

Sedro-Woolley School District Highly Capable Program

2021-2022 Program Handbook

Referral/Assessment/Selection Procedures

The following procedures shall be employed to refer, assess, and select students to participate in the Sedro-Woolley School District (SWSD) Highly Capable Program (HCP).

Annual Notification

- Annual public notification of parents, guardians, students, and community members will be made before any major identification activity.
- The notice shall be published or announced in multiple ways in appropriate languages to all communities via District and school publications, and other media, with adequate circulation to provide notification to all Sedro-Woolley School District parents, guardians, students, and community members.

INTRODUCTION

Program Design

The Sedro-Woolley School District will offer selected Highly Capable students the following programs:

- Kindergarten students will remain in their home schools where they may receive the following services: differentiated and enhanced instruction in their classroom, pull-out single-subject acceleration in a separate classroom, content telescoping, cluster-grouping, or be advanced to a higher grade level with parental approval.
- Grades 1-6 Highly Capable students will be provided instruction in an accelerated and enhanced instructional design using cluster grouping and/or pull-out single-subject classrooms at Central Elementary (Grades 1-6), **or at their home school.** Teachers at all elementary schools will receive consultation and collaboration with the Highly Capable Teacher.
- Grades 7-8 Highly Capable students will be served with accelerated and enhanced instructional design and advanced math placement classes and/or humanities block class that includes social studies and English. Students will also attend a regularly-scheduled advisory class with a special Highly Capable instructor.
- Grades 9-12 students will have access to Advanced Placement, Honors, College in the High School classes, College Prep courses and Running Start. Students will also attend a regularly-scheduled advisory class with a special Highly Capable instructor.

Highly Capable Student Definition (WAC 392-170-035)

Highly capable students are students who perform or show potential for performing at significantly advanced academic levels when compared with others of their age, experiences, or environments. Outstanding abilities are seen within students' general intellectual aptitude, specific academic abilities, and/or creative productivity within a specific domain. These students are present not only in the general populace, but are present within all protected classes according to chapters 28A.640 and 28A.642 RCW.

Sedro-Woolley Highly Capable Program Goals

- Provide a network of academic instruction for each highly capable student based on their individual level of competence.
- Provide knowledge of skills which ensure student’s potential and success unique to highly capable
- Provide interaction with highly capable peers to promote social and academic potential

IDENTIFICATION PROCESS

Annual Notification Process (WAC 392-170-042)

- Annual public notification of parents, guardians, students, and community members will be made before any major identification activity.
- The notice shall be published or announced in multiple ways in appropriate languages to all communities via District and school publications, and other media, with adequate circulation to provide notification to all Sedro-Woolley School District parents, guardians, students, and community members.

Nomination, Testing and Identification Timeline

September - October	Fall Testing Window – limited to students new to the district since January of the preceding year. Placement is for current school year.
February - March	Nominations/Referrals Window - All 2nd grade and 6th grade students screened. Placement is for the upcoming school year.
February - March	Spring Testing Window - Students eligible for full battery CogAT Assessment. Placement is for the upcoming school year.
March - April	MDT determination of eligibility meetings
April - May	Notification of Eligible/Not Eligible letters mailed home.
April - May	Appeals Received – no later than 10 days from receipt of non-eligible letter
April - May	Appeals Results - letters mailed within 30 days from receipt of HCP Appeal Form
May - June	Consent for Services received from parents/guardians

Referral Process and Consent (WAC 392-170-042)

- Anyone may refer a child to the program, including teachers, other staff, parents, students, and members of the community.
- Referral packets will be available at the District Office, all school offices, district website.
- **Return Completed Packets To:** School building main office or

Grades 2 – 6: **Attn. Hi-Cap Coordinator,** Central Elementary, 601 Talcott St, Sedro-Woolley
 Grades 7 – 11: Attn. Principal Mischelle Darragh, 23953 Prairie Rd, Sedro-Woolley

Assessment Process (RCW 28A.185.030; WAC 392-170-055)

Academic Achievement and Performance

The district currently assesses all K-12 students using a variety of tests. The results from these tests will be used to screen for potential Highly Capable candidates. These tests may include:

- Fountas and Pinnell Reading Assessment
- Bridges Benchmarks
- Smarter Balanced Assessments
- STAR Enterprise
- easyCBM
- Smarter Balanced Interim Assessments
- EOC for Grades K-12

Additional testing using a commensurate norm-referenced test may be used. Students identified through the screening process will be assessed using multiple criteria from a variety of sources and data, including the Cognitive Abilities Test (CogAT) Form 7. Test results shall be recorded in the student's cumulative file. The Highly Capable Program Coordinator will obtain written parental permission before conducting further assessments.

STANDARDIZED TEST OF MENTAL ABILITIES

All students referred for identification and placement for highly capable program services are administered the Cognitive Abilities Test (CogAT) as one source of data. Students whose composite score on verbal, quantitative and nonverbal reasoning is above the 90th percentile are deemed eligible for participation.

Fall Testing Window: Testing is limited to students new to the district since January of the preceding year. Placement is for the current school year.

Spring Testing Window: Testing is for 2nd and 6th grade. Placement is for the upcoming school year.

SELECTION PROCESS

Identification and Placement for Highly Capable Services

A Multidisciplinary Selection Committee (MSC) comprised of the Highly Capable Program (HCP) Administrator, the principal of a program school, school psychologist (or other individuals who can interpret cognitive and achievement test results), a counselor, and a special teacher will review data that has been collected for each of the referred students and identifies students who require highly capable services within the general classroom to be successful. Students' academic achievement data, district assessment records, nomination and referral information, report cards, plus any other pertinent information available will be reviewed in the process. No single criteria may be used for placement or non-placement into the program. This documentation will be kept in the student's file in the HCP office.

The MDSC may use professional judgment in placing students. No decision about selection or placement in programming is made unilaterally, but by a team of professionals who strive to ensure to the greatest extent possible fair and equitable consideration of all students applying to, eligible for, and participating in the HCP.

When the selection process is completed, the MSC will:

- Notify parents of students who have been selected. Parents shall receive a full explanation of the procedures for identification, program options and the appeal process.
- Obtain parental permission to provide Highly Capable Program services to their student.

Notification of Eligibility Process

Decision letters will be mailed by May as to whether the student qualifies for HCP services.

Signed parent permission is required for highly capable placement. Parental permission notice includes:

- a) A full explanation of the procedures for identification of a student for entrance into the HCP;
- b) An explanation of the appeal's process;
- c) An explanation of the procedures to exit a student from the program; and
- d) Information on the district's program and the options that will be available to identified students.

Appeal Process

- Parents or guardians may appeal the decision of the MSC in writing to the superintendent's designee within five business days following notification of the decision. Appeal forms may be obtained from the District Office or from the District Highly Capable website.
- The written appeal request and previous assessment information will be reviewed by an appeals committee. This committee will be appointed by the superintendent or superintendent's designee. The committee will make a decision to place the student in the program or to deny placement of the student in the program. The committee may request additional assessment or other information prior to making a decision. Parents will be informed in writing of the final decision within 10 business days. The decision of the appeals committee is final.

Exiting Procedure

Once identified for the SWSD Highly Capable Program, the student shall remain eligible for program services through graduation. The students may be withdrawn only under conditions given below:

MULTIDISCIPLINARY SELECTION COMMITTEE

Parents will be notified in writing of the committee's decision. The coordinator will then notify relevant staff and principal. Students may also be exited from the program if parents have opted to place their highly capable students in non-designated schools/classrooms.

Students: Students may voluntarily exit the program with parent permission. Written parent permission to withdraw the student from program services must be sent to the coordinator of the Highly Capable Program. The coordinator will then notify relevant staff and principal.

Parents: Parents may withdraw their child from services at any time with written notification given to the coordinator. The coordinator will then communicate the parent's decision to relevant staff and building principal.

Special Teacher(s): If students are refusing to participate in the advanced learning opportunities planned for them, then the following steps will be initiated:

1. Teacher should investigate possible reasons why the student may be unwilling to participate, considering factors such as medical, unidentified learning handicaps, motivation, or mental health issues. Teacher will suggest referrals as needed, meet with previous or current teachers of the student to obtain ideas, and otherwise seek support and advice.
2. Should difficulty continue, the teacher, student and parent shall meet to discuss the perceived

barriers to the student's success in the program. A collaborative plan of assistance will be generated as a result of this meeting and several dates shall be set for future communication regarding the plan's effective implementation.

3. If the student continues to be unwilling to participate in advanced learning opportunities after sufficient steps have been taken to implement the plan of assistance, then the student shall be exited from the program.
4. Parent and student shall be informed of the student's withdrawal from program services in writing by the program coordinator. Appeals of this decision may be made to the Assistant Superintendent for Teaching and Learning.

**Sedro-Woolley School District
Highly Capable Program**

Referral for Highly Capable Services

Date of Referral _____

Referred by: (please check one) Parent/Guardian Teacher Community Member Student

Student Last Name	First Name	Parent/Guardian/Community Member Name
Date of Birth	Gender (M/F)	Student Home Address
Current School	Current Grade	City, State, Zip Code
Current Homeroom Teacher	Home Phone	Cell Phone

Email

The space below is provided for any additional information you would like the team to know. (Feel free to write more on the back)

Parent/Guardian/Community Member Signature

Date

Parent/Guardian Consent for Assessment

Dear Parent or Guardian of _____:

Your child has been referred for the Highly Capable Program. Referrals will be screened using existing data from State and District assessments. Students meeting the screening criteria will be assessed using a test of cognitive ability, rating scales for highly capable students, and/or other assessments as needed in order to determine eligibility for services. Parents will be informed of the assessment results.

I give consent for my child to be assessed as a part of the identification process for the Sedro-Woolley Highly Capable Program.

I do not give my consent for assessment.

Parent/Guardian Signature

Date

**Return this signed form to: Attn: Hi-Cap Coordinator at Central Elementary - Grades 2-6
Attn: Principal Darragh at Samish Elementary - Grades 7-11**