

other requirements (term paper, lab work, performance standards, etc.) The test must assess the goals and objectives of the course.

8. The teacher preparing the test out shall be allowed release time for preparing and scoring the test out materials. Teachers shall not be expected to tutor the student attempting a test out.
9. Two weeks prior to the end of the semester immediately preceding the course for test out, all requirements are to be completed and any materials/projects submitted.
10. A rescheduling of the test date(s) shall be permitted only due to extended illness, family emergency, family deaths or funerals, or personal/family business. It will be the student's responsibility to notify the school if one of the above has occurred. The staffing committee will determine whether rescheduling is appropriate.
10. Prior to the final day of the semester immediately preceding the course proposed for test out, the teacher shall determine whether the test out requirements have been completed at or above a score of eighty-five percent (85%) and notify the committee, parents, and students of the decision.
12. High school students will be given credit for testing out of high school course. College credit may be purchased by the student for concurrent courses.
13. Transcripts will indicate course name and the words "Tested Out" next to the grade of 'A' or 'B' for successful completion of a test out. Choosing to test out of a course will affect a student's final GPA.
14. The test out privilege is a one-time option for a specific course or grade level. If the test out is unsuccessful the student must enroll in the regular course or grade level.

Adopted, 1997

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