

Sedro-Woolley School District
Highly Capable Program

Parent/Teacher/Community- Invitation to Submit Referral for 2015-16
(For students currently in grades K – 11)

Dear Parent or Guardian:

The Sedro-Woolley School District's *Highly Capable Program* serves students in grades K-12 who perform or show potential for performing at significantly advanced academic levels when compared to others of their age, experiences, or environments.

Identification Process

Please consider making a referral if you believe that the student is performing significantly above grade level in reading and/or math and possesses the following learning characteristics:

- ✓ Capacity to learn with unusual depth of understanding, to retain what has been learned, and to transfer learning to new situations;
- ✓ Capacity and willingness to deal with increasing levels of abstraction and complexity;
- ✓ Capacity to make unusual connections among ideas and concepts;
- ✓ Capacity for learning at an accelerated rate;
- ✓ Capacity for intense concentration and/or focus.

If you wish to refer your student:

1. Read and retain the description of the Identification Procedures.
2. Complete and return the Referral for Highly Capable Services form to the address below.

Return materials to: Sedro-Woolley School District
Highly Capable Program
801 Trail Road
Sedro-Woolley, WA 98284

The District Multidisciplinary Selection Committee will screen all referral forms. If the referred student is deemed to be eligible for assessment, the coordinator will contact the student's parent/guardian to obtain consent for assessment.

IMPORTANT! THE DEADLINE FOR RECEIPT OF REFERRAL is November 30, 2015.

Questions? – Please contact Rob Matthews, Highly Capable Program Administrator, call 360-855-3540 or email rmatthews@sbsd.k12.wa.us.

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Referral/Assessment/Selection Procedures

The following procedures shall be employed to refer, assess and select students to participate in the program:

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 SWSD parents, guardians, students, and community members.

Referral

Anyone may refer a child to the program, including teachers, other staff, parents, students, and members of the community. Referral packets will be available starting _____ at the SWSD District Office and all school offices. Referral packets must be returned to the District Office by _____.

Assessment

SWSD 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 STAR Enterprise, easyCBM, Smarter Balanced Interim Assessments, and 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, and the modified Torrance Creativity Test. 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.

Selection

A Multidisciplinary Selection Committee (MSC) comprised of the Highly Capable Program 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. They will select those students who would receive the most benefit from participating in the program. 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 students.

Program Design

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

- Kindergarten and Grade 1 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 2-6 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 2-6).

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- Grades 7-8 Highly Capable students will be served with accelerated and enhanced instructional design and advanced math placement classes. 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.

Appeal

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

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Referral for Highly Capable Services

Date of Referral _____

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			

In the space provided below, please explain why the student should be considered for Highly Capable Services.

Parent/Guardian/Community Member Signature

Date

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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