

**SECTION:** Identification of Children Who Are Gifted

**TOPIC:** Board Policy

**OHIO REVISED CODE:** 3324.06

PROCEDURES	DOCUMENTATION	RESPONSIBILITY	TIME LINE
1. The Board of Education has a policy for identifying children who are gifted in accordance with Ohio Revised Code (ORC) and Ohio Administrative Code (OAC).	Board Policy	Superintendent	1/3/2000
a. The district has a plan and specific procedures for the implementation of Board Policy. It shall be the responsibility of the superintendent to implement Board Policy through the plan and procedures.	District Plan	Superintendent	1/3/2000
b. The district's written policy for the identification of children who are gifted shall be provided to all parents of students enrolled in kindergarten through grade 12.	<ul style="list-style-type: none"><li>• Parent Brochures: PB-1 – 3 or</li><li>• Specified information included in Child Handbook or District Newsletter or other means</li></ul>	Superintendent or designee	Annually
c. The district's written plan and procedures for the identification of children who are gifted shall be available to the general public.	Board Office	Superintendent	1/3/2000

**SECTION:** Identification of Children Who Are Gifted

**TOPIC:** General

**OHIO REVISED CODE:** 3324.03  
3324.04 (D)

PROCEDURES	DOCUMENTATION	RESPONSIBILITY	TIME LINE
<p>1. Dissemination of Information</p> <p>a. The school district ensures that all activities of the gifted identification system are planned, coordinated, and implemented.</p> <p>b. A letter will be distributed to district staff members explaining the gifted identification system and identifying the individual responsible for implementing the system; or meetings will be conducted with school district staff to disseminate information concerning the identification system.</p> <p>c. A notice will be sent explaining the gifted identification system to parents. The district uses the following:</p> <p>(1) Board Policy, <i>Information for Parents</i> (PB-1); and <i>Identification of Children Who Are Gifted</i> (PB-2)</p> <p>or</p> <p>(2) District developed notice which includes:</p> <p>(a) Board Policy; and</p> <p>(b) Requirements of gifted plan.</p> <p>d. Persons making referrals shall follow identification procedures as listed in this Plan.</p>	<p>• Parent Brochures: PB-1 – 3</p> <p>• Form GI-1</p> <p>District newsletter/publication</p> <p>• Parent Brochures: PB-1 – 3</p> <p>Other publications</p> <p>Form GI-1</p>	<p>Superintendent or designee</p> <p>Superintendent or designee</p>	<p>Annually</p>
<p>2. The district may contract with any qualified public or private service provider to provide screening or assessment services in accordance with ORC.</p>			
<p>3. The district accepts scores on assessment instruments provided by other school districts or trained personnel outside the district provided the assessment instruments are used in accordance with <i>Assessment Instruments for the Identification of Children Who Are Gifted</i>.</p>	<p><i>Assessment Instruments for the Identification of Children Who Are Gifted</i></p>	<p>Superintendent or designee</p>	<p>90 days from request</p>
<p>4. The district selects screening and identification assessment instruments from the <i>Assessment</i></p>	<p>• Form II</p> <p>• Form SI</p>	<p>Superintendent or designee</p>	<p>Ongoing</p>



PROCEDURES	DOCUMENTATION	RESPONSIBILITY	TIME LINE
<p><i>Instruments for the Identification of Children Who Are Gifted</i> for inclusion in the district's plan. Assessments must measure the specific area of gifted ability. <i>The district updates the list as revisions are made by the Ohio Department of Education.</i></p> <p>5. The district ensures that the use of assessment instruments:</p> <ul style="list-style-type: none"> <li>a. Are provided and administered in the child's native language or other mode of communication, unless it is clearly not feasible to do so;</li> <li>b. Have been validated for the specific purpose for which they are used; and</li> <li>c. Are administered by qualified personnel in conformance with the instructions provided by the publisher of the assessment instrument.</li> </ul> <p>6. The district selects instruments, from <i>Assessment Instruments for the Identification of Children Who Are Gifted</i>, that will allow for appropriate screening and identification of children who are culturally and linguistic diverse, children from low socio-economic status, children with disabilities, and children for whom English is a second language.</p> <p>7. Tests are selected and administered so as to best ensure that when a test is administered to a child with impaired sensory, manual or speaking skills, the test results accurately reflect the child's aptitude or achievement level or whatever other factors the test purports to measure, rather than reflecting the child's impaired sensory, manual or speaking skills except where those skills are factors which the test purports to measure.</p> <ul style="list-style-type: none"> <li>a. The district follows the <i>Assessment Instruments for the Identification of Children Who Are Gifted</i> and the specific cautions and caveats.</li> </ul>	<ul style="list-style-type: none"> <li>• Form II</li> <li>• Form SI</li> </ul> <p>Child records</p> <p><i>Assessment Instruments for the Identification of Children Who Are Gifted</i></p>	<p>Superintendent or designee</p> <p>Superintendent and/or designee</p>	<p>Ongoing</p>
<p>8. Children shall be identified in the following areas:</p> <ul style="list-style-type: none"> <li>a. Superior Cognitive Ability</li> </ul>	<p>Board Policy</p>		

PROCEDURES	DOCUMENTATION	RESPONSIBILITY	TIME LINE
<p>b. Specific Academic Ability including:</p> <ul style="list-style-type: none"> <li>(1) Mathematics</li> <li>(2) Science</li> <li>(3) Reading, writing, or a combination of these skills</li> <li>(4) Social studies</li> </ul> <p>c. Creative Thinking Ability</p> <p>d. Visual or Performing Arts Ability such as:</p> <ul style="list-style-type: none"> <li>(1) Drawing</li> <li>(2) Painting</li> <li>(3) Sculpting</li> <li>(4) Music</li> <li>(5) Dance</li> <li>(6) Drama</li> </ul> <p>9. The district criteria for identifying children that are consistent with Section 3324.03 of ORC and is specified in this Plan.</p>	Child Records	Superintendent	

**SECTION:** Identification of Children Who Are Gifted

**TOPIC:** Pre-Assessment – Optional Process ♦

PROCEDURES	DOCUMENTATION	RESPONSIBILITY	TIME LINE
<p>1. The district employs pre-assessment strategies that consider all children in order to ensure children who are gifted are identified. It consists primarily of two parts:</p> <ul style="list-style-type: none"> <li>a. A review of existing data; and</li> <li>b. Referral process.</li> </ul> <p>The objective of pre-assessment is to determine a "pool" of students by locating those who may need screening and/or assessment to determine their eligibility and need for differentiated educational services.</p>	Form GI-1	School personnel and parents	Ongoing
<p>2. All students are included in the pre-assessment procedures. Pre-assessment procedures are inclusionary and comprehensive, casting a wide net.</p> <ul style="list-style-type: none"> <li>a. Exceptionality in comparison to age peers on any strategy leads to inclusion in the "pool."</li> <li>b. The purpose of pre-assessment procedures is to include not exclude.</li> </ul>		Superintendent or designee	
<p>3. The pre-assessment strategies will increase opportunities for the inclusion of special populations such as:</p> <ul style="list-style-type: none"> <li>a. Children who are culturally and linguistically diverse;</li> <li>b. Children from low socio-economic status;</li> <li>c. Children with disabilities; and</li> <li>d. Children who are limited English proficient.</li> </ul>	Form MD	Superintendent or designee	Ongoing
<p>4. The pre-assessment utilizes:</p> <ul style="list-style-type: none"> <li>a. Variety of strategies, formal and informal;</li> <li>b. Standardized and non-standardized assessments;</li> <li>c. Subjective and objective data; and</li> <li>d. Qualitative and quantitative data.</li> </ul>			
<p>5. The sources of information the district uses may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>a. Grades</li> </ul>	Student Records	School Personnel	Ongoing



PROCEDURES	DOCUMENTATION	RESPONSIBILITY	TIME LINE
<ul style="list-style-type: none"> <li>b. Progress reports</li> <li>c. Test data</li> <li>d. Portfolios</li> <li>e. Checklists</li> <li>f. Rating scales</li> <li>g. Inventories</li> <li>h. Interviews</li> <li>i. Child products</li> <li>j. Performances</li> <li>k. Auditions</li> <li>l. Exhibits</li> <li>m. Observations</li> <li>n. Other</li> </ul> <p>6. If the district uses group achievement or ability tests; this is not the only strategy used for pre-assessment. Cut-off scores for inclusion in the "pool" are lower than the criteria required for gifted identification.</p> <ul style="list-style-type: none"> <li>a. At the pre-assessment stage, test scores are used as an inclusionary strategy to include children in the "pool" who may be overlooked by other measures.</li> <li>b. High performance on individual subtests, rather than composite scores, is sufficient and appropriate for inclusion at the pre-assessment stage.</li> </ul> <p>7. Information gathered during the pre-assessment phase is compiled for each student. All students who emerge as a result of any of the pre-assessment procedures should move to the next stage of the identification process – screening.</p> <p>8. The district is <b>not</b> required to notify parents.</p>	<p>Student Profile GI-2</p>		

◆ optional

**SECTION:** Identification of Children Who Are Gifted

**TOPIC:** Assessment for Screening

**OHIO REVISED CODE:** 3324.04

PROCEDURES	DOCUMENTATION	RESPONSIBILITY	TIME LINE
1. The screening stage examines the data gathered from the pre-assessment stage and determines if additional assessment is necessary.	Student Records	• Superintendent or designee	
2. Students will need additional assessment to enable an identification decision to be made.			
3. In making decisions about additional assessment, existing test data for students is not the sole determining criteria.			
4. All available information about a student is examined to determine if any evidence of possible giftedness exists for that student and conduct necessary additional assessment.			
5. Parental consent must be obtained for screening (unless the screening process involves all students).	Form GI-3		
a. If the district does screen all students, then all parents must be notified of the results. (See #7)			
6. The available data for each student from the screening phase is then reviewed to determine if the information is sufficient and appropriate for an identification decision according to Sections 3324.01–3324.07 of ORC.	Child records		
a. District-determined cut-off scores to move students from the screening stage to the assessment stage are lower than the scores necessary for identification in Section 3324.03 of ORC and are identified in the Parent Brochure.	Parent Brochures: PB-1 – 3		
b. If the information is sufficient and appropriate, the identification decision is made, and the student's educational needs are determined.			
c. Only in situations in which there is clearly no evidence of potential giftedness in any of the four areas of giftedness in Sections 3324.01–3324.07 of ORC should a student be "screened out" of further assessment.			
7. Parents must be notified within thirty days of the results of the screening.	Form GI-4	Building Principal or	Thirty days after results

PROCEDURES	DOCUMENTATION	RESPONSIBILITY	TIME LINE
<ul style="list-style-type: none"> <li>a. If the child is not recommended for further assessment, a letter is sent to the parents informing them of the results and the right to appeal and the appeal process.</li> <li>b. If the child is recommended for further assessment for identification, the parents are sent a letter to indicate the need for further assessment and the appeal process.</li> <li>c. The parent is notified if the child is identified.</li> </ul>		designee	



**SECTION:** Identification of Children Who Are Gifted

**TOPIC:** Assessment for Identification

**OHIO REVISED CODE:** 3324.04

PROCEDURES	DOCUMENTATION	RESPONSIBILITY	TIME LINE
<p>1. Assessment strategies provide additional data necessary for an identification decision and the delivery of services.</p> <p>a. Strategies for additional assessment include the individual and group testing related to the requirements of Sections 3324.01–3324.07 of ORC.</p> <p>2. Parental consent must be obtained.</p> <p>3. Once additional assessment has been completed, the data obtained throughout the stages of identification are evaluated, the identification decision is made.</p> <p>a. Student's educational needs are determined.</p> <p>b. The student's parents receive notification.</p> <p>4. Parents must be notified within thirty days of the results of the assessment process.</p> <p>a. If the child is not recommended for identification, the parents are sent a letter to indicate the results and the appeal process.</p> <p>b. If the child is recommended for identification, the parents are sent a letter to indicate the results.</p>	<p>Form II PB-1 – 3</p> <p>Form GI-3</p> <p>Form GI-4</p>	<p>• Superintendent or designee</p>	<p>Within thirty days</p>

**SECTION:** Identification of Children Who Are Gifted

**TOPIC:** Scheduling/Referral/Reassessment

**OHIO REVISED CODE:** 3324.04 (B)(1)

PROCEDURES	DOCUMENTATION	RESPONSIBILITY	TIME LINE
1. The district ensures that there are ample and appropriate scheduling opportunities for screening and for administering assessment instruments.  a. Group tests  b. Individually administered tests  c. Checklists  d. Display of work, an audition, or other performance or exhibition		Superintendent or designee	
2. Children may be referred on an ongoing basis, based on the following:  a. Child request (self-referral);  b. Teacher recommendation;  c. Parent/guardian request;  d. Child referral of peer; or  e. Others (e.g., psychologist, community members, principal, gifted coordinator, etc.).	• Form GI-1 • Parent request ◆ Form GI-2	Superintendent or designee	Ongoing
3. Upon receipt of a referral, the district will:  a. Follow district procedures for consent for testing.  b. Provide assessment for screening; and  c. Notify parents of the results.	Form GI-3  See Screening and Identification Section  Form GI-4		Within 90 days of referral  Within 30 days of receipt of results
4. The district has ensured that there are opportunities for a child to be reassessed. Identification is an ongoing process.			

**SECTION:** Identification of Children Who Are Gifted

**TOPIC:** Special Populations

**OHIO REVISED CODE:** 3324.04 (B) (2)

PROCEDURES	DOCUMENTATION	RESPONSIBILITY	TIME LINE
<p>1. The district ensures that special populations are included in screening and assessment procedures by following the <i>Identification of Children Who Are Gifted: A Technical Assistance Manual</i> (November 1999).</p> <p>2. The district shall use appropriate instruments from the list approved by Ohio Department of Education, entitled <i>Assessment Instruments for the Identification of Children Who Are Gifted</i>, by considering the caveats and cautions for assessments. The <i>Technical Assistance Manual</i> is used for guidance in the selection and administration of a variety of instruments to ensure students are identified. Special populations include children who are culturally and linguistically diverse (minority and/or children who are limited English proficient); children from low socio-economic status; and children with disabilities.</p> <p>a. District demographics are reviewed to ascertain the diversity of students.</p> <p>b. Pre-assessment and screening activities ensure that students representing the various diverse student populations of the building/district are referred as gifted.</p> <p>(1) Staff development is also provided.</p> <p>(2) The district follows the <i>Identification of Children Who Are Gifted: A Technical Assistance Manual</i> as a resource.</p>	<ul style="list-style-type: none"><li>• Form SI</li><li>• Form II</li><li>• Form MD</li></ul>	<p>Superintendent</p> <p>Superintendent or designee</p>	<p>Ongoing</p>



**TOPIC:** Superior Cognitive Ability – Eligibility

**OHIO REVISED CODE:** 3324.01 (A)  
3324.02 (D)  
3324.03 (A)  
3324.04

PROCEDURES	DOCUMENTATION	RESPONSIBILITY	TIME LINE
<p>1. "Gifted" means children who perform or show potential for performing at remarkably high levels of accomplishment when compared to others of their age, experience, or environment and who are identified under division (A), (B), (C), or (D) of Section 3324.03 of the Revised Code.</p> <p>2. The district ensures that a child is identified as exhibiting "superior cognitive ability" if the child has accomplished either of the following within the preceding twenty-four (24) months:</p> <p>a. Scored two standard deviations above the mean, minus the standard error of measurement, on an approved individual standardized intelligence test administered by a licensed psychologist.</p> <p>b. Accomplished any one of the following:</p> <p>(1) Scored at least two standard deviations above the mean, minus the standard error of measurement, on an approved standardized group intelligence test;</p> <p>(2) Performed at or above the 95th percentile on an approved individual or group standardized basic or composite battery of a nationally normed achievement test; or</p> <p>(3) Attained an approved score on one or more above-grade level standardized, nationally normed approved tests.</p> <p>3. The district utilizes only approved assessment instruments from the list provided by the Ohio Department of Education.</p>	<p>• Individual child records</p> <p>• Child Count</p> <p>Form SI and Form II submitted to ODE for approval</p>	<p>Psychologist or Other trained personnel</p>	<p>February 1, 2000 (In Transition)</p>

**SECTION: Identification of Children Who Are Gifted****TOPIC: Specific Academic Ability – Eligibility**

**OHIO REVISED CODE:** 3324.01 (A)  
3324.02 (D)  
3324.03 (B)  
3324.04

PROCEDURES	DOCUMENTATION	RESPONSIBILITY	TIME LINE
<p>1. "Gifted" means children who perform or show potential for performing at remarkably high levels of accomplishment when compared to others of their age, experience, or environment and who are identified under division (A), (B), (C), or (D) of section 3324.03 of the Revised Code.</p> <p>2. The district ensures that a child is identified as exhibiting "specific academic ability" superior to that of children of similar age in a specific academic ability field if within the preceding twenty-four (24) months the child:</p> <p>a. Performs at or above the 95th percentile at the national level on an approved individual standardized achievement test of specific academic ability in that field (mathematics, science, reading, writing or a combination of both, social studies).</p> <p>b. Performs at or above the 95th percentile at the national level on an approved group standardized achievement test of specific academic ability in that field.</p> <p>3. The district conducts the screening and assessment process for children who may be identified as having specific academic ability in any one of the following areas:</p> <p>a. Mathematics;</p> <p>b. Science;</p> <p>c. Reading, writing or a combination of these skills; and</p> <p>d. Social studies.</p> <p>4. The district utilizes only approved assessment instruments from the list provided by the Ohio Department of Education.</p>	<p>Individual child records Child Count</p> <p>Form SI and Form II</p> <p>Form SI and Form II</p>	<p>Psychologist or Other Trained Personnel</p> <p>Superintendent or designee</p> <p>Superintendent or designee</p>	<p>February 1, 2000 (In Transition)</p>



**SECTION:** Identification of Children Who Are Gifted

**TOPIC:** Creative Thinking Ability – Eligibility

**OHIO REVISED CODE:** 3324.01 (A)  
3324.02 (D)  
3324.03 (C)  
3324.04

PROCEDURES	DOCUMENTATION	RESPONSIBILITY	TIME LINE
<p>1. "Gifted" means children who perform or show potential for performing at remarkably high levels of accomplishment when compared to others of their age, experience, or environment and who are identified under division (A), (B), (C), or (D) of section 3324.03 of the Revised Code.</p> <p>2. The district ensures that a child is identified as exhibiting "creative thinking ability" superior to that of children of similar age, if within the previous twenty-four (24) months, the child:</p> <p>a. Scored one standard deviation above the mean, minus the standard error of measurement, on an approved individual intelligence test or group intelligence test and also did either of the following:</p> <p>(1) Attained a sufficient score, as established by the Ohio Department of Education, on an approved individual or group test of creative ability; or</p> <p>(2) Exhibited sufficient performance, as established by the Ohio Department of Education, on an approved checklist of creative behaviors.</p> <p>3. The district utilizes only approved assessment instruments from the list provided by the Ohio Department of Education.</p>	<p>• Individual child records • Child count</p> <p>Form SI and Form II</p>	<p>• Superintendent • Trained Person/ Trained Individual</p> <p>Superintendent or designee</p>	<p>February 1, 2000 (In Transition)</p>



**TOPIC:** Visual or Performing Arts Ability – Eligibility

**OHIO REVISED CODE:** 3324.01 (A)  
3324.02 (D)  
3324.03 (D)  
3324.04

IDENTIFICATION OF CHILDREN WHO ARE GIFTED - 15  
FD-35T (10-7-73)

**TOPIC:** Resolving Disagreements/Appeal Procedure

PROCEDURES	DOCUMENTATION	RESPONSIBILITY	TIME LINE
<p>1. An appeal by the parent is the reconsideration of the decision of any part of the identification process which would include:</p> <p>a. Any screening procedure or assessments; and</p> <p>b. Scheduling of children for assessment or the placement of a student in any program or for receipt of services.</p>			30 days from request
<p>2. Most of these appeals/disagreements can and should be resolved informally at the building level, such as a conference with the child's teacher, principal, or gifted personnel.</p>			
<p>3. If the issue is not resolved, an appeal must be submitted in writing to the superintendent.</p>	Parent letter	Parent	
<p>4. The steps in the appeal process are as follows:</p> <p>a. Submit a letter to the superintendent or designee outlining the nature of the concern (<i>Note: if the native language of the parent is other than the written language or language other than English, the district will provide assistance to put this matter in writing and provide a copy to parents</i>).</p> <p>b. The superintendent or designee will convene a meeting which will include the parent/guardian and may include any of the following:</p> <ol style="list-style-type: none"> <li>(1) Administrator;</li> <li>(2) Intervention specialist for gifted;</li> <li>(3) Coordinator of gifted services;</li> <li>(4) Child's teacher;</li> <li>(5) School psychologist; and/or</li> <li>(6) Other persons who have knowledge of the child or gifted education.</li> </ol> <p>c. District personnel will review all pertinent information related to the concern to discuss the appeal.</p>	Parent letter	Superintendent or designee	Reasonable advance notification so all can attend
<p>d. The superintendent or designee will issue a written decision within 30 days of the appeal. This written notice should include the reason for the decision(s).</p>	District letter	Superintendent or designee	Within 30 days of the appeal

PROCEDURES	DOCUMENTATION	RESPONSIBILITY	TIME LINE
<p>◆ One person in the group should have training for gifted education.</p>			

◆ Optional procedure



**SECTION:** Identification of Children Who Are Gifted

**TOPIC:** Children Who Transfer

**OHIO REVISED CODE:** 3324.04 (B) (3) and (D)

PROCEDURES	DOCUMENTATION	RESPONSIBILITY	TIME LINE
1. The district shall ensure that any child transferring into the district will be assessed within ninety days of the transfer at the request of the parent.	Form GI-1 Parent Request to building principal	Principal or designee	Within 90 days of transfer
2. If a teacher or other person suspects the child of having specific gifted abilities, the normal referral process shall be utilized.		Child's Teacher or Other Personnel	Immediate upon suspecting a child may be gifted
3. The district accepts qualifying scores on assessment instruments provided by other school districts or trained personnel outside the school district, provided the assessment instruments are on the Ohio Department of Education's approved list.	Child Records	Principal or designee	
4. The district will inform the parents of the results.	Form GI-4	Principal or designee	Within 30 days

**TOPIC:** Child Count

## PROCEDURES

## DOCUMENTATION

## RESPONSIBILITY

## TIME LINE

1. The district shall submit an annual report to the Ohio Department of Education. This report shall specify:
  - a. The number of children screened for gifted identification in each of the categories in grades K-12 with appropriate required demographic information.
  - b. The number of children assessed for gifted identification.
  - c. The number of children identified as gifted in each of the categories specified in Section 3324.03 of ORC and this Plan.

- ODE forms
  - EMIS
- 
- ODE forms
  - EMIS
- 
- ODE forms
  - EMIS

Superintendent  
or designee  
EMIS Personnel

EMIS personnel  
G/T personnel

As required

As required

**As required**

As required

**TOPIC:** Withdrawal From Gifted Programs or Services

PROCEDURES	DOCUMENTATION	RESPONSIBILITY	TIME LINE
<p>1. Provision for the child to withdraw from receiving gifted services:</p> <ul style="list-style-type: none"> <li>a. The child or parent will put the request in writing.               <ul style="list-style-type: none"> <li>(1) If the child or parent needs help with writing the request, the district will provide assistance.</li> </ul> </li> <li>b. Upon receipt of the request for withdrawal, the superintendent or designee will contact the parents to discuss the concern. (If necessary, a group may be convened to discuss educational alternatives for the child.)               <ul style="list-style-type: none"> <li>(1) The parent has the final decision.</li> </ul> </li> </ul>	Written request	Parent or child  Principal or designee	