GREENE COUNTY TECH SCHOOL DISTRICT
PROGRAM FOR ACADEMIC AND CREATIVE EXCELLENCE
STUDENT IDENTIFICATION PROCEDURES
(G/T Program Approval Standards 7.01, 7.02, 7.04, 7.05, 7.06, 7.07, 7.09)

Greene County Tech School District's identification process or student placement in the gifted programs, "Program for Academic and Creative Excellence" (PACE Program), begins with referrals from teachers, students, parents, grandparents, community members and other school staff. The process is on-going throughout the school year; however, the largest call to obtain nominations occurs during the spring semester for placement in the fall of the following school year. The call for nominations is disseminated in a variety of ways; including, but not limited to word of mouth, Tech TV, the GCT Website, teacher meetings, publications, etc.

In all cases every effort is made to collect adequate data for the committee to make the most appropriate decision for each student. The process depends on a number of persons providing input to obtain a comprehensive look at each student being considered for placement in the PACE Program. To explain the process to all stakeholders Gifted Programs has broken the components down into the following "Phases."

Phase I   * Publicity & training necessary to educate those interested in the nomination process
               * Call for nominations

Phase II   * Nomination of student is received by Gifted Programs
                  o Teacher Nomination—the teacher completes the referral form and gathers copies of the student's grades and Achievement Test scores for the last two years.
                  o Parent Nomination—the parent returns the nomination packet.
                  o Student Nomination—nomination paperwork returned.
                  o Nominations from other stakeholders may also begin the process at which time they will be asked to submit the needed information.

Phase III   * Gathering additional information. Based on who made the initial nomination, the PACE teacher obtains the missing data. This may include all or part of the following:
                  o Rating packet, grades and Achievement Test scores from the Teacher
                  o Permission to test, Student demographic information, Parent Referral and Williams Parent rating form.

Phase IV   * PACE Teacher administers needed tests to students referred for the program. Testing may be done in individual or group settings.
               * PACE Staff grades the administered tests.
               * PACE Staff compiles data information on the Student Data Sheet.

             * PACE Staff compiles the data for all nominated students into the proper format for use by the identification committee.

Phase V   * The last phase of the identification process is called "Screening and Identification." In this phase a Screening Committee comprised of administrators, teachers, counselors, and the G/T staff will consider each student based on the information collected. The committee's goal is to place students who would best be served by the PACE program. Identification is conducted through a "Blind Staffing Process." This means that the students are identified by a number and the committee does not know the students name or gender. All decisions are made on the strength of the information collected.

             * Once the committee has made their selection, the students and parents are notified by letter of the committee's decision. Students who are accepted for placement must have the appropriate signed "Permission to Place" form on file at the Gifted Programs office to be enrolled in a PACE class.

The identification process is based on a case study approach and the following information explains the different aspects of the process:

Nominations

    The process begins with a nomination. Most nominations come from teachers or parents, but anyone can nominate a student for the PACE program. The following are examples of, but not limited to who can nominate a student and how to obtain nomination information.

    Teacher Nominations

- Staff development of characteristics and identification of gifted/talented students is provided for teachers.
- The Kingore Observation inventory (KOI) is utilized to help ensure students are not overlooked in the referral process. The gifted specialist providing whole group enrichment will record data during class that will help identify students who need to be nominated.
- A request is made annually for teacher nominations; however, they are accepted at any time.
- Forms are readily available from any PACE teacher, through the Office of Gifted Programs, or on the district's Gifted Programs Webpage.

    Parent/Community Nominations

- Awareness of the program is provided at the public meetings held by the school each year.

- Information is also available from any PACE teacher, the Office of Gifted Programs, and the district's Gifted Programs Webpage. Parents, grandparents, and any school district resident may e-mail, call or stop by the office of Gifted Programs to obtain information and/or ask questions about the nomination process.
- Nomination procedures and forms are available from any PACE teacher, the office of Gifted Programs or on the district's Gifted Programs Webpage.

Peer/Self Nominations

- Peer/Self nomination forms are available to all students.
- Students can begin the process by obtaining forms from any PACE teacher, Office of Gifted Programs, or on the district's Gifted Programs Webpage.

Standardized Test Nominations

- School-wide standardized achievement/ability tests are screened each year to bring any student of high ability and /or achievement under consideration for the program.

Transfer Student Nominations

- Transfer students, after confirmation of participation from their previous school, will be evaluated and considered for participation, but not automatically placed.

On-going Nomination Process

Although nominations are formally requested once a year, student nominations are accepted at any time during the school year.

Student Assessment

Recognizing the fact that G/T students may express themselves in many ways, may emerge at certain times and under certain conditions, and are not limited to any specific socio-economic or ethnic group; it is desirable that all screening instruments be as diverse and equitable as possible and appropriate to the child's age/level. Individual testing may be requested with parent consent.

Non-discriminating Instruments

OBJECTIVE INSTRUMENTS

I.Q. Tests (minimum of two different test scores)

Standardized Achievement tests (for the past two years)

Arkansas Benchmark and End of Course Exams

ACT

Plan

Creativity tests

<u>SUBJECTIVE INSTRUMENTS</u>

Renzulli Rating Scale

Grades (for the past two years)

Teacher Observation Forms

Parent Observation Forms

Case Notes

Student Interviews

Student Products

Selection Committee

The selection committee is composed of at least five educators chaired by a G/T Coordinator.

Members of the committee are made aware of the local identification policies and procedures and the nature of the program.

Selection Process

The selection committee uses an approach that considers all student information collected in order to make its decisions.

No single criterion or cut-off score is used to exclude a student from placement.

The selection committee follows a "Blind Staffing" policy for placement. Student identification numbers are assigned to each student, thus the committee makes its decision on the data collected.

Parent Notification and Consent

Students identified for program participation.

- Parents are notified by letter of their child's selection for program participation and provided with a parent consent form, which offers the opportunity to request additional information about the program, if needed, before making a decision.
- Students are placed in the program upon receipt of a positive response on the parent consent form.

Students not identified for program participation. A student not identified for the program is one that is tracked or simply not selected for the program. A tracked student is maintained in the talent pool and monitored over time to see if data supports bringing the student back to the identification committee for placement consideration. A student who receives a decision of non-placement is no longer considered for placement unless a new nomination brings the student back through the nomination process.

- Parents of any child nominated for the program are notified by letter of the committee's decision.
- All student files are securely maintained for 5 years after the student has graduated from school.
- Talent Pool/Tracked students are periodically reviewed. Updated information and data on the students are collected. When any positive shift in data occurs, the students are presented at the next identification meeting.

Student Placement

Placement will follow these guidelines: (1) anyone is eligible for nomination, (2) placement is based on potential, and (3) interest and willingness to invest time and energy are critical factors.

Confidentiality, Communication, and Maintenance

Student information is kept in files with access limited to staff concerned with the education of the student and to parents of the student.

Student information which would be educationally useful is communicated to the appropriate instructional staff.

Student data and placement decisions are kept on file for at least five years past the students graduation or for as long as needed for educational decisions.

Annual Review of Student Placement

Student participation in the program will be reviewed annually.