

NOMINATION (Referral) PROCEDURE FOR GIFTED AND TALENTED STUDENTS

1. Referrals may be made by teachers, parents or self-nomination by students.
2. Referrals shall be made to the principal or his designee on the district referral form.
3. Each referral received shall be evaluated by a screening committee composed of the student's classroom teacher, the principal or his designee, and the counselor or any other person who might have relevant information concerning the student. The screening committee shall determine if a need for assessment exists and, if so, what assessment information will be used.
4. Written permission of the student's guardian, or person having legal custody of the student will be obtained before an individual assessment evaluation will be conducted. This shall include permission for release of confidential information.

IDENTIFICATION/ASSESSMENT PROCEDURE

1. The individual assessment of the nominated student shall involve at least four of the following types of assessment information, with each instrument having a maximum weighting of 25% in the final decision for placement. The information to be used shall be as follows:
 - a. demonstrated accomplishments
 - b. anecdotal records
 - c. academic history
 - d. autobiographical inventories
 - e. test
 1. intelligence
 2. achievement
 3. creative thinking
 4. critical thinking
 - f. individual student interviews

PLACEMENT PROCEDURE

1. Placement of a student in the gifted program shall be the responsibility of the local district. The placement committee will be composed of:
 - a. The principal
 - b. One teacher of the student
 - c. District gifted and talented coordinator
 - d. Counselor (if appropriate)
 - e. One other person who has knowledge of the student's needs
2. The placement of the student will be decided upon by a majority vote of this committee.
3. Parents will be notified in writing of the decision of the placement committee.
4. Appeal procedures will be made available to the parents in the event they disagree with the decision of the committee.

Adopted: 2/17/81