

PRINCIPAL'S RESPONSIBILITIES

Select a Program Chair with gifted experience/knowledge and provide time for program management & student support. In middle and high schools, the assignment falls within Academic Support allocations.

Establish a GRC (Gifted Review Committee) of at least 3: counselor, GE Program Chair, administrator

Ensure the GRC follows the Program Guide and uses official forms provided

Articulate student eligibility, referral, and services to all stakeholders

Ensure GRC meetings take place a minimum of once per quarter and transfer students are referred as soon as possible

Include appropriate faculty in decisions to ensure eligible students receive differentiation and/or acceleration in the classroom/course

Sign official letters to parents outlining services the school has selected for each eligible student

Receive parent appeals and redress within 14 school days

(DoDEA G.E. Program Guide, p. 55)

“Eligible students are defined as those who exhibit extremely high performance and/or capability (3 to 5 percent of population). Students may exhibit giftedness in one or more areas. Eligible students will be provided differentiation in academic areas as well as social and emotional support.”

Administrator's Guide to the DoDEA Gifted Education Program for K-12 Students



SCHOOLS SHOULD SELECT TWO OR MORE FOR ELIGIBLE STUDENTS

Regular classroom/course with differentiation of instruction (K-12)

Regular classroom/course with cluster grouping and differentiation (K-12)

Within regular classroom/course with grade acceleration of specific content (K-12)

Resource sessions outside the classroom (ES only)

Interdisciplinary courses (MS & HS only)

Advanced Placement/honors courses (HS only)

Grade acceleration for specific content (K-12)

Grade acceleration (K-12) The student is referred to the Grade Level Placement Committee

Additional opportunities (K-12) Curricular and extra curricular activities open to all students

Individualized services (K-12) Specifically designed to meet individual needs, i.e., mentorship, counseling, guided independent study, SPED/ESL support, etc.

DUTIES & RESPONSIBILITIES OF THE GRC CHAIR

- Facilitate student screening at all grades.*
- Prepare referrals on all students found through screening and nomination.*
- Request parent or guardian permission for assessment and review of students.*
- Request individual referrals from professional staff.*
- Receive referral information from parents or guardians.*
- Prepare profile folders for each referred student. Information in the folders will be used by the GRC while the student is enrolled in the school.*
- Facilitate assessments of individual students as appropriate.*
- Chair committee meetings if tasked to do so by the school's principal.*
- Maintain records of meetings and individual students' decisions.*
- Facilitate placement of students into program services.*
- Monitor the progress of students placed on the monitoring list and report those findings to the GRC every semester.*
- Facilitate the review of referred students on a quarterly basis, at a minimum, and of transferring students as soon as possible after a transfer.*
- Complete the Profile of Strengths/Eligibility Status Record (Blue Card) and place it in the cumulative file (901) for all referred students.*
- Provide necessary data to the student information system data clerk.*
- Maintain a current school list of referred students and their status.*
- Maintain confidentiality regarding information on students and committee meetings.*

<http://www.dodea.edu/curriculum/giftedEduc.cfm>
Items in italics are quoted directly from the DoDEA G.E. Program Guide. Contact the Area ISS - Gifted Education if you have questions, need information and resources, or would like to request staff and program support matched to your school's needs..