



Gifted Education Evaluation and Monitoring Protocol

2008-2009



GIFTED EDUCATION PROGRAM EVALUATION AND MONITORING PROTOCOL
SBOE Rule 160-4-2-.38
EDUCATION PROGRAM FOR GIFTED STUDENTS

Forms may be viewed and downloaded from the GaDOE's Gifted Education website at:
http://www.doe.k12.ga.us/ci_iap_gifted.aspx.

Online report submission at:
http://www.surveymonkey.com/s.aspx?sm=gNhCADOKOMdmD_2f3JybnvA_3d_3d

The Georgia Department of Education (GaDOE) is responsible for enforcing the authority and the specific requirements for gifted education in the state of Georgia. The statutory basis and support for gifted education is found in three (3) documents: State Law: O.C.G.A. 120-2-152 SPECIAL EDUCATION SERVICES; SBOE Rule 160-4-2-.38 EDUCATION PROGRAM FOR GIFTED STUDENTS; and SBOE Approved Regulations for Gifted Education Programs. (See *Georgia Resource Manual for Gifted Education Services*, section 1, page 5-6, found on the GaDOE website in the Gifted Resources section at http://www.gadoe.org/ci_iap_gifted.aspx.)

The SBOE Rule 160-4-2-.38 EDUCATION PROGRAM FOR GIFTED STUDENTS requires the GaDOE to evaluate gifted program effectiveness every three years. To the maximum extent possible, the GaDOE evaluation shall include the following program components: (a) Student Search, Nomination, and Referral Process; (b) Student Assessment; (c) Program Design; (d) Curriculum and Instruction; (e) Professional Development; and (f) Family- Community Involvement. The primary focus for the GaDOE is to evaluate and monitor Gifted Education Services at the local level to ensure compliance with state mandate, rules, and regulations as well as to assure the quality of the program and the instructional delivery being utilized with Gifted and Talented learners.

The GaDOE Gifted Education Department's Gifted Education Program evaluation and monitoring process consists of three parts:

I. LEA Self Assessment

A. Procedures:

The **2008-2009 LEA Gifted Education Self-Assessment Report** is an opportunity for the LEAs to utilize self-assessment as a means to ensure that their system is in compliance with the State Law, SBOE Rule and SBOE-Approved Regulations. Each LEA is asked to complete the **2008-2009 LEA Gifted Education Self-Assessment Report** online. The report may be submitted via hard copy if an LEA is for some reason unable to complete it online.

Based on the information gathered from the **2008-2009 LEA Gifted Education Self-Assessment Report** and other data sources, the GaDOE staff may select LEAs to participate in an on-site monitoring process. Questions concerning the **2008-2009 LEA Gifted Education Self-Assessment Report** should be directed to the LEA Coordinator of Gifted Education and/or the GaDOE Director, Innovative Academic Programs, Mrs. Elizabeth Webb, at

ewebb@doe.k12.ga.us. Technical questions regarding how to complete the Self-Assessment online should be directed to Ms. Sheila White at (404) 463-0934 or swhite@doe.k12.ga.us.

The **2008-2009 LEA Gifted Education Self-Assessment Report** process provides LEAs with the necessary framework to maintain high standards for compliance and program delivery. Self-Assessments will be conducted by LEAs for each fiscal year.

B. Overview of the LEA Self-Assessment and Monitoring Process

1. Following instructions provided in the **2008-2009 LEA Gifted Education Self-Assessment Report**, each LEA will determine if the LEA is compliant with each element (LC) or resolving issues in order to become compliant (LR). The LEA will maintain documentation for each element of the report.
2. The LEA will determine if each element was met or not met. If analysis of the self-assessment reveals non-compliance for any criterion, the LEA must:
 - a) Establish a plan and timeframe for resolution, and
 - b) Identify the person(s) responsible for the implementation, and
 - c) Include that information in the Self-Assessment Report in the section provided for comments regarding elements coded as LEA Resolving (LR).
3. Each LEA that submits their report on or before the deadline will be notified no later than July 22, 2009 that the **2008-2009 LEA Gifted Education Self-Assessment Report** was received.
4. Within eight weeks, the GaDOE will notify the LEA of any commendations, recommendations or findings based upon GaDOE review.
5. If an on-site visit is warranted, a GaDOE team will schedule the visit and any follow-up.
6. The **2008-2009 LEA Gifted Education Self-Assessment Report** must be maintained with supporting documentation in the LEA's master file and made available to the GaDOE upon request.
7. If significant findings result from the GaDOE review of the **2008-2009 LEA Gifted Education Self-Assessment Report**, the LEA will be required to develop and implement a comprehensive Corrective Action Plan addressing all findings.
8. LEAs in need of technical assistance may attend workshops conducted by the GaDOE Gifted Education Specialist scheduled periodically at Regional Education Service Centers (RESAs) or contact the GaDOE.

II. On-site Monitoring and Technical Assistance Visit

The on-site visits to LEAs will be designed to assure program quality, ensure compliance, and provide technical assistance.

A. Selection of LEAs for on-site visit will be based on the following:

1. Districts not reporting Gifted FTEs in FY09, indicating no gifted education services were offered to identified gifted and talented students.
2. Any formal complaint filed with the GaDOE and/or OCR.

3. Evidence of unaddressed disproportionality issues in the LEA Gifted education program.
4. Any areas of concern resulting from the GaDOE review of the **2008-2009 LEA Gifted Education Self-Assessment Report**.

B. Preparation Prior to On-site Visit

1. The GaDOE's staff will notify the LEA Superintendent and the Coordinator of Gifted Education of the scheduled date for the on-site monitoring visit and the focus of the visit.
2. Prior to the monitoring visit, the GaDOE's team will review the current versions of the following:
 - a) Data on number of students referred for evaluation of eligibility of gifted education services, the number of students determined eligible for services, and the numbers of students actually served during the school year by grade level, gender, and ethnicity of students.
 - b) *Annual Gifted Education Self-Assessment Report*.
 - c) Any findings from the Gifted Education review of the *Gifted Education Self-Assessment Report*.
 - d) *Any Corrective Action Plan* submitted.

C. On-site Monitoring

1. The duration of the on-site visit will depend upon the size of the LEA, the scope of the visit and the findings under review.
2. The on-site monitoring will begin with a meeting with district leadership, including the LEA's Coordinator of Gifted Education.
3. GaDOE staff will review program documentation and interview stakeholders.
4. Site visits to schools may be conducted to confirm and support the LEA's written descriptions and plans.
5. At the conclusion of the visit, an exit interview with the Coordinator of Gifted Education and the Superintendent or Superintendent's designee will be held. The monitoring team will follow up with additional contact(s) as necessary.

III. Monitoring and Technical Assistance Feedback and Follow-up

- A. Report** – Within six weeks of the on-site visit, the GaDOE's team will provide a report to the LEA Superintendent with a copy to the Coordinator of Gifted Education.
- B. LEA Response** - Upon receipt of the GaDOE Gifted Education Evaluation and Monitoring report, the LEA has thirty (30) calendar days to respond to any findings of noncompliance and required corrective actions. Any supporting documentation related to the findings must be included.
1. The LEA may seek assistance from the GaDOE Gifted Education Specialist to develop strategies and timelines for resolving the issue(s).

2. The GaDOE Gifted Education Specialist and team will review the LEA written response to determine that the appropriate corrective action has been developed and will respond within 20 business days of receipt to inform the LEA of the status of its monitoring report. LEA status may be designated as follows:
 - a) Cleared
 - b) Unresolved pending follow-up visit or receipt of additional information
 3. The response letter will be sent to the LEA Superintendent with a copy to the Coordinator of Gifted Education.
 4. GaDOE Gifted Education staff will monitor the implementation of corrective actions.
 5. LEAs that fail to correct deficiencies outlined in an approved Corrective Action Plan within the timelines developed may be subject to a delay of funds until corrective actions are implemented.
- C. Report Analysis** - The GaDOE Gifted Education unit will maintain a record of all monitoring reports. Summary analyses of the findings and recommendations of reports will be used by the Department to set priorities and determine needs in the area of Gifted Education statewide.