

# GaDOE 2008-2009 LEA Gifted Education Self-Assessment Report

## Directions

Welcome to the online 2008-2009 LEA Self-Assessment Report for Gifted Education! We appreciate your efforts to complete this required report online and will make every effort to assist you.

All documents related to the 2008-2009 LEA Gifted Education Self-Assessment Report, including the Resource Manual for Gifted Education Services, may be viewed and downloaded from the GaDOE Gifted Education website at [http://www.doe.k12.ga.us/ci\\_iap\\_gifted.aspx](http://www.doe.k12.ga.us/ci_iap_gifted.aspx). If you have not downloaded a hard copy of the self-assessment from that site in preparation for completing the report online, we suggest that you do that now, before beginning to complete the survey. The survey cannot be saved or paused once it has begun; it must be completed in one sitting.

When completing the 2008-2009 LEA Self-Assessment Report for Gifted Education Services, please refer to the Resource Manual for Gifted Education Services, which provides guidance for gifted education in Georgia. Again, all documents are available at the link provided above.

Please adhere to the following when completing the Self-Assessment Report:

- Follow the guidelines addressed in the Gifted Education Evaluation and Monitoring Protocol;
- Address each element of the report directly, providing pertinent information;
- Provide descriptive and explanatory details for Gifted Education specific policies, programs, and practices;
- Clearly reference any sections of the LEA's Administrative Procedures Manual as documentation for the 2008-2009 LEA Self-Assessment Report for Gifted Education Services so that our staff can easily find that information in your application;
- Email or mail a current copy of the LEA's Administrative Procedures to the GaDOE once the self-assessment report has been submitted (email and address provided below);
- If a current Administrative Procedures Manual is not available, please note the date when the GaDOE will receive your procedures (no later than 12-31-09);
- Ensure that printed copies of documents referenced in your report are on file and available for review in the event of an on-site audit.

Respond to each of the following monitoring requirements by placing the appropriate code on the line to the left of the corresponding element and indicating whether or not the specified evidence of compliance is available. If evidence is indicated to be available, the specified documentation supporting compliance must be on file at the LEA and available for review upon request.

If the specified evidence is not available, mark the element as LEA Resolving (LR) and include comments in the "Comments for Elements coded LR" section.

Responses are required for each numbered item under each element.

### CODE KEY

LC = LEA Compliant:

An internal review indicates compliance. When using this code, the LEA must have the documentation readily available for review.

LR = LEA Resolving:

An internal review indicates a compliance discrepancy. When using this code, use the comment section to briefly explain how the LEA will resolve or is resolving the discrepancy, who is responsible for resolving the discrepancy, and the time frame for completion.

GaDOE Contact Information for submission of LEA Administrative Procedures Manual:

Sheila White

Georgia Department of Education

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# GaDOE 2008-2009 LEA Gifted Education Self-Assessment Report

## LEA Gifted Education Self-Assessment Report

\* LEA Name

\* LEA Number

\* LEA Gifted Education Services Contact

\* Due to the Georgia Department of Education on/before June 30, 2009.

MM DD YYYY

Date Submitted

 /  / 

\* Assurances

LEA Superintendent

LEA Gifted Education  
Coordinator

Gifted Education  
Coordinator Email  
Address

Gifted Education  
Coordinator Phone  
Number

\* Does the Gifted Education Coordinator hold a Professional Standards Commission certificate Gifted P-12 Consultative or Gifted In-field Endorsement?

Yes

No

Enrolled in PSC approved program of study

Other (please specify)

# GaDOE 2008-2009 LEA Gifted Education Self-Assessment Report

## Standard I. Student Search, Nomination, and Referral

\* Element A. The LEA provides a variety of communication vehicles and documents to inform parents/guardians about gifted education services.

SBOE Rule 160-4-2-.38, Section 2 (a) Notice.

LC = LEA Compliant

LR = LEA Resolving

Element A1. Evidence of LEA providing information about gifted education services to stakeholders.

Administrative Procedures

Manual Page

Paragraph

\* a. Summary of system procedures of notification to stakeholders regarding gifted education services, specifying which stakeholders are notified (students, parents, teachers, administration, community, school-wide, district-wide, etc.), referral procedures and eligibility requirements.

EVIDENCE ON FILE

Yes

No

\* b. Summary of how information is distributed to stakeholders, including strategies and use of technological tools (parent meetings, Gifted Education Handbook, flyer, web page, etc.).

EVIDENCE ON FILE

Yes

No

\* c. Samples of any specific forms of communication (newspaper, newsletters, web page, etc.).

EVIDENCE ON FILE

Yes

No

Element A2. Evidence of LEA providing parents/guardians notification about a student's initial consideration for gifted education services.

Administrative Procedures

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Paragraph

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- \* a. Sample of communication(s) sent to parents in their home language.

EVIDENCE ON FILE

jm Yes

jm No

Element A3. Evidence of LEA providing parents/guardians notification about a student's eligibility status after an evaluation.

Administrative Procedures

Manual Page

Paragraph

- \* a. Sample communication sent to parents in their home language indicating parents/guardians shall be afforded an opportunity for a conference to discuss student eligibility criteria and placement.

EVIDENCE ON FILE

jm Yes

jm No

Element A4. Evidence of LEA providing parents/guardians notification about the type of services to be offered annually.

Administrative Procedures

Manual Page

Paragraph

- \* a. Sample communication of the type of service, to include the teaching methods, time allotted for services, objectives designed for students, and the manner in which evaluation of the mastery of objectives will be conducted.

EVIDENCE ON FILE

jm Yes

jm No

Element A5. Evidence of LEA providing parents/guardians notification about the continuation of gifted education services.

Administrative Procedures

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Paragraph

- \* a. Summary of specific performance standards the student shall meet for the continuation of gifted education services.

EVIDENCE ON FILE

jm Yes

jm No

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Element A6. Evidence of LEA providing parents/guardians notification about the possible discontinuation of gifted education services.

Administrative Procedures

Manual Page

Paragraph

- \* a. Sample communication indicating the length of the probationary period and the specific criteria a student should meet to continue receiving gifted education services.

EVIDENCE ON FILE

Yes

No

Element A7. Evidence of LEA providing parents/guardians notification about the termination of gifted education services.

Administrative Procedures

Manual Page

Paragraph

- \* a. Sample communication indicating the student failed to meet the continuation criteria to include a statement of when/if the student will be eligible to receive gifted education services upon meeting LEA's criteria for continuation of services.

EVIDENCE ON FILE

Yes

No

- \* Comments for Elements coded LR. Include plan and time frame for resolution, as well as any additional relevant information. This question must be answered if any elements in this section are coded LR. If LC is coded, enter "N/A" as the response or elaborate on compliant status.

- \* Element B. The LEA provides a variety of communication vehicles and documents in writing how all parents/guardians are informed about gifted education services. SBOE Rule 160-4-2-.38, Section 2 (b) Referral.

LC = Compliant

LR = Resolving

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Element B1. Evidence that the LEA refers students for consideration of gifted education services.

Administrative Procedures

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Paragraph

- \* a. Reports of referrals by teachers, counselors, administrators, parents, guardians, peers, self and other individuals with knowledge of student's abilities on file at the DOE? at the LEA? annually?

EVIDENCE ON FILE

Yes

No

- \* Element 2.b The LEA provides a specified level on a norm-referenced test as automatic consideration for further assessment to determine eligibility for gifted education services. SBOE Rule 160-4-2-.38, Section 2 (b) Referral.

LC = Compliant

LR = Resolving

Element 2.b.1. Evidence that the LEA uses specified levels on a norm-referenced test as automatic consideration for further assessment to determine eligibility for gifted education services.

Administrative Procedures

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Paragraph

- \* a. Criterion score needed on norm-referenced test for automatic consideration for further assessment.

EVIDENCE ON FILE

Yes

No

- \* Element C. The LEA obtains written consent for testing from parents/guardians of students being considered for gifted education services.

SBOE Rule 160-4-2-.38, Section 2 (c) Consent.

LC = Compliant

LR = Resolving

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Element C1. Evidence that the LEA has obtained written consent for testing from parents/guardians of students being considered for gifted education services.

Administrative Procedures

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Paragraph

- \* a. Sample of communication(s) sent to parents in their home language.

EVIDENCE ON FILE

Yes

No

- \* Element D. The LEA has adopted eligibility criteria that are consistent with the SBOE Rule. SBOE Rule 160-4-2-.38, Section 2 (d) Eligibility

LC = Compliant

LR = Resolving

Element D1. Evidence that the LEA has adopted eligibility criteria that are consistent with the SBOE Rule.

Administrative Procedures

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Paragraph

- \* a. Evidence of adherence to established SBOE Rule 160-4-2-.38 (chart, visual organizer, etc.)

EVIDENCE ON FILE

Yes

No

- \* Element D2. Evidence that the LEA's Local Administrative Procedures Manual is on file at the GaDOE.

Yes

No

Proposed Date of Submission (by 12/31/2009)

- \* Comments for Elements coded LR. Include plan and time frame for resolution, as well as any additional relevant information. This question must be answered if any elements in this section are coded LR. If LC is coded, enter "N/A" as the response or elaborate on compliant status.

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## Standard II. Requirements for Student Assessment

- \* Element A. The LEA utilizes the SBOE Rule 160-4-2-.38 to identify students. Those eligible may qualify with Option A or Option B (multiple criteria assessment).

SBOE Rule 160-4-2-.38, Section 3 Initial Eligibility

LC = Compliant

LR = Resolving

Element A1. Evidence that test scores used to establish eligibility shall be current within two calendar years.

Administrative Procedures

Manual Page

Paragraph

Element A2. Evidence that students are assessed in all four data categories.

Administrative Procedures

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Paragraph

- \* a. Sample copy of a completed eligibility form for student who qualified for gifted services AND one who did not qualify, listing dates and types of assessments.

EVIDENCE ON FILE

Yes

No

Element A3. Evidence of assessments used in the area of mental ability, achievement, creativity, and motivation.

Administrative Procedures

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Paragraph

- \* a. List of primary assessments in all four categories used in the referral process to determine eligibility for gifted education services, which meet the standards of validity and reliability AND are nondiscriminatory with respect to race, religion, national origin, sex, disabilities or economic background.

- \* b. List of secondary assessments in all four categories (when used) AND the system's administrative procedures which dictate the use of second measures.

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\* c. Statement about LEA's efforts to address diversity issues.

EVIDENCE ON FILE

Yes

No

Element A4. Evidence that LEA has established procedures and/or board policy to determine how outside test data may (and may not) be used in determining gifted program eligibility.

Administrative Procedures

Manual Page

Paragraph

\* a. Statement of use of outside test data.

EVIDENCE ON FILE

Yes

No

\* Comments for Elements coded LR. Include plan and time frame for resolution, as well as any additional relevant information. this question must be answered if any elements in this section are coded LR. If LC is coded, enter "N/A" as the response or elaborate on compliant status.

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## Standard III. Program Design

- \* Element A. The LEA provides a variety of programming options to meet the advanced learning needs and interests of gifted and talented students.

SBOE Rule 160-4-2-.38, Section 4 (e).

jm LC = Compliant

jm LR = Resolving

Element A1. Evidence LEA provides minimum (or more) gifted education services to students identified as gifted whose participation has received parental consent.

Administrative Procedures

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Paragraph

- \* a. Sample schedule indicating students receive five segments of gifted education services per week (or the yearly equivalent).

EVIDENCE ON FILE

jm Yes

jm No

- \* b. Evidence that progress is reviewed annually for each student receiving gifted education services and that recommendations for continuation of services are made based on the LEA's continuation of services policy/procedure.

EVIDENCE ON FILE

jm Yes

jm No

- \* c. Evidence that LEA honors in-state reciprocity for students who were identified and served in another Georgia school district.

EVIDENCE ON FILE

jm Yes

jm No

- \* d. Statement about the LEA's efforts to match student's advanced learning needs and interests (as documented by assessment results) to programming options.

EVIDENCE ON FILE

jm Yes

jm No

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- \* e. Statement describing LEA's adherence to regulations for program delivery models. Where applicable, examples of schedules, lesson plans, individual student contracts, pretests, teacher planning logs, Innovative Model approval, etc. may be requested. (See Resource Manual for Gifted Education Services, pages 71 – 75).

EVIDENCE ON FILE

Yes

No

- \* Comments for Elements coded LR. Include plan and time frame for resolution, as well as any additional relevant information. This question must be answered if any elements in this section are coded LR. If LC is coded, enter "N/A" as the response or elaborate on compliant status.

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## Standard IV. Curriculum and Instruction

- \* Element A. The LEA develops curricula for gifted students that incorporate the State Board of Education-approved student competencies and the Georgia Performance Standards. SBOE Rule 160-4-2-.38, Section 4 (e).

LC = Compliant

LR = Resolving

Element A1. Evidence that LEA provides students instruction utilizing the Georgia Performance Standards curriculum in gifted education services.

Administrative Procedures

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Paragraph

- \* a. Written curriculum guide indicating differentiated curricula are used for instruction of gifted students at each grade grouping (K-12) to include a focus on developing cognitive, learning, research and reference, and meta-cognitive skills.

EVIDENCE ON FILE

Yes

No

- \* b. Evidence that LEA reviews and revises (as needed) its curricula for gifted and talented students at least annually AND reports revisions to the GaDOE.

EVIDENCE ON FILE

Yes

No

- \* Comments for Elements coded LR. Include plan and time frame for resolution, as well as any additional relevant information. This question must be answered if any elements in this section are coded LR. If LC is coded, enter "N/A" as the response or elaborate on compliant status.

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## Standard V. Professional Development

- \* Element A. The LEA provides opportunities for high quality professional development programs and effective activities to improve the quality of instruction and services provided to gifted education students, including mentoring for teachers and other program personnel, as it relates to the Gifted Education Program.

LC = Compliant

LR = Resolving

Element A1. Evidence that LEA promotes attendance of gifted education specialists and general education teachers in professional development activities designed to increase subject matter knowledge of teaching Gifted Education, improve the use of curricula, instructional strategies, and assessment measures appropriate for gifted and talented students.

Administrative Procedures

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Paragraph

- \* a. List of course offerings by district or local RESA to include the Gifted In-field Endorsement course, local AP/IB training, pre- and post-planning inservice, and other related courses.

EVIDENCE ON FILE

Yes

No

- \* Comments for Elements coded LR. Include plan and time frame for resolution, as well as any additional relevant information. This question must be answered if any elements in this section are coded LR. If LC is coded, enter "N/A" as the response or elaborate on compliant status.

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## Standard VI. Family-Community Involvement

- \* Element A. The LEA provides opportunities for family and community involvement in gifted education services.

LC = Compliant

LR = Resolving

- a. Description of the LEA's efforts to involve family and community in the support and advocacy for gifted education students.

Administrative Procedures

Manual Page

Paragraph

- \* b. Description of specific opportunities for family and community involvement to promote gifted education in the District.

EVIDENCE ON FILE

Yes

No

- \* Comments for Elements coded LR. Include plan and time frame for resolution, as well as any additional relevant information. This question must be answered if any elements in this section are coded LR. If LC is coded, enter "N/A" as the response or elaborate on compliant status.

Thank you for your time in completing the 2008-2009 Gifted Education Self-Assessment Report.