

Guidelines for Gifted and Talented Program Plan

School Districts: Please use this guidelines document to assist you in submitting your district Gifted and Talented Program Plan through the Consolidated Accountability and Support Application (CASA).

Each section of the program plan is detailed below, along with further explanation and references.

Introduction and Submission Contact

School District Teacher/Coordinator of Gifted Programming

Please provide the contact information of the school district's Teacher/Coordinator of Gifted Programming.

FTE of Teacher/Coordinator

For the current school year, please provide the Full-time equivalent for the Gifted and Talented Coordinator(s).

Explanation

A designated staff person will be responsible for the overall program coordination throughout the school district. Coordination time will be made available to allow staff to perform professional responsibilities. The gifted and talented program teacher-coordinator will hold an endorsement allowing the holder to serve as a teacher or coordinator of programs for gifted and talented students from the prekindergarten level through grade 12. The teacher-coordinator may not necessarily be the person filling out this form

References: Iowa Administrative Code [281-59.4](#)

Required Gifted and Talented Information

[257.43](#) Program Plans. The program plans submitted by school districts shall include all of the following: program goals, objectives, and activities to meet the needs of gifted and talented children, identification criteria and procedures, staff in-service education design, staffing provisions, evaluation criteria and procedures, a budget, and qualifications of personnel administering the gifted and talented program.

Goals and Performance Measures

For the current school year, please provide the program-level goals and performance measures for grades K-12.

Explanation

Goals should focus on the improvement of the program overall as well as providing services that directly meet the needs of identified students. Performance measures should be listed and include action steps that will be taken to meet the program goals. Goals should be established for the following: curriculum and instructional strategies, student outcomes, program management and administration, and program development. Program goals should be reviewed and updated at least annually.

References: Iowa Administrative Code [281-59.4](#), Iowa Code [257.43](#)

Identification

Please indicate the number of identified gifted and talented students in each grade level for both the previous school year and the current school year.

If any grade level has zero identified students, please provide an explanation.

Explanation

Identification for a gifted and talented program shall encompass all grade levels. Identification will be for the purpose of determining the appropriateness of placement in a gifted and talented program. Gifted and talented students are defined as children who require educational services commensurate with their abilities and needs beyond those provided by the regular school program. Any student receiving these services should be identified as gifted and talented. Student progress is reviewed at least annually.

References: Iowa Administrative Code [281-59.4](#), Iowa Code [257.44](#)

Acceleration

Please explain your district's procedures/policy for student acceleration (if your district does not accelerate or has no procedures/policy, please say "does not accelerate" or "no policy").

Please list what types of acceleration are offered at your district (whole-grade, content-based, dual/concurrent enrollment, Advanced Placement, proficiency-based promotion, early graduation, or others).

Explanation

Acceleration is a research-supported academic intervention that moves students through an educational program at a rate faster or at an age that is younger than typical. Acceleration helps match the level, complexity, and pace of the curriculum with the readiness and motivation of the student. It is about creating a better match between a student and the level and pace of instruction.

References: Acceleration Explained www.accelerationinstitute.org

Identification Procedures

For the current school year, please describe your identification procedures for each grade level, including your selection criteria for identifying gifted and talented students from the total population and your objective and subjective measures.

Explanation

Identification procedures will use multiple criteria and will combine subjective and objective data, including data with direct relevance to program goals, objectives, and activities. Each student's progress will be reviewed at least annually.

References: Iowa Administrative Code [281-59.4](#)

Services

For the current school year, please detail the gifted and talented services that will be provided to each grade level, K-12.

Explanation

Services should consist of content that reflects the accelerative pace, intellectual processes, and creative abilities that characterize gifted students. Services should provide for the development of skills that are beyond the scope of the regular classroom. Students are involved in the gifted and talented program for a sufficient portion of the regularly scheduled school day. Services should be commensurate with the identified student's abilities and needs beyond those provided by the regular school program.

References: Iowa Administrative Code [281-59.4](#), Iowa Code [257.44](#)

Cognitive Needs

For the current school year, please explain the services used to meet the cognitive needs of identified students.

Explanation

Cognitive needs are needs based on knowledge and understanding, curiosity, exploration, predictability, creativity, discovery, and meaning (Maslow). They are the mental skills needed to successfully learn.

Affective Needs

For the current school year, please explain the services used to meet the affective needs of identified students.

Explanation

Affective needs include awareness and growth in attitudes, emotions, and feelings. Examples of affective needs include (but are not limited to): talent development, achievement, identification as a gifted student, emotional regulation, and perfectionism (Content-Based Curriculum for Advanced Learners).

References: Iowa Administrative Code [281-59.4](#)

Staffing

For the current school year, please provide the name(s) of your gifted and talented staff, their FTE, and the grade level(s) they will serve.

Explanation

A designated staff person is responsible for the overall coordination of the gifted and talented program. Staff are deployed to ensure the quality of the gifted and talented program. The gifted and talented program teacher-coordinator will hold an endorsement allowing the holder to serve as a teacher or coordinator of programs for gifted and talented students from the prekindergarten level through grade 12.

The full-time equivalent of the gifted and talented staff refers to the percentage of time during the school day in which the teacher is specifically providing for the gifted and talented program. This does not include the percentage of time (if any) in which the teacher is working in the capacity of a general education teacher (including AP or honors instruction).

References: Iowa Administrative Code [281-59.4](#)

In-Service Design

For the current school year, please provide the dates and explain the professional learning specifically related to gifted and talented students/programming that will be provided to the district staff.

Explanation

Professional development is offered to all classroom teachers to maintain and update their understanding and skills about individualizing programs for identified gifted and talented students.

References: Iowa Administrative Code [281-59.4](#)

Professional Development

For the current school year, please provide the dates and explain the professional development provided to the gifted and talented staff.

Explanation

Staff development for those responsible for gifted and talented programs is provided and based on the assessed needs of the gifted and talented instructional and supervisory personnel.

References: Iowa Administrative Code [281-59.4](#)

Evaluation

For the current school year, please describe any gifted and talented program evaluation activities, including any adaptation of goals or programming. If no program evaluation will be done this year, please provide dates for when the last program evaluation occurred and the dates for when the next program evaluation will occur.

Explanation

School districts should review and evaluate their gifted and talented programs for the following: measuring the program's effects and providing information for improvement, cognitive and affective components of student development, accomplishments by gifted and talented students and/or teachers which are a direct result of the program, and the goals, objectives, and performance measures established for the gifted and talented program. While the frequency of a district's evaluation is locally determined, districts should have a systemic plan for evaluating their gifted and talented program.

References: Iowa Administrative Code [281-59.4](#)

Compliance

If your program was noted for non-compliance last year, please explain what changes/improvements have been made in order to comply with Iowa Code.