**Administrative Procedure**

**Purpose**

To provide current information and establish procedures of the present operation for the Gifted and Talented Process and Schoolwide Enrichment.

**Policy**

The Board of Education is dedicated to meeting the needs of every student. (See Policy Statement 345.3)

**Procedures**

A timeline has been developed for all Garrett County Schools within the framework of the Board’s policy for implementation of the county Gifted and Talented Process. (See timeline below.)

**GIFTED AND TALENTED TIMELINE**

**August / June**
- Progress report at the end of every nine weeks. Copy in purple GT folder and a copy sent home to parents. (Form 7-E, 7-M, 7-H)

**August / September**
- School GT committee meets to identify candidates for GT Program
  - Counselor or chairperson
  - Principal
  - Content area representatives
  - Grade level representatives
- Review data and make recommendations (1-E, 1a-M, 1b-M, 1-H)
- Assign GT MENTORS to selected students
- Send *NOTIFICATION LETTERS* (Form 5-A, 5-B)
- Collect permission to participate
- Changes to schedule as needed
- TAG identified students in POWERSCHOOL

**February**
Chairperson announces (newsletters, etc.) GT nomination process for upcoming school year

March / April
- Begin process:
  - Begin *GT DATA COLLECTION FORM* (Form 1-E, 1a-M, 1b-M, 1-H)
  - Collect *NOMINATION FORMS*
    - Teachers (Form 2-E, 2-M, 2-H)
    - Parents (Form 3-E, 3-M, 3-H)
    - Students (Form 4-M-H)

Early May
- End of Year Review (Form 2a-P, 2b-P, 1-E, 1a-M, 1b-M, 1-H)

All listed forms may be found at the student’s school.

Schoolwide Enrichment is provided in all Garrett County Public Schools through the individual classroom and after school groups. Although examples are too numerous to list, some examples of providing academic enrichment are: Science Fair, Envirothon, Career Expo, Real Deal, LEGO League, Robotics, Dancing Classrooms, Arts Fair, I Can Swim, and College and Me.

Senior high school Schoolwide Enrichment is implemented through program sequences for career advancement which offer specialization in each career path providing exploration, job skills, and/or career preparation. In addition to the above, scheduling in the high school provides several options: personalized scheduling, including a wide array of elective subjects; early college admission and part-time enrollment at Garrett College; etc. (See Policies 344.52 and 345.32)

The Gifted and Talented Committee at each school will be required to provide appropriate information on identified students to the receiving school. Articulation between feeder schools (elementary to middle schools; middle to high schools) and recognition of previously identified students will be maintained in the purple GT folder in the students’ permanent record file.

Instruction 345.31 RFR
Adopted 10/31/83
Revised 6/7/88, 11/9/93, 12/10/13 PRP