**Elementary GT Scheduling Guide**

Enrollment, Placement and Identification

* Students may attend/be enrolled in above grade level courses only after being formally accelerated through the process established by the state and managed by the Gifted & Talented office. There are a few exceptions to this:
	+ Beginning in 2016-2017, students who are enrolled in middle school gifted math classes will have a math subject acceleration automatically finalized in 8th grade as a result of their placement and prior assessment. No additional referral and testing are required.
	+ Students dually enrolled in 7th and 8th grade math in accordance with the guidelines and criteria established by the Curriculum Department will have a math subject acceleration automatically finalized in 7th grade as a result of their placement and prior assessment. No additional referral and testing are required.
	+ Students who earn high school credits through the credit flexibility program as a means of accessing higher level courses early are not considered accelerated by the state and do not need to go through the acceleration process.
	+ Students placed in higher level music, art, or foreign language classes based on a demonstration of proficiency or talent in accordance with procedures established by the Curriculum Department do not need to go through the acceleration process. (Example: students leaving a language immersion school need a language class beyond Spanish 1 or French 1; exceptional vocalist needing access to an ensemble typically reserved for upper classmen)

Scheduling

* *All buildings*: Students in grades 1-5 who are gifted in superior cognitive ability, creative thinking, or an academic area should be clustered together within their core content classes.
	+ The Gifted & Talented office will provide an initial list of these students/clusters in April and an updated list to reflect transfers and new enrollments the first week of August.
	+ No special course number or coding is required
* *All buildings*: Collaborate with the middle school in your feeder pattern to arrange scheduling of accelerated students who may need 6th grade coursework.
* *All buildings*: Students participating in the full-time, off site gifted program will maintain primary enrollment in their home school of record (either by attendance area or lottery). The gifted program secretary will include a secondary enrollment in the program in Infinite Campus.
* *Buildings with Gifted Courses*: A section of English Language Arts using the gifted course number should be established at each grade level 3-5
	+ Only students identified as gifted in superior cognitive ability, reading, or creative thinking with a reading score at or above 85th percentile on a national test may be placed in these classes. The Gifted & Talented office will provide an initial list of these students in April and an updated list to reflect transfers and new enrollments the first week of August.
		- These students should be divided into equal groups and placed on the class lists of the general education teachers for that grade level
	+ The courses will be taught by a licensed Gifted Instructional Specialist assigned by the Gifted & Talented Division.
		- The Gifted Instructional Specialist will be the teacher of record for those students in reading.
		- Value added linkage should reflect the time spent with the Gifted Instructional Specialist.
		- The Gifted Instructional Specialist will provide reading grades on the report card for students in the gifted class.
	+ The daily schedule will need to coordinate reading instruction times within and between grade levels.
		- The Gifted Instructional Specialist will meet with students for 90 minutes daily for reading.
		- The general education teachers in the same grade level should plan to teach reading at the same time as the Gifted Instructional Specialist to ensure the students in the gifted course do not miss other core content.
		- The grade level reading times will need to be arranged so the Gifted Instructional Specialist can teach each grade level separately.
		- In the event a building is assigned only one Gifted Instructional Specialist to teach both reading and math, the reading classes may be a combination of grade levels and require more thoughtful coordination.
	+ The course used in the schedule should be the course with the G at the end of the course number.
		- List the course names/numbers here
	+ Since the courses are taught by gifted education teachers, there is a class size limit of 20.
		- A pending change in state rules may increase this to 25
		- In the event of smaller classes, students who do not meet the placement criteria may NOT be placed in the class.
* *Buildings with Gifted Courses*: A section of mathematics using the gifted course number should be established at each grade level 3-5
	+ Only students identified as gifted in superior cognitive ability, math, or creative thinking with a math score at or above 85th percentile on a national test may be placed in these classes. The Gifted & Talented office will provide an initial list of these students in April and an updated list to reflect transfers and new enrollments the first week of August.
		- These students should be divided into equal groups and placed on the class lists of the general education teachers for that grade level
	+ The courses will be taught by a licensed Gifted Instructional Specialist assigned by the Gifted & Talented Division.
		- The Gifted Instructional Specialist will be the teacher of record for those students in math.
		- Value added linkage should reflect the time spent with the Gifted Instructional Specialist.
		- The Gifted Instructional Specialist will provide math grades on the report card for students in the gifted class.
	+ The daily schedule will need to coordinate math instruction times within and between grade levels.
		- The Gifted Instructional Specialist will meet with students for 60 minutes daily for math.
		- The general education teachers in the same grade level should plan to teach math at the same time as the Gifted Instructional Specialist to ensure the students in the gifted course do not miss other core content.
		- The grade level reading times will need to be arranged so the Gifted Instructional Specialist can teach each grade level separately.
	+ The course used in the schedule should be the course with the G at the end of the course number.
		- List the course names/numbers here
	+ Since the courses are taught by gifted education teachers, there is a class size limit of 20.
		- A pending change in state rules may increase this to 25
		- In the event of smaller classes, students who do not meet the placement criteria may NOT be placed in the class.
* *Language Immersion Schools*: Students identified as gifted in superior cognitive ability, creative thinking, reading, or math should be placed in the same classroom. This will allow a gifted specialist to co-teach with each grade level the required 4 hours per week.
	+ The assigned teacher(s) should have skills in differentiating instruction for gifted learners and a willingness to plan/collaborate weekly with a gifted specialist.
	+ Larger groups may not be broken into smaller groups because of the scheduling with the gifted specialist.
	+ The 4 hours co-teaching may be spread across subject areas. (It will count as a gifted service for the superior cognitive students and will be informal extra support for the reading and math students.)