
Washougal School District

Highly Capable Handbook



- Photographer - Marcus Bennett, sophomore - WHS (2018)

Gifted & Talented

1st Edition

Non-Discrimination Policy

Washougal School District does not discriminate on the basis of sex, race, creed, religion, color, national origin, age, honorably discharged veteran or military status, sexual orientation including gender expression or identity, the presence of any sensory, mental, or physical disability, or the use of a trained dog guide or service animal by a person with a disability in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following employee has been designated to handle questions and complaints of alleged discrimination:

Title IX Officer: Allan Fleck
4855 Evergreen Way
Washougal, WA 98671 (360) 954-3021

ADA Coordinator: Allan Fleck
4855 Evergreen Way Washougal,
WA 98671 (360) 954-3021

Section 504 Coordinator: Allan Fleck
4855 Evergreen Way
Washougal, WA 98671
(360) 954-3021

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Highly Capable Program Overview 2015-2017

Definition:

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 aptitudes, specific academic abilities, and/or creativity within a specific domain. These students are present not only in the general populace but are present within all protected classes. Students who are highly capable may possess, but are not limited to, these 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 earlier than other peers;
- Creative ability to make unusual connections among ideas and concepts;
- Ability to learn quickly in their area(s) of intellectual strength;
and
- Capacity for intense concentration and/or focus.

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

Nomination:

Referrals are permitted and accepted based on data or evidence from teachers, other staff, parents, students, and members of the community. Nominators will use the nomination form on the district's website to refer a student to be considered for admission into the program. The information will be collected by the Highly Capable Program Coordinator/Director for the Multi-Disciplinary Selection Committee's (MDSC) early spring review.

Screening:

The district will screen each nominee to identify students who qualify for further assessment. Screening criteria may include the following:

- District benchmark assessment
- State outcome assessments
- Other district assessments (i.e. PSAT, SAT, ACT)

Assessment:

The district will obtain written parental permission prior to conducting assessments to determine eligibility for participation in its Highly Capable Program (HCP). Nominees identified for further testing through the screening process will be assessed using multiple objective criteria. The assessment process shall be based upon a review of each nominee's capability as shown by multiple criteria, from a wide variety of sources and data, intended to reveal each nominee's unique needs and capabilities. The assessment criterion consists of both qualitative and quantitative instruments and *will* include: CogAT 7, and in addition *may* include:

- Teacher reports
- Student work samples
- Student portfolios
- WSD Nomination packet

Selection:

A Multi-Disciplinary Selection Committee is composed of: A specialized teacher (if a specialized teacher is not available, a classroom teacher shall be appointed); a psychologist or other qualified practitioner with the training to interpret cognitive and achievement test results; a certified coordinator or administrator with the responsibility for the supervision of the district's highly capable program; and additional professionals if any, that the district deems desirable. The committee will evaluate individual student assessment profile data using a blind (no name) process and make the selection decision based on:

1. A preponderance of evidence from the profile data demonstrating that a student is among the most highly capable;
2. Evidence of clear need for highly capable services; and
3. Determination of which students would benefit the most from inclusion in the district's program.

A single assessment score or indicator will not prevent a student's selection for the HCP; however, multiple pieces of evidence, if strong enough, can indicate that the student would benefit from these services. If properly validated tests are not available, the professional judgment of the qualified district personnel shall determine eligibility of the student based upon evidence of cognitive and/or academic achievement.

The district will:

- A. Notify parents of students who have been selected. Parents will receive a full explanation of the procedures for identification, an explanation of the process to exit a student from the program, the information on the district's program and the options that are available to identified students.
- B. Obtain parental permission to place identified students in the program before any special services and programs are provided to the student.
- C. Schedule a meeting of all such parents; and
- D. Conduct an annual parent meeting to review each student's educational plan

Process for Appeal:

Parents/legal guardians have the right to appeal the Multi-Disciplinary Selection Committee's decision. Individuals appealing the selection committee's decision must submit a completed appeal form or letter requesting review of selection/placement decision. The written request must include reasons for the appeal and, to support reconsideration, provide additional evidence of significantly advanced cognitive or academic levels and/or outstanding intellectual, academic, or creative abilities. The appeal request and supporting evidence must be submitted to Kathlynn Sloop; Highly Capable Program Coordinator; 4855 Evergreen Way, Washougal, WA, 98671, within ten (10) school days of the Multi-Disciplinary Selection Committee's decision notification. The district's appeals committee composed of an Administrator from the district office and members of the Multi-Disciplinary Selection Committee will review the student's file, assessments, profile data, and additional evidence provided in the request for appeal. The

decision of the Multi-Disciplinary Selection Committee may include:

- Upholding the original decision of the Multi-Disciplinary Selection Committee;
- Reversing the decision of the Multi-Disciplinary Selection Committee;

A decision will be made within thirty (30) school days after receipt of written request for reconsideration. The parent/legal guardian will be notified of the decision in writing. The decision of the Appeals Committee is final.

Highly Capable Program/Services:

In order to develop the abilities of each Highly Capable Program student, the district will offer a highly capable program which provides kindergarten through twelfth grade students selected for the program access to a basic education program that accelerates learning and enhances instruction. The framework for such programs will encompass, but not be limited to, the following objectives:

- Expansion of academic attainments and intellectual skills;
- Stimulation of intellectual curiosity, independence and responsibility;
- Development of a positive attitude toward self and others; and
- Development of originality and creativity.

Program Design:

The district will offer a variety of appropriate services to students who participate in the program. Once a student has been identified, he or she will receive a continuum of services throughout grades K-12. The district will keep on file a description of the educational programs provided for identified students. The district reviews services at least annually for each student to ensure that the services are appropriate.

Basic services for gifted students in grades K-12

- Gifted student learning plan
- Differentiation instruction within the regular classroom may include:
 - Project-based learning
 - Critical thinking through engagement in higher-level thinking
 - Habits of the mind created through higher-level learning skills
 - Shared inquiry within the regular classroom community
 - Enrichment opportunities embedded in the regular classroom
 - Rigorous questioning to increase depth and complexity of thinking

Exit Process:

The exit process may be initiated for students who no longer demonstrate a need for highly capable program services. The request may be made by a teacher or program administrator for placement discontinuation.

In this case the Multi-Disciplinary Selection Committee will convene a meeting to review the student's profile to determine if the student qualifies for program services based on assessment data and selection criteria.

The Multi-Disciplinary Selection Committee may request additional evidence of student capabilities and/or willingness to participate in the program. If the committee determines that the student no longer qualifies for highly capable program services, it may be recommended that the student be exited from the program. The parent will be notified in writing of the committee's decision and of the appeal's process.

A parent/legal guardian may request that a student be withdrawn from the program, or a student 18 years or older may request a withdrawal from the program. A meeting will be convened by the Highly Capable Program Coordinator/Director to discuss the request. If the parent/legal guardian desires to withdraw a student from the program, the student will be exited from the program on the date parents/guardian sign the program exit form. If a student exits from the program, the student must complete the nomination process again to reenter the program.

Washougal School District Web Link

<http://www.washougal.k12.wa.us/>

Teaching and Learning/Highly Capable Web

<http://www.washougal.k12.wa.us/highly-capable/>

Questions/Concerns please contact:

WSD Highly Capable Program Coordinator

Kathlynn Sloop

Email: Kathy.sloop@washougal.k12.wa.us

Direct line: 360-954-3022

Legal References:

RCW 28A.185.030

Programs

- Authority of local school districts
- Selection of students - Special service program

WAC 392-170

- Highly capable students

Management Resources:

Policy and Legal News, September 2013

Highly Capable Program WAC Overhauled Policy

News, April 2008

Highly Capable Program

WSD Board Policy 2190

Adoption Date: 01.28.85 Washougal School District

Revised: 10.12.10; 04.23.13; 05.24.14

WSD Board Procedure 2190P

Date: 02.16 Washougal School District



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