

Annual Self-Evaluation
of the
Local Gifted Education Program

For

Pass Christian School District

2016-2017

DIRECTIONS

The *Mississippi Gifted Education Programs Program Standards Evaluation & Monitoring: 2013*, require that each local school district conduct an annual self-evaluation of the local gifted education program (Criterion IV: Program Evaluation). The *Regulations for Gifted Education Programs in Mississippi: 2013*, require each district to submit to the Mississippi Department of Education (MDE), Office of Curriculum and Instruction, a copy of the local Gifted Education Program (GEP) self-evaluation (p. 25). Regulations require that written documentation be noted on the self-evaluation for each rating of level 3 or higher. The self-evaluation must contain specific information regarding the documentation and where it is on file in the district. A written corrective action plan approved by the local school board must be submitted with the self-evaluation for each rating of level 1.

The self-evaluation must be received no later than June 30th. Should June 30th fall on a weekend, then the self-evaluation must be received by the first Monday following June 30th.

The self-evaluation must follow the format of the gifted program standards document. A sample of how that self-evaluation might look is provided. Report the level of performance for every item in the standards document utilizing the 4-point Likert Scale.

Level 1: Non-Compliance

Level 2: Minimal Compliance

Level 3: Exemplary Compliance

A rating of level 3 means that everything in level 2 is satisfied in addition to everything in level 3 being satisfied.


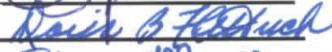
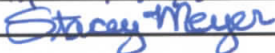
Level 4: Outstanding Compliance

A rating of level 4 means that everything in levels 2 and 3 is satisfied in addition to everything in level 4 being satisfied.

NOTE: The criteria in level 2 must be satisfied before a district can consider a rating of level 3 or level 4.

Simply place a check mark under the appropriate level for each principle. A simple statement of documentation for each rating of level 3 or level 4 and where the documentation is on file in the district should be entered under the documentation column to satisfy that requirement.

**ANNUAL SELF-EVALUATION INSTRUMENT
OF**

District: Pass Christian School District
Date: May 1, 2017
Superintendent: Carla J. Evers, Ph.D. Signature: 
Gifted Coordinator: Doris B. Flettrich Signature: 
Gifted Contact Person: Stacey Meyer Signature: 

Annual Self-Evaluation of the Local Gifted Education Program					
Criterion I: Curriculum and Instruction					
Principle	Level 1	Level 2	Level 3	Level 4	Documentation <i>*Located in Gifted Program Documentation Binder</i>
1				X	<ol style="list-style-type: none"> 1. Self-directed Project-based Learning Inventories – student samples 2. Project Based Contract – student samples 3. Class Learning Profile Record Sheet 4. Student sample of Learning Profile 5. Learning Style Inventory 6. Student Study 7. If I Ran the School – a Primary Interest Inventory – Student Samples 8. Scope and Sequence of Process Skill development 9. Exploring the Day Planning Sheet – Student Samples 10. Faculty Forums 11. Grade Level Meetings Minutes 12. TST Meeting Summary Form 13. Pictures of Project Based Learning Centers

					14. Email to Teachers – Topic: Gifted Underachievers
2				X	<ol style="list-style-type: none"> 1. Self-Evaluation Reports 2. Annual Self-Evaluations (District) 3. Scope & Sequence 4. Parent, Teacher, Admin, Student Surveys 5. Advisory Board/Minutes from Meeting 6. IMP
3				X	<ol style="list-style-type: none"> 1. Advanced Learning Opportunities 2. Classroom Matrix Reports for Each Site 3. Academic Enrichment Program Opportunities
4				X	<ol style="list-style-type: none"> 1. Pictures of Students Researching, Collaborating and Working on Project-based Activities 2. Samples of Project-based Learning Centers 3. Sample Lesson Plans 4. Sample Schedules 5. Plan of the Day, Exit Ticket Student Samples 6. Newsletters 7. Letter to Parents 8. Pictures and Student Work Samples
5			X	*no internships	<ol style="list-style-type: none"> 1. News Media Articles 2. Pictures of Students, Visual and Performing Arts 3. Pictures of Students, Lego Robotics 4. Student Work Samples of Career Exploration

					<ul style="list-style-type: none"> 5. Career day Collaboration and Emails 6. Explore newsletters 7. Pictures (Sea Perch) Career Exploration and Community Connections 8. Career Exploration Web Links 9. Career Fair Pictures
6				X	<ul style="list-style-type: none"> 1. Pictures and News Media Articles of Visual and Performing Arts 2. Pictures and News Media Articles of Community Involvement in Students Learning 3. Detailed Project Planning Guide 4. Teachers Websites 5. Explore Newsletters 6. Letter to Teachers of Presentation Times 7. Emails Showing Collaboration with Community Members 8. Teacher Awards 9. Letters to Parents 10. Emails to Teachers for Program Involvement

Additional comments:

Criterion II: Program Administration and Management					
Principle	Level 1	Level 2	Level 3	Level 4	Documentation <i>*Located in Gifted Program Documentation Binder</i>
1				X	<ol style="list-style-type: none"> 1. Licenses: Doris Flettrich, Melissa Jackson, Jane Bunn, Stacey Meyer, Lori Fisher, Jillian Fisher, Joy Moore, Kristi Mong 2. Gifted Adequate Education Program Report 3. Gifted Teacher Salary Samples 4. Counselor Licenses: Rebecca Dodd and Emily Snell
2				X	<ol style="list-style-type: none"> 1. School Board Policy 2. Gifted Teacher Schedule, Roster 3. 2016-17 Daily Schedules 4. Communication with parents, teachers and counselors, minutes from meetings 5. TST minutes on "at risk" 6. Lesson Plans
3				X	<ol style="list-style-type: none"> 1. Advisory Board Minutes 2. Parent Affiliate Sign-In 3. Survey Samples 4. Open House Sign-In 5. Newsletters 6. Website 7. Power Point
4		X	N/A	N/A	<ol style="list-style-type: none"> 1. IMP 2. Staff Development 3. Compliance Letter 4. Monitoring Visit Report 5. Program Annual Self-Evaluation 6. Program Proposal
5				X	<ol style="list-style-type: none"> 1. Self-Evaluation Reports

					<ul style="list-style-type: none"> 2. Power Point for Board Meeting 3. Website 4. Advisory Board Members 5. Parent Affiliate 6. Newsletters 7. Parent Communication
6				X	<ul style="list-style-type: none"> 1. School Board Presentation 2. Grade Level Meetings 3. Email Communication 4. Gifted Teacher Meetings
7				X	<ul style="list-style-type: none"> 1. GCATG Sign-In 2. Expenditure Budget List 3. Grants 4. Resources Available 5. Project-based Resources 6. Letter from Business Manager

Additional comments:

Criterion III: Program Design					
Principle	Level 1	Level 2	Level 3	Level 4	Documentation <i>*Located in Gifted Program Documentation Binder</i>
1		X		*Do not serve academic/creatively gifted	<ol style="list-style-type: none"> 1. Class Rosters 2. Lesson Plan Sample 3. Class Schedules 4. Letter to Chancey about Self-Evaluation
2				X	<ol style="list-style-type: none"> 1. Brochure 2. Budget Spreadsheet 3. PO Copies 4. Grant Information 5. Receipts
3				X	<ol style="list-style-type: none"> 1. Mission Statement, Goals 2. Brochure 3. Evaluations (annual, PLES) 4. Survey Responses 5. Board Meeting Minutes 6. Website Snapshots
4				X	<ol style="list-style-type: none"> 1. Daily Schedules 2. Pictures of Stem 3. Project Based Learning Resources and Contracts 4. Class Learning Profile Record Sheet 5. Interest Inventory 6. Lesson Plans 7. Advanced Learning Opportunities 8. Notes to Parents – Quiz Bowl and Egg Day
5				X	<ol style="list-style-type: none"> 1. Board Policy 2. District Program Surveys 3. Teacher – Student – Parent Surveys 4. Evaluation Report

Additional comments:

Criterion IV: Program Evaluation					
Principle	Level 1	Level 2	Level 3	Level 4	Documentation <i>*Located in Gifted Program Documentation Binder</i>
1				X	<ol style="list-style-type: none"> 1. Program Monitoring Visit Report 2. Annual Self-Evaluation 3. School Evaluations 4. Surveys (Teacher, Student, Administrator) 5. End of Year Review 6. Staff Development Notes and Alliance Meeting Minutes
2				X	<ol style="list-style-type: none"> 1. Annual Evaluation Report 2. Self-Evaluation Report 3. Teacher and Administrator Survey 4. Student Survey 5. Request for Payment of Bills 6. Purchase Order for Assessments

3				X	<ol style="list-style-type: none"> 1. Gifted Advisory Board Meeting Minutes 2. Annual Self-Evaluation Report 3. Self-Evaluation Report

Additional comments:

Criterion V: Socio-Emotional Guidance and Counseling					
Principle	Level 1	Level 2	Level 3	Level 4	Documentation <i>*Located in Gifted Program Documentation Binder</i>
1				X	<ol style="list-style-type: none"> 1. Staff Development (Gulf Coast TOG) 2. Career Counseling for Gifted Students Training 3. Conference Sessions MAGC 4. Social Emotional Guidance Lessons Pictures 5. American School Counselor Association Annual Conference Minutes 6. Guidance Lesson Plans (lots) 7. Emails To and From Counselors
2				X	<ol style="list-style-type: none"> 1. Career Fair Photos 2. Photos of Mentorship – Community Involvement 3. Staff Development Minutes 4. Emails to Community Members 5. Newspaper Article – Sea Perch
3				X	<ol style="list-style-type: none"> 1. Staff Development – Attended

					<ul style="list-style-type: none"> 2. Counselors Presented at GCATOG 3. ASCA Conference Emails and Notes 4. Articles to Staff about Gifted Learners 5. TST Meeting Minutes 6. Conference Minutes 7. Psychology Lessons 8. Emails to Staff 9. Emails To and From Counselors
4				X	<ul style="list-style-type: none"> 1. Conference Notes 2. Emails To and From Counselor 3. Psychology Lesson Plans – Student Work 4. Project Funds – Photos 5. Kindness Challenge
5				X	<ul style="list-style-type: none"> 1. TST Meetings 2. Grade Level Meetings 3. Leadership Planning Meetings 4. Underachieving Gifted Students Emails 5. Report Cards 6. Test Results

Additional comments:

Criterion VI: Professional Development					
Principle	Level 1	Level 2	Level 3	Level 4	Documentation <i>*Located in Gifted Program Documentation Binder</i>
1				X	<ol style="list-style-type: none"> 1. Staff Development – GCATG 2. PCSD – Professional Development Alliance Meetings
2				X	<ol style="list-style-type: none"> 1. Proof of CEU's 2. GCATG Meetings 3. MAGC – Gifted State Conference
3				X	<ol style="list-style-type: none"> 1. Gifted Teacher Website 2. District Website 3. Lists of Gifted Resources 4. Copy of Brochure
4				X	<ol style="list-style-type: none"> 1. GCATG Meetings 2. Sample Lesson Plans 3. Explore Newsletters 4. Samples of Student Work 5. School-Wide STEM/STEAM
5				X	<ol style="list-style-type: none"> 1. Licenses 2. MGCTAG Meetings 3. MAGC Convention

Additional comments:

Goal Principle 2: Pass Christian School District Gifted teachers will present at Mississippi Association of Gifted Children Annual State Conference.

Criterion VII: Student Identification and Assessment					
Principle	Level 1	Level 2	Level 3	Level 4	Documentation <i>*Located in Gifted Program Documentation Binder</i>
1				X	<ol style="list-style-type: none"> 1. Brochure 2. Referral To Placement 3. District Gifted Program – Website 4. District Gifted Program – Handbook 5. Handouts to School Staff and Parents, Gifted MDE Homework Policy and Characteristics of Gifted Children 6. MAGC Membership – Registration Fee
2			X	NA	<ol style="list-style-type: none"> 1. Screening Roster Samples 2. Referral To Placement 3. Mass Screening Referral Process
3				X	<ol style="list-style-type: none"> 1. Referral To Placement 2. Board Policy 3. Email – Screening Dates to Teachers 4. Gifted Program –District Website 5. District Gifted Program – Handbook 6. Emails between Gifted Teachers and Parents
4				X	<ol style="list-style-type: none"> 1. Brochure 2. Advisory Committee 3. Parent Affiliate 4. Parent Resources – Site Libraries 5. Parent Resources Listed on Teacher Website 6. Gifted Program – District Site 7. Gifted Program – Student Handbook

					8. List of Gifted Resources 9. Parent Conference for Initial Placement –Samples 10. Parent Affiliate – Interest Groups 11. Characteristics of Gifted Children - Website
5				X	1. Referral To Placement 2. Assessment Overview 3. PCSD Assessment Criteria 4. Inventory of IQ Tests 5. Teacher, Parent, Student Questionnaire 6. Licensed Examiner’s Test Selection Indicator
6		X	NA	NA	1. Assessment Overview
7				X	1. Referral To Placement 2. Brochure 3. District Website – Gifted Program 4. Gifted Program – Student Handbook 5. Parent Conference for Initial Placement Samples 6. Annual Reassessment for Gifted Program minutes of LSC 7. Sample of Authorization to View Student Records 8. Newsletter to Parents
8				X	1. Gifted Program – District Website 2. Gifted Program – Student Handbook 3. Hearing Process of PCSD IMP 4. IMP
9				X	1. Assessment Overview 2. Parent, Teacher, Student, Licensed Examiner’s Test Selection Questionnaire

					3. Examiner's License
10				X	1. MAGC Conference Prof 2. Licensed Examiners Certificate of Completion 3. Examiner's Licenses

Additional comments: