

VENTURE

RANKIN COUNTY SCHOOL DISTRICT GIFTED EDUCATION PROGRAM

POLICY/PROCEDURE HANDBOOK

**FOR
SCHOOL YEAR
2009 - 2010**

*Approved by RCSD Board of Education

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REFERRING STUDENTS FOR TESTING UNDER INTELLECTUALLY- GIFTED CRITERIA

STEP 1: Referral

A teacher, counselor, administrator, parent, peer, self, or any other person having reason to believe that the student may be intellectually gifted may refer a student in grades 2-11. District personnel will complete Parts I, II, and III of the Referral Form. Some of the information (Part III, Section I) may not be known by the referral source. The parent can answer the questions in Part III if the student progresses to that level. The referral form will be forwarded to the Gifted Program Coordinator/Local Survey Committee.

Part II of the Referral Form must include documentation of two or more of the following to substantiate a referral:

1. group measure of intelligence administered within the last twelve months (90th percentile)
2. published characteristics of giftedness measure (at or above the superior range)
3. published measure of creativity (at or above the superior range)
4. published measure of leadership (at or above the superior range)
5. achievement test scores (at or above the 90th percentile)
6. existing measure of individual intelligence administered within the past twelve months (at or above the 90th percentile)
7. other measures documented in the research on identification of intellectually gifted students

When a complete grade is mass-screened, no parental permission needs to be obtained. Referral information will be gathered on the referral form only on students that score at or above the established cut-off score. ***All first graders will be mass screened during second semester each school year (PROGRAM STANDARD VII.1).*** This data will be forwarded to the Gifted Program Assessment Coordinator/LSC Chairperson.

STEP 2: Local Survey Committee Review

Upon receipt of the referral form, the Local Survey Committee (LSC), chaired by the Gifted Program Coordinator, will review the information submitted. Schools will be notified of those eligible for further testing, and parent permission forms will be sent to the schools for distribution. The teacher of the gifted (as an LSC member) will notify appropriate individuals of the LSC decision. Documentation will include the student's name, meeting date, members present, and the determination.

STEP 3: Parental Permission Obtained for Testing

The parent permission form (Gifted Pupil Personal Data Sheet or GPPDS) must be signed by the parent/guardian and returned to the school before a child can proceed to the assessment phase. Parents must be informed of the Family Educational Rights and Privacy Act. (FERPA)

STEP 4: Assessment/Data Collection

District personnel at the local school will consider the need for vision or hearing screening. If a problem is suspected, screening will be conducted with that individual child. If a problem is found in the screening, a follow-up must be done by the parent/guardian before proceeding.

Assessment data will be collected by district personnel with at least three (3) of the measures listed below included on each student.

1. Norm-referenced group intelligence test (administered within the last twelve months). Criteria: score at or above 90th percentile on the full scale.
2. Normed checklist of characteristics of gifted students. Criteria: at or above the superior range.
3. Normed measure of creativity. Criteria: at or above the superior range.
4. Normed measure of leadership. Criteria: at or above the superior range.
5. Normed measure of cognitive abilities. Criteria: score at or above the 90th percentile.
6. Norm-referenced achievement test (administered within the last twelve months). Criteria: 90th percentile or above in total reading, total language, total science, total social studies, and total math, or the composite.

STEP 5: Determining Eligibility for IQ Testing

After a minimum of three measures listed in step four has been collected, the data will be forwarded to the countrywide Gifted Program Coordinator who will confirm that minimum criteria are met. Parents will be notified in writing if the process is to stop at this point.

STEP 6: Individual Intelligence Testing

An appropriately certified or licensed psychometrist/psychologist will administer an individual norm-referenced intelligence test after reviewing all data collected to select the correct instrument. A student must score 90th percentile or above in the composite area on an individual intelligence test to be eligible for services.

When a student does not meet the above criteria, but met the criteria on the potentially disadvantaged gifted checklist and scored at least 85th percentile on the IQ test, the following additional measures may be administered:

1. test of cognitive abilities with a minimal score at the 90th percentile
2. group intelligence measure with minimal score at the 90th percentile
3. matrix with existing scores (if MDE approved)

STEP 7: Eligibility Determination/Assessment Report

The district Local Survey Committee will determine whether or not to recommend eligibility based on all data collected. District personnel will write the Assessment Team Report, including all necessary components. If appropriate, an eligibility ruling will be secured through the District Screening Team. Parents and the child's school will be notified in writing of the LSC determination. Parents can request a copy of the Assessment Team Report and an explanation of the results.

All data collected shall be placed in an individual eligibility file and maintained in a locked storage facility with access restricted to personnel with a documented need to know.

STEP 8: Placement

A student can be placed in VENTURE only if the following paperwork is on file at the school:

1. Eligibility ruling on the Gifted Pupil Personal Data Sheet
2. Written parental consent for placement.

Students with a Mississippi eligibility ruling as Intellectually Gifted (grades 2-12) shall be accepted and placed appropriately once written parental consent is obtained. No additional testing is necessary. However, the Gifted Pupil Personal Data Sheet (GPPDS) must be on file at the school before parental consent for placement can be obtained. A copy of the (GPPDS) must be sent to the gifted program coordinator at the district office.

PROGRAM STANDARD III.1 and VII.1, VII.2, VII.3, VII.4

REFERRING STUDENTS FOR TESTING UNDER ACADEMICALLY - GIFTED CRITERIA

STEP 1: Referral

Students who are rising ninth through twelfth graders may be referred by a teacher, parent, peer, self, or any other school personnel having reason to believe the student might be academically gifted. District personnel will complete Parts I, II, and III of the Referral Form. Some of the information (Part III, Section I) may not be known by the referral source. These sections can be gathered from the parent at Step 3 below if the student progresses to that level.

Part II of the Referral Form must include documentation of TWO or more of the following to substantiate a referral:

1. grade history of A's and B's in at least one subject area
2. portfolio of student work in the academic area in which the student demonstrates outstanding capabilities (evaluated using a rubric)
3. group or individual intelligence test (administered within the last twelve months)
4. group or individual achievement test in the pertinent academic area (administered within the last twelve months)

The completed Referral Form will be forwarded to the Gifted Program Coordinator/LSC Chairperson.

STEP 2: Local Survey Committee Review

Upon receipt of the referral form, the Local Survey Committee (LSC), chaired by the Gifted Program Coordinator, will review the information submitted. Schools will be notified of those eligible for further testing and parent permission forms will be sent to the schools for distribution. The teacher of the gifted (as an LSC member) will notify appropriate individuals of the LSC decision. Documentation will include the student's name, meeting date, members present, and the determination.

STEP 3: Parental Permission Obtained for Testing

The parent permission form (Gifted Pupil Personal Data Sheet or GPPDS) must be signed by the parent/guardian and returned to the school before a child can proceed to the assessment phase. Parents must be informed of the Family Educational Rights and Privacy Act. (FERPA)

STEP 4: Assessment/Data Collection

District personnel at the local school will consider the need for vision or hearing screening. If a problem is suspected, screening will be conducted with that individual child. If a problem is found in screening, a follow-up must be done by the parent/guardian before proceeding.

District personnel will collect assessment data from at least two of the following measures:

1. A norm-referenced achievement test. Criteria: Score at or above 90th percentile in the pertinent academic area based on national norms
2. a normed reference individual achievement test Criteria: score at or above 90th percentile in the pertinent academic area
3. A portfolio, which demonstrates outstanding achievement in the pertinent academic area over a period of at least six months (evaluated using a rubric)

STEP 5: Eligibility Determination

The district local survey committee will determine whether or not to recommend eligibility based on all data collected. District personnel will write the Assessment Team Report, including all necessary components. If eligible, the eligibility ruling will be secured through the District Screening Team. Parents and the child's school will be notified in writing of the LSC determination. Parents can request a copy of the Assessment Team Report and an explanation of the results.

All data collected shall be placed in a locked storage facility with access restricted to personnel with a documented need to know.

STEP 6: Placement

A student can be placed in VENTURE only if the following paperwork is on file at the school:

1. Eligibility ruling on the Gifted Pupil Personal Data Sheet
2. Written parental consent for placement

Students who have a Mississippi eligibility ruling as Academically Gifted (grades 9-12) shall be accepted and placed appropriately once the Gifted Pupil Personal Data Sheet (GPPDS) and written parental consent for placement are on file at the local school. A copy of the GPPDS must be sent to the district office.

PROGRAM STANDARD III.1 and VII.1, VII.2, VII.3, VII.4

OUT-OF-STATE GIFTED RULING

1. Obtain evidence that proves the child was in a gifted program.

(Example: Letter from school, phone call to school to verify status, report card, etc.) Have a local survey committee meeting to determine if process should move forward. Inform parent of the decision.
2. Talk with parent to ascertain specific type services received at the previous school. At this conference, get the following forms completed:
 - a. Referral Form (can be filled out by parent or teacher)
 - b. GPPDS (get top portion filled out completely, especially the signature)
 - c. Explain Family Educational Right and Privacy Act (give letter)
3. Send the signed GPPDS and Referral Form to the district gifted program coordinator with a note attached that specifies the student as having an out-of-state eligibility. Attach the evidence of out-of-state rulings, and any current test data.
4. The district Local Survey Committee will meet to determine what data is needed.
5. Appropriate assessment data will be gathered, and the Assessment Team Report will be written. Submission to the screening team for an eligibility ruling will be done as appropriate.
6. The district office will notify the school of the status by sending a copy of the GPPDS with the ruling date noted or notification that the child is ineligible for services. The LSC will notify the parent of the determination.
7. The VENTURE teacher will get Consent for Placement (or Refusal of Services Form) signed if the student is ruled eligible. Placement can occur once consent for placement is obtained and the Mississippi eligibility ruling is on file.

Do NOT place a student with an out-of-state gifted ruling in VENTURE until a Mississippi ruling has been obtained

Program Standard VII.3

SCHEDULING STUDENTS/TEACHERS

1. VENTURE teachers should serve a minimum of 20 and a maximum of 44 students per week. Deviations from these number specifications should be reported to the District Gifted Program Coordinator as soon as they are noted. Exceptions or plans will be made as warranted
2. All VENTURE students are to be served a MINIMUM of five hours per week (or one academic period per day). **The teacher may serve these students for additional time as deemed appropriate.** (*PROGRAM STANDARDS 11.2 and III.4*)
3. VENTURE classes will begin within the first three full days of school and will meet through the end of the school year.
4. No student is placed in VENTURE or on an official class roll until an eligibility ruling is obtained and parental consent for placement is secured. VENTURE teachers hold individual conferences with parents to review test results, progress and the process on entering/exiting the program. (*PROGRAM STANDARD VII.3*)
5. Teachers of the gifted in grades 2-6 will have no more than one hour per day for planning. Teachers of the gifted in grades 7-12 should have the same planning time as the regular education teachers at the school.
6. Each teacher of the gifted will send a copy of his/her daily schedule to the District Gifted Program Coordinator by the date established by the coordinator. Within that schedule, teachers must prove that each student is served at least the minimum amount of time required and that the appropriate amount of planning time per day is in effect. Lunch, breaks, homeroom assignments, duty time, recess, or any other breaks in the schedule must be included on the schedule forwarded to District Office.
7. Teachers of the gifted cannot be scheduled to teach/supervise regular education students at any time during the instructional day. Teachers of the gifted can be assigned to duty posts, club sponsorships, etc., as the principal sees fit when these assignments are made for the period outside regular instructional time.
8. Teachers of the gifted can only assist in the assessment of gifted students. Hence, they cannot be allowed to serve as special education LSC chairpersons.
9. When scheduling academically or intellectually gifted classes at the high school level where Carnegie unit credit can be awarded, at least 7 and no more than 14 students can be assigned per period each day.

COMPLETING MAKE-UP WORK

1. Regular teachers are asked to post assignments each day so that the VENTURE student can copy his/her assigned work. These assignments are to be left posted for the entire day.
2. The VENTURE students can be held responsible for completing all homework assignments made when they are in VENTURE. It is the responsibility of each student to obtain his/her assignments from the posting in the classroom. Assignments that are class work while VENTURE students are attending VENTURE class CANNOT be deemed homework for VENTURE students.
3. When students miss regular class work assignments (class work) due to participation in *VENTURE*, no grade is taken. A letter "V" can be recorded in the grade book, and student averages can be computed with fewer grades. The VENTURE student may elect to complete class work assignments in areas of academic weakness. If the work is done, a grade can be recorded. Regular teachers should communicate regularly with parents of VENTURE students when academic problems arise. Parents may opt to require their child to complete class work missed.
4. Regular teachers are encouraged to eliminate class work and homework that could be considered non-essential. For example, if a child has already mastered a skill, that homework/class work activity should be omitted from his assignments. Appropriate alternative activities could be assigned to stimulate/motivate the gifted learner.

The district survey committee relies on the principal of each individual school to assure that each regular teacher complies with this make-up work policy.

- *** The purpose of this policy is to reduce stress among the students over make-up work AND to train the gifted to be independent learners. Following this policy assists a teacher in differentiating instruction.

Reference: RCSD School Board Policy IHBB*

MAINTAINING STUDENT RECORDS IN THE SCHOOL

1. Every VENTURE teacher will maintain a record folder on each child ruled eligible who is on the teacher's class roll. This folder will contain:
 - a. Access to records sheet
 - b. GPPDS with eligibility ruling on it
 - c. Page 2 of the Assessment Team Report (if available, the subtest-description and functioning level)
 - d. Tracking sheet with yearly assessment data
 - e. Consent for Placement Form signed by the parent or a Refusal of Services signed by the parent
 - f. "Time-out" (probation) Forms, when used
 - g. List of materials and units of study covered during current and previous years and/or Cumulative Tracking System.

2. All VENTURE records kept at the school must be stored in a locked storage facility. A list of the teachers and administrators who can view the records without signing the Access to Records Sheet must be posted on the outside of the locked storage facility. This list must be updated annually or when personnel changes occur.

3. Every VENTURE teacher will be certain that a copy of the GPPDS is in each child's cumulative folder. The child's teacher should verify this folder once per year.

4. When a student graduates or is no longer being served in the gifted program, his VENTURE teacher will make certain that the GPPDS (with the eligibility ruling on it) is in the cumulative folder at the school. The records folder should be placed in the cumulative folder if space permits. If not, sending the data to the parent can purge the folder.

FORWARDING RECORDS OF STUDENTS

1. Send the school's copy of the GPPDS, Assessment Team Report, and any records that indicate skill and specific activities covered when an official request for records transfer has been received. This request can come from:
 - a. The parent who signs a Release of Information Form
 - b. Another school (on an official form)
 2. The VENTURE teacher is responsible for informing the Gifted Program Coordinator via e-mail when a student transfers out of the district so that the file can be placed in the inactive category and the class roll can be adjusted. The VENTURE teacher must also inform the local school MSIS data entry person of all student service changes.
 3. The district office can forward a copy of the entire assessment folder if a written request is obtained from the parent. This data could go with the cumulative folder or be sent in a separate envelope, depending on parental preference.
- *** Parents can obtain a copy of the assessment data via written request to the district office.
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PLACEMENT INTO PROGRAM FROM WAITING LIST

1. In the event that it is necessary to establish a waiting list at a school when all VENTURE classes are full, the district local survey committee (at the district office) will maintain the list.
2. This list will be maintained by eligibility date. If more than one student has the same eligibility date, the names will be alphabetized. New students moving into the district after the list is established will be placed on the bottom of the list, regardless of eligibility date.
3. As soon as a teacher at that school has an opening, the VENTURE teacher will notify the Gifted Program Coordinator, who will give the teacher the name and date of the child at the top of the waiting list. Consideration will be given to the grade placement of the child so that no student is placed in a class with students of widely discrepant ages.
4. No waiting list should be established in a grade in which services are mandated by the Mississippi Legislature or Department of Education.

PARENT WITHDRAWING CHILD FROM PROGRAM

1. Parents have the option of taking their child out of the VENTURE program at any time they so choose.
 2. The Refusal of Services Form must be signed at the time of withdrawal. The VENTURE teacher is responsible for securing that signature.
 3. The district and local survey committees will review requests for re-entry into the VENTURE program. Requests may not be granted if conditions and/or recommendations are unfavorable.
 4. At the beginning of the school year, the VENTURE teacher may contact the parent of each child who has dropped out of the program to see if they desire re-entry. This service will not be provided if there is already a waiting list at the school or if each teacher at the school is at full capacity.
(PROGRAM STANDARD VII.3)
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PLACING STUDENT IN "TIME-OUT"

1. A student in the VENTURE program may be placed in "Time-Out" (probation) from the program **ONLY** if a formal meeting is held. The child's parent, his regular teacher, the VENTURE teacher, and the principal should all be present. At the meeting, the reason for considering probationary action must be stated, along with specifics and possible causes for the problem.
2. Decision that could be reached:
 - a. No action warranted at this time
 - b. Student will not attend VENTURE during a specific subject for a set number of weeks, after which time grades will be reviewed and follow-up action taken
 - c. Student will be in "Time-Out" from VENTURE for a set number of weeks, after which time grades will be reviewed and follow-up action taken.
 - d. Other (specify)
3. Once a decision is reached, it must be recorded by the VENTURE teacher on the "Time-Out" form. The VENTURE teacher will also be responsible for taking follow-up action taken.
4. Any action taken must be discussed in full with the child involved. The VENTURE teacher must make certain that the child understands the reasons for the action taken.

5. Students **CANNOT** be kept out of VENTURE unless this "Time-Out" procedure has been followed.

VENTURE students should never be penalized for their participation in the VENTURE program. For instance, VENTURE students should not be kept in at recess to do class work missed because of attending a VENTURE class.

PROGRAM STANDARD VII.3

BEGINNING OF THE SCHOOL YEAR INSTRUCTIONAL PROCESS

1. Each VENTURE teacher will administer an appropriate interest inventory and learning styles inventory to students according to the timeline specified in the RCSD Venture Program Curriculum Guide. The results will be shared with regular educators and counselors that serve the student. Additionally, the VENTURE teacher will use the information gathered to individualize instruction and make the learning experience qualitatively different. (*PROGRAM STANDARD I.1*)
 2. Instruction will be differentiated for gifted students throughout the school year. (*PROGRAM STANDARD I.2*)
 3. The gifted program coordinator shall participate in district planning and decision making processes to insure that gifted student needs are addressed. (*PROGRAM STANDARD II.3*)
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INSTRUCTIONAL MANAGEMENT FOR PROGRAM

1. Each teacher of the gifted will adhere to the instructional management plan adopted for the VENTURE program by the Rankin County School District. The plan is entitled The Gifted Curriculum Guide. It was revised and piloted during school year 2008-2009 and is be fully implemented beginning school year 2009-2010. Each VENTURE teacher will be provided with a classroom copy for his/her use in making lesson plans. Additionally, teachers will incorporate the components of the Mississippi Gifted Education Program Standards, inclusive of :
 - a. differentiated activities
 - b. scope and sequence of program process skills (outcomes)
 - c. career exploration and life skills (*PROGRAM STANDARD I.5*)
 - d. exposure to and analysis/application of the visual and performing arts (*PROGRAM STANDARD I.6*)
 - e. in class counseling for the gifted
 - f. socio-emotional needs
 - g. affective needs (*PROGRAM STANDARD IV.4*)
 - h. needs of at-risk gifted students

2. This IM plan includes a scope and sequence of process skills in compliance with MDE gifted program outcomes and is regularly modified to meet individual student needs.
 3. Teachers will assess student growth toward the process skills in the Instructional Management plan.
 4. Teachers will challenge students to apply the process skills to solve real life situations/problems. (*PROGRAM STANDARD I.4*)
 5. When appropriate, VENTURE teachers will assist students in establishing contacts for mentorship and internship experiences. Career exploration will be an element in each unit of study with student needs and interests considered when determining focus. (*PROGRAM STANDARD I.5*)
 6. VENTURE teachers collaborate regularly with administrators and regular teachers to identify and make curricular modifications that address specific needs of their students. (*PROGRAM STANDARD II.2*)
 7. The District shall provide adequate resources to support and sustain the goals and objectives of the gifted program. Resources will be shared among educators in all settings to address student needs. Library and instructional materials will be purchased in accord with the school and district plan. Materials are available in school and district parent centers and libraries.
 8. Teachers will utilize flexible grouping procedures based on interests and abilities of students. Grouping arrangements are used to meet student needs in all educational settings with the school. (*PROGRAM STANDARDS II.4, III.2, III.4, VII.1*).
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NINE-WEEK EVALUATION OF STUDENT PROGRESS

1. At the end of each nine weeks, the VENTURE teacher must complete a student progress evaluation form on each child. This form can be found in the district's instructional management plan, entitled The Gifted Curriculum Guide.
2. The Student Progress Evaluation Sheet is to be sent to the child's parents at the same time as regular education report cards. These forms should be returned to school with parental signature and kept on file until the end of the year, when all accumulated progress evaluations should be sent to the parent.

This procedure is a must since it facilitates communication between the home and the VENTURE program. The only exception is in grades 7-12 when grades can be issued in lieu of this district-designed VENTURE evaluation form.

COMMUNICATION WITH PARENTS

1. Each VENTURE teacher will select one parent to serve on the VENTURE Parent Organization Board as their class representative. The representative will share input and make recommendations about program operations.
2. A regular newsletter or other form of communication shall be sent to parents by each VENTURE teacher. This mechanism will be used to inform parents of advocacy group activities.
3. The VENTURE Parent Organization shall be included/consulted about program design, evaluation and improvement issues annually. The executive board shall serve as a parent advisory committee.
4. The gifted program coordinator shall make an annual presentation to the Rankin County School District Board of Education concerning the status of the gifted program.
5. Parents will be provided information regarding the phases of the referral and assessment process and results. Individual conference will held as need to review assessment results, progress and the process for entering/exiting the program.

PROGRAM STANDARDS II.3, VII.1, VII.3

PROFESSIONAL DEVELOPMENT

1. Gifted program teachers are required to attend professional development provided by the district regarding appropriate education of gifted students.
2. All faculty/staff in the district are invited to attend district professional development sessions provided for gifted teachers.
3. All school staff are provided ongoing professional development regarding nature/needs of gifted student and appropriate instructional strategies.
4. Teachers of the gifted will be encouraged to attend non-district, state and national professional development sessions at least once per year.
5. Materials pertaining to gifted education are available to all school/district personnel. These are updated annually.
6. The district provides training in strategies for differentiating instruction.

7. Gifted program teachers are appropriately certified and continue to update skills through training at the state and national level.
8. Examiners and the district coordinator are properly trained in assessment procedures on an ongoing basis.

PROGRAM STANDARDS VI.3, VII.1, VII.4, VI.2

COUNSELING THE GIFTED

1. Gifted program teachers will provide activities that address affective, socio-emotional and career guidance needs of gifted students, providing individual counseling as needed. Needs of at-risk gifted shall be addressed, with efforts targeted at reversing underachievement patterns.
2. School counselors will be trained in
 - a. characteristics and socio-emotional needs of the gifted
 - b. career counseling
 - c. at-risk gifted
3. School counselors will provide services to gifted students, inclusive of students that are at-risk, low income underachieving, twice exceptional, and from diverse populations. Counseling shall include career guidance consistent with student strengths and interest.
4. Faculty and staff at the school shall receive training in identification of underachieving gifted students.

(PROGRAM STANDARDS V.1, V.2, V.3, V.4, V.5)

OPTIONS FOR HIGH ABILITY/GIFTED STUDENTS

1. Options for high ability and gifted students will be publicized on the district website and in publications and brochures distributed.
2. Administrators and teachers shall approach parents of individual students to suggest participation in learning options as deemed appropriate for the student, as based on needs and strengths.
3. Options are matched to student needs, interests and abilities and include, but are not limited to: accelerated/honors classes, advanced placement courses, grade acceleration, curriculum compacting, dual enrollment/dual credit, internships, mentorships.

(PROGRAM STANDARDS I.3, I.5, III.1)

END-OF-YEAR PROGRAM EVALUATION

1. Each VENTURE teacher will be responsible for conducting a formal evaluation of his/her program at year's end. This will be done via use of the parent questionnaire and student forms provided by the district office.
 2. The VENTURE teacher will administer the evaluation forms as instructed, tally the results, analyze the data for strengths and weaknesses noted in his/her program, and develop a plan of action for needed change.
 3. The VENTURE teacher will discuss all data collected and written plans for change with the school administrator, regular teacher and the district VENTURE program coordinator. The district coordinator will seek input from administrators and the community. (*PROGRAM STANDARDS IV.2, IV.3*)
 4. The Instructional Management plan will be reviewed and updated based on results of the end of year evaluation each year. Parents, students and community leaders will be involved in the update of the instructional plan. (*PROGRAM STANDARDS I.2, II.3*)
 5. The VENTURE Parent Organization will be involved in reviewing/evaluating overall program effectiveness annually. The end of year evaluation data will be a part of the information reviewed in the external audit process. Recognized experts in the field of gifted education will take part in the review process, comparing efforts to best practices in the field. (*PROGRAM STANDARD III.3*)
 6. The district office shall combine the evaluation data for submission to the Mississippi Department of Education as per regulations. Data gathered shall be analyzed to determine strengths & weaknesses and set program goals. (*PROGRAM STANDARD IV.1*)
 7. VENTURE teachers shall evaluate the districtwide program operation in an anonymous format annually with results compiled by an assistant superintendent for review and action.
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INSTRUCTIONAL MANAGEMENT TRACKING OF STUDENT ACHIEVEMENT

1. Each VENTURE teacher is responsible for maintaining the Management Tracking Sheet on each individual student on his/her class roll. This form can be done at the end of each grading period or at year-end.
2. This form is to be kept in the student's VENTURE records folder. It will be passed to the subsequent teacher as the student progresses through the grades at school.

3. When a student graduates, this cumulative tracking form should be placed in the cumulative record or sent to the student's parents.16

ANNUAL REASSESSMENT OF STUDENTS

1. The Local Survey Committee will meet at least annually to reassess the need for each student's participation in the gifted program. The committee must include:
 - a. The student's VENTURE teacher
 - b. The school principal or designated administrative representative
 - c. OPTIONAL - the student's regular teacher

These LSC (Local Survey Committee) members will decide whether or not a student remains in the program.

2. Documentation of the LSC meeting must be maintained on the student's individual tracking sheet (entitled VENTURE Program Tracking/LSC Documentation). Included on the form are a list of members present at the meeting, the date of the meeting, and the decision made.
3. If the LSC decides that a student should exit the program due to lack of progress or unsatisfactory participation, contact the gifted program coordinator with specific details. A member of the LSC will contact the child's parents to discuss the decision. The parents will be given the option of a meeting to discuss the recommendation in detail prior to program removal. Should the parents not agree with the removal from the program, the district shall grant the parents a hearing.

PROGRAM STANDARD VIII.3

Descriptor Term:
GIFTED AND TALENTED EDUCATION

Descriptor:
IHBB

Issued:
3-11-09

It is the mission of the Board to provide an educational program that addresses the unique needs of gifted students by providing appropriate, qualitatively different options in addition to regular classroom instruction. The goal of providing optimal opportunities for gifted students to realize their maximum potential can be met through a multidimensional approach that involves students in leadership, decision making, and creative yet practical problem solving activity.

Students will be identified and considered for placement in the program in accordance with District procedures and Mississippi Department of Education regulations. The program will be offered to eligible students in each attendance zone with participation elective on the part of the student and parent. No eligible student will be placed in the gifted program until signed parent consent has been obtained.

The instructional program for the gifted student will meet standards set in the district-wide instructional management plan for gifted students. Teachers and students will work cooperatively within the given framework to design a program specific to their needs and interests so that motivation will be maximized. When students miss regular classroom assignments due to participation in the gifted program, no grade is taken.

The progress of each student in the gifted program will be assessed at least annually to determine need for continuing services. Parents will be informed if school personnel see a need for removal of a student from the program for any period of time. Specific District procedures for removal of the gifted student from the program must be followed. Parental consent for removal is not required.

The success of the gifted program is contingent upon the commitment of the District and the staff. The Board will make the necessary commitment to promote optimal learning experiences and provide for professional development needs of teaching staff.

LEGAL REFERENCE: MS Code 37-23-173 through 37-23-181. MDE
Regulations for the Gifted Education Programs in
Mississippi 2006

PROGRAM STANDARDS II.2, III.3, III.5, VII.1, VII.3

RANKIN COUNTY SCHOOL DISTRICT ATTACHMENT A

Directions: Complete all Sections of Part I and Part III, and two or more sections of Part II

REFERRAL FORM								
PART I								
Name of Student:		Last				First	Middle	
Date of Birth:		Grade				School		
Signature of Individual Making Referral:								
Relationship of Individual to Student:								
Date Referral Form Completed:								
Does the student have a disability which should be considered when selecting appropriate assessment measures: If so, describe:								
PART II Referral Results: (Documentation of two or more of the following is necessary to substantiate a referral)								
Test Data		ACHIEVEMENT TEST			INTELLIGENCE TEST			
Name of Test(s)								
Results of Test(s)								
Checklists: ___ Published characteristics of giftedness ___ Published measure of creativity ___ Published measure of leadership								
Grades from Current and Past Years								
Current Year		Last Year			Preceding Year			
Subject	Grade		Subject	Grade		Subject	Grade	
<hr/> <hr/> <hr/>								
E. Portfolio in Academic Area (Check if used)								

STUDENT _____ SCHOOL _____

TEACHER _____ GRADE _____

Dear Parent:

Your child has been referred for consideration for participation in the gifted program, which is called VENTURE. If you are interested in having your child assessed to determine whether or not he/she qualifies for services within the gifted program, complete Part I of the Gifted Pupil Personal Data Sheet, which is attached, and sign it in Part II. Return the GPPDS to your school within two days. All assessments will be done at no charge. You will not be notified of the exact test dates and times due to the time constraints of district examiners. However, you can be assured that testing will be conducted under the most optimal conditions possible during school hours.

The assessment procedure will involve collection of at least three of the following measures:

1. Norm-referenced group intelligence test
2. Norm-referenced checklist of characteristics of gifted students
3. Norm-referenced creativity test or published creativity checklist
4. Norm-referenced tests or checklist which demonstrates leadership ability
5. Norm-referenced group and/or individual achievement test
6. Normed measure of cognitive abilities

If your child meets the criteria set by the school district, individual norm-referenced intelligence testing will be done by an appropriately certified or licensed psychometrist/psychologist. You will be notified in writing of the outcome of this assessment process.

All assessment data collected on your child falls under guidelines established in the Family Education Rights and Privacy Act. Parental rights under this act are summarized as follows:

1. Parents can inspect/review these records upon written request at the district office and obtain a copy if they so desire.
2. Parents can request changes in the records if they are found to be inaccurate, misleading, or in violation of the student's privacy.
3. No record will be released without written consent from the parent to disclose any personally identifiable information.
4. Access to these confidential records is provided only to school personnel directly related with designing an appropriate educational program for your child.

Rankin County School District adheres closely to these guidelines. Contact me or the VENTURE teacher at your area school if you have any questions.

Thank you,

Gifted Program Director
Mariella Simons
msimons@rcsd.ms

ATTACHMENT C

Mariella Simons
 District Contact Person

STATE DEPARTMENT OF EDUCATION
 Office of Special Projects/Board Policy
 P. O. Box 771
 Jackson, Mississippi 39205

Rankin County School District
 1220 Apple Park Place
 Brandon, MS 39042

825-5590
 Telephone

_____ School

GIFTED PUPIL PERSONAL DATA SHEET

All applicable information must be completed on the Pupil Personal Data Sheet. ALL INFORMATION INCLUDED ON THIS FORM AND ATTACHMENTS ARE CONFIDENTIAL AND FOR PROFESSIONAL REVIEW.

Part I. STUDENT IDENTIFICATION

<u>Name</u>	<u>Age</u>	<u>Sex</u>	<u>Race</u>	<u>Date of Birth</u>
<u>Parent or Guardian</u>	<u>Phone</u>	<u>Grade</u>		
<u>Address</u>	<u>City</u>	<u>Zip</u>		

Part II. PARENT CONSENT

I have been informed of the process for identification of gifted students. The Family Rights and Privacy Act has been explained to me and I give my consent to having my child tested in an effort to determine whether an eligibility determination is appropriate.

_____ Date _____ Signature of Parent or Guardian

Part III. DETERMINATION OF LOCAL SURVEY COMMITTEE

Based on the assessment data, the Local Survey Committee determines that this student is:

<input type="checkbox"/> Intellectually Gifted	<input type="checkbox"/> Artistically Gifted
<input type="checkbox"/> Academically Gifted	<input type="checkbox"/> Creatively Gifted
<input type="checkbox"/> Not Eligible (Criteria not met)	
<input type="checkbox"/> 1st Submission	<input type="checkbox"/> 2nd Submission

Date: _____ Date: _____

MEMBERS PRESENT

MEMBERS PRESENT

**RANKIN COUNTY SCHOOL DISTRICT
CONSENT FOR PLACEMENT
VENTURE**

The parents/guardians of _____ consent to the placement of our child in Rankin County School District's VENTURE Program, which is a resource enrichment program for students identified as gifted. We understand that this Consent for Placement is reversible, and we may approach the VENTURE teacher or school principal at some future date to terminate services in the gifted class. We also understand that parental request for removal of our child from VENTURE may result in him/her not being allowed to re-enter the program if conditions and/or recommendations are unfavorable. Request for re-entry will be reviewed by the district and local survey committees.

(Parent

(Date)

(VENTURE Teacher)

**RANKIN COUNTY SCHOOL DISTRICT
REFUSAL OF SERVICES
VENTURE**

We, the parents/guardians of _____, have been advised by a representative of _____ that our son/daughter was found to be eligible for placement in the Rankin County School District VENTURE Program. We understand that the Local Survey Committee believes this placement to be in the best interest of our child; however, we refuse to give our consent for such placement. We understand that our decision is reversible, and we may approach the school officials at some future date to request this service. The district and local survey committees will review any request for re-entry. I understand that this request may not be granted if conditions and/or recommendations are unfavorable.

(Principal)

(Parent)

(LSC Chairperson)

(Date)

RANKIN COUNTY SCHOOL DISTRICT
“TIME-OUT” FROM PROGRAM
VENTURE

A period of “Time-Out” from the gifted program is being considered for

_____ at _____ due to the following reason(s):
_____ Gifted teacher concludes student is not benefiting from services/program provided in VENTURE

_____ Parent considering probation because _____

_____ Other (specify)

Problem specifics denoted during the meeting were:

Action:

_____ No action warranted at this time

_____ Student will not attend VENTURE during _____, which is the subject(s) in which the academic problem is occurring for __ week(s), after which time grades will be reviewed and follow-up action taken.

_____ Other (specify)

Date of Meeting : _____

Signatures of those present at probationary meeting:

_____ Parent
_____ Regular Teacher
_____ VENTURE Teacher
_____ Principal
_____ VENTURE Student

Follow-up action taken on _____ by _____

_____ Student re-instated in VENTURE program
_____ "Time-Out" continued for _____ week(s) to be reviewed again on
_____.
_____ Other (specify) _____

* If additional follow-up is required, note in the space below the action taken, and the date and the person responsible for informing those involved.

Follow-up action taken on _____ by _____

_____ Student reinstated in VENTURE program
_____ "Time-Out" continued for _____ week(s) to be reviewed again on
_____.
_____ Other (specify) _____

Follow-up action taken on _____ by _____
(Date) (VENTURE Teacher)

_____ student reinstated in VENTURE program
_____ "Time-Out" continued for _____ week(s) to be reviewed again on
_____.
_____ other (specify) _____

**** POST ON LOCKED STORAGE FACILITY CONTAINING GIFTED RECORDS****

**RANKIN COUNTY SCHOOL DISTRICT
 ACCESS TO CONFIDENTIAL RECORDS**

The following individuals can view records on GIFTED (VENTURE) students without prior permission from principal and/or parent:

- GIFTED PROGRAM COORDINATOR..... Mariella Simons
- SUPERINTENDENT Lynn Weathersby
- DEPUTY SUPERINTENDENT..... Suzanne French
- PSYCHOLOGIST..... Nita Townsend
- NURSE..... Leigh Ann Knight
- SECRETARY..... Carol Caine
- COUNSELOR..... PattiHarmon/Charlotte Christian
- DISTRICT CASE MANAGER..... Judi Lane
- TEACHER
- PRINCIPAL
- SCHOOL COUNSELOR

REVISED 7/09

ACCESS TO CONFIDENTIAL RECORDS

PLACE ONE IN EACH STUDENTS RECORDS FOLDER

Any individual whose name is not posted on the locked storage cabinet containing confidential records must sign this sheet in the space provided below. Date it and denote the reason for viewing records and provide the name of the person granting permission. Permission should be secured from the child's parents or the school principal.

DATE	NAME	REASON	PERSON GRANTING PERMISSION
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

RANKIN COUNTY VENTURE PARENT ORGANIZATION MONETARY DEPOSIT REQUEST

School: _____

Date: _____

VENTURE Teacher: _____

Grade: _____

Deposit: Fill out a separate slip for each deposit/purpose of collection.

Reason funds collected: _____

_____ Amount in cash

_____ Amount in checks

_____ Total amount attached

**** DOUBLE CHECK ALL FIGURES****

Action taken:

Date turned in: _____

VPO Representative receiving money _____

Account to which money was credited: _____

RANKIN COUNTY VENTURE PARENT ORGANIZATION MONETARY WITHDRAWAL REQUEST

School: _____

Date: _____

VENTURE Teacher: _____

Grade: _____

Withdrawal Request: Fill out a separate request for each transaction.

Purpose of withdrawal request: _____

Attach receipts for all purchases/expenses.

Total amount needed: _____

Person/Company to receive funds: _____

Address to which check is to be sent: _____

Action Taken:

_____ Date check written/mailed: _____

_____ VPO Organization representative writing check: _____

Amount of check: _____ Check #: _____

Who approved expenditure: _____

Account debited: _____

RANKIN COUNTY VENTURE PARENT ORGANIZATION BUS DRIVER REIMBURSEMENT REQUEST

SCHOOL _____ TEACHER _____

Total amount needed: _____

Person to receive funds: _____

Address to which check is sent: _____

Account from which funds are to be taken: _____

(Countywide or personal)

Action Taken:

Date check written/mailed: _____

VPO representative writing check: _____

Amount of check: _____

Check number: _____

**RANKIN COUNTY SCHOOL DISTRICT
AUTHORITY TO OBTAIN INFORMATION**

TO: _____

YOU ARE HEREBY AUTHORIZED TO FURNISH:

Mariella Simons
Gifted Program Director
Rankin County School District
1220 Apple Park Place
Brandon, MS 39042

WITH ALL PSYCHOLOGICAL AND/OR EDUCATIONAL INFORMATION ON THE
PERSON NAMED BELOW:

NAME: _____ DATE OF BIRTH _____

ADDRESS: _____

Signature of parent or guardian

Date