

Highly Capable Program



Highly Capable Program identification process



Referral

Check with your teacher about whether your child is a good match for the Highly Capable Program

Student must be referred by a parent to start screening process

Fill out supplied form and return by specified date



Screening

Abilities Test (CogAT) and the Iowa Test for Basic Skills (ITBS)

Testing takes place in January - March 2024 at your child's elementary school



Evaluation

Selection Committee meets in April to review results of screening and makes recommendation

In late May, parents receive test results and placement decision from the Selection Committee



Participation

Qualifying students receive invitation to participate in the HC Program

Eligible students are offered enrollment in an all-day self-contained classroom. These classrooms are located at Cedar Wood, Forest View, Mill Creek, Penny Creek, Tambark Creek, View Ridge and Whittier elementary schools



P-5 Instruction & Early Learning Programs

Anne Arnold, Director

3900 Broadway Everett, WA 98201

Phone (425) 385-4033

Highly Capable Program Parent Referral Form

What is the Highly Capable Program?

The Highly Capable Program is an alternative placement for students who require additional and accelerated experiences. The program begins at grade two and continues through grade five. Eligible students are offered enrollment in a self-contained classroom for highly capable students. These classrooms are currently located at **Cedar Wood, Forest View, Mill Creek, Penny Creek, Tambark Creek, View Ridge, and Whittier** elementary schools. Each neighborhood school is assigned to one of these seven centers. The Highly Capable centers may have multi-age classrooms to accommodate the number of students qualifying each year.

Transportation for families living within district boundaries is offered for qualifying students to their assigned Highly Capable center. Qualifying students whose home school has a Highly Capable center will have the same transportation services as regular program students. Qualifying students must attend the assigned center unless they follow the district variance process. Transportation is NOT available for students who have obtained a variance.

How are students referred and selected for the Highly Capable Program?

Selection procedures include a referral form from a parent and a teacher as well as testing of each student. Written parent permission is required prior to testing. A Selection Committee composed of the program director, a school psychologist, a principal of a school with a Highly Capable center, classroom teachers, and other professionals appointed makes the final selection of students for the program.

Selection is based on academic assessments, a cognitive assessment and teacher ratings on learning, motivation, and creativity. The Selection Committee reviews data on each student, substituting a numbering system for names to protect confidentiality. Parents will receive a letter following the Selection Committee meeting with test results and the committee's decision for placement in a Highly Capable program classroom or regular program classroom.

What are the Highly Capable Program's objectives?

In accordance with its philosophy to develop the special abilities of each student, the district offers appropriate instructional programs to meet the needs of exceptionally gifted and talented students of school age. The framework for such programs shall encompass, but not be limited to, the following objectives:

1. Expansion of academic attainments and intellectual skills
2. Stimulation of intellectual curiosity, independence, and responsibility
3. Development of a positive attitude toward self and others
4. Development of originality and creativity

Everett Public Schools does not discriminate in any programs or activities on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression or identity, disability, or the use of a trained dog guide or service animal and provides equal access to the Boy Scouts and other designated youth groups. The following employees have been designated to handle questions and complaints of alleged discrimination:

Title IX/Civil Rights Compliance Officer, Chad Golden - 425-385-4100 – CGolden@everettsd.org

Section 504 Coordinator, Dave Peters - 425-385-4063 – DPeters@everettsd.org

ADA Coordinator, Chad Golden 425-385-4100 – CGolden@everettsd.org

PO Box 2098, Everett WA 98213

APPEAL PROCESS & PROGRAM EXIT PROCEDURE

PROGRAM APPEAL PROCESS

The Everett Public Schools, in compliance with the Washington State rules for Highly Capable Programs (WAC 392-170-047), has an appeal process. If you do not agree with the selection decision and you wish to appeal, you will be asked to complete a **Selection Decision Appeal** form. Please contact our office to acquire an appeal form.

Please be aware that the selection decision appeal **must** be based upon one of the following conditions:

1. A misapplication or miscalculation of the scores by the Selection Committee (for example, an incorrect birthdate or grade level used in calculation of the student's score).
2. An **extraordinary** circumstance occurred **during the testing period** that may negatively affect the validity of the test results (such as a death in the family or extreme physical ailment) this must be communicated to the district office in writing **within two weeks of the end of district testing window**.

Appeals submitted for reasons other than above will be denied without further consideration. No outside testing will be considered.

The decision of the Appeal Review Team is final.

The deadline for submission of appeal is (10) ten workdays from the date of notification of score results.

PROGRAM EXIT PROCEDURE

The Everett School District, in compliance with the Washington State rules for Highly Capable Programs (WAC 392-170-047), has a procedure to allow students to exit the Highly Capable Program.

The Highly Capable Program consists of a variety of models and services and therefore is dynamic and fluid. Students will be exited from the program for one of the following reasons:

1. Parent/guardian request's that the student no longer take part in the services. In this case, the parent/guardian completes the exit request form and send it to Student Support Services located at 3900 Broadway, Everett, WA 98201. The form will then be placed in the student's file.
2. The student no longer meets eligibility requirements for the Highly Capable Program. Students who are identified for LEAP services in first grade are not guaranteed continuation of Highly Capable services beyond first grade. The continuation of services is contingent upon qualifying for services based on new test results (second grade CogAT and Iowa Test of Basic Skills (ITBS)).
3. When an exit from the program is considered, the School Student Assistance Team convenes a meeting to review the student's profile in order to determine if an exit from the Highly Capable program should be recommended to the district Highly Capable Selection Committee. The districts Highly Capable Selection Committee will then review student performance data, consider appropriateness of student placement, and plan for transition of services based on the student needs. The Highly Capable Selection Committee determines whether a student's needs are best met with Highly Capable Program services base on assessment data and classroom performance.



HIGHLY CAPABLE PROGRAM

PARENT/GUARDIAN REFERRAL FOR TESTING FORM

Phone: 425-385-4033 / Email: highlycapable@everettsd.org

NOMINATION DEADLINE: Friday, December 15, 2023*
For school year 2024-2025

Return this form to the following location by the deadline:

- **Email to:** highlycapable@everettsd.org
or
- **Mail to:** P-5 Instruction & Early Learning Programs - Highly Capable Program
3900 Broadway, Everett, WA 98201

Section 1: STUDENT INFORMATION

Full Name	
Birthdate	Student ID
Gender	Current Grade
Current School	Current Teacher
Are you on a variance? YES ☐ NO ☐ If YES, what is your neighborhood school?	
What language would you prefer the CogAT test to be given in?	
Arabic	English
Cantonese	Mandarin
Russian	Somali
Spanish	Vietnamese
Is your child currently on an IEP or 504 plan? YES ☐ NO ☐	
Has your child ever participated in Highly Capable testing with Everett Public Schools? YES ☐ NO ☐	
Please list any factors which might affect the ability of your child to take tests:	

Section 2: PARENT/GUARDIAN INFORMATION

Full Name	
Residential Address	Zip Code
Mailing Address <i>(if different from above)</i>	Zip Code
Email Address	
Phone	Alt Phone

Section 3: PARENT/GUARDIAN PERMISSION FOR TESTING

I give permission to test my child to determine eligibility and/or possible placement in the Everett Public Schools Highly Capable Program. I understand that my student's directory information, birth month and year, HC cognitive assessments and HC achievement tests will be shared with an outsidetesting service for the purpose of scoring.

Parent/Guardian Signature _____ Date _____

***Forms that are turned in after the deadline will not be accepted**