

# Highly Capable Program



P-5 Instruction & Early Learning Programs  
Highly Capable Program  
3900 Broadway, Everett, WA 98201  
425-385-4033  
[www.everettsd.org/page/5961](http://www.everettsd.org/page/5961)

# Highly Capable Program identification process



## Referral

Students may be referred by a parent, guardian, teacher, or community member for highly capable testing

Parent/Guardian must give written consent for testing, regardless of who referred the student. The referral form must be completed and returned by the deadline

This referral process is separate from the LEAP Program. Students must be specifically referred for highly capable testing



## Testing

Students take the Cognitive Abilities Test (CogAT) and the Iowa Assessments

Testing takes place in November - January at the student's elementary school

Families will be notified in advance of the testing day at the student's school



## Evaluation

A multidisciplinary selection committee meets to review the results of testing and makes a recommendation for placement

In April, parents/guardians receive test results and the placement decision from the multidisciplinary selection committee



## Participation

If placement is recommended in an all day, self-contained highly capable classroom, parent/guardian must accept or decline in writing

These classrooms are located at Cedar Wood, Forest View, Mill Creek, Penny Creek, Tambark Creek, View Ridge, and Whittier Elementary Schools

Bus Transportation is provided to one of these HC Centers if it is not the student's neighborhood school

# 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 academic 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 begin with a referral from a parent/guardian/teacher/or community member. Following a referral, the *Parent/Guardian Referral Testing Form* must be completed, signed, and submitted by the posted deadline. Testing takes place during the provided window at all elementary schools. Following completion of testing, a multidisciplinary selection committee composed of the program director, school psychologist, principal of a school with a Highly Capable Center, classroom teachers, and other appointed professionals make the identification and placement recommendations of students for the program.

Identification and placement is based on academic assessments, a cognitive assessment, and teacher input. The committee reviews multiple data points for each student, substituting a numbering system for names to protect confidentiality. Parents will receive a letter following the committee meeting with test results and the committee's recommendation for placement in a Highly Capable classroom or continued placement in their general education 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 opportunities to meet the needs of highly capable 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. Acceleration of specific content to meet student learning needs
4. Development of a positive attitude toward self and others
5. 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 and ADA Coordinator, Chad Golden, 425-385-4100; Section 504 Coordinator, Dave Peters, 425-385-4063.





## HIGHLY CAPABLE PROGRAM PARENT/GUARDIAN REFERRAL FOR TESTING FORM

Phone: 425-385-4033 / Email: [highlycapable@everettsd.org](mailto:highlycapable@everettsd.org)

### HIGHLY CAPABLE 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 must complete a Selection Decision Appeal form. Please contact our office to acquire an appeal form. Email to: [highlycapable@everettsd.org](mailto:highlycapable@everettsd.org). You will receive an email confirmation upon receipt of our submission. If you don't receive a confirmation of receipt after sending, please call 425-385-4033. 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 birth date or grade level used in calculation of the student's score).
2. An extraordinary circumstance occurred during, immediately, or prior to 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 extraordinary circumstance must be communicated to the district office in writing within one week (five workdays) of your student's test date. This information will be added to your student's file.

An appeal submitted for reasons other than above will be denied. An appeal to the selection decision committee can only be submitted for the above stated reasons.

No outside testing will be considered. The decision of the Appeal Review Team is final.

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

### HIGHLY CAPABLE PROGRAM EXIT PROCEDURE

The Everett Public Schools, 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 requests that the student no longer take part in the services. In this case, the parent/guardian submits a written request to exit the program and sends it to P-5 Instruction and Early Learning Programs, 3900 Broadway, Everett, WA 98201, or email to [highlycapable@everettsd.org](mailto:highlycapable@everettsd.org). A copy of all communication will be placed in the student's file.
2. If it is evident that the student is consistently having difficulty in the program. School staff members, highly capable staff, and parents/guardians will meet to discuss student progress and support. Placement in HC services will be reviewed to determine if it is in the best interest of the student. The decision to exit a student from the program will be based on data demonstrating that the student is consistently struggling to meet HC standards.



## P-5 Instruction & Early Learning Programs

Anne J. Arnold, Director

3900 Broadway Everett, WA 98201

Phone (425) 385-4033

# SUMMER TESTING REFERRAL FOR STUDENTS ENROLLED IN EPS AFTER DEC. 15, 2023 DEADLINE FOR REFERRAL: AUGUST 5, 2024 FOR SCHOOL YEAR 2024-2025

Return this form to the following location by the deadline (**do not** return to your student's school):

**Email to:** [highlycapable@everettsd.org](mailto:highlycapable@everettsd.org). You will receive an email confirmation upon receipt of your submission. If you do not receive a confirmation of receipt after sending, please call 425-385-4033.

**OR Mail to:** P-5 Instruction & Early Learning Programs - Highly Capable  
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 <input type="checkbox"/> NO <input type="checkbox"/> If YES, what is your neighborhood school?                                                                                |                 |
| Has your child ever participated in Highly Capable testing with Everett Public Schools? YES <input type="checkbox"/> NO <input type="checkbox"/>                                                         |                 |
| Is your child currently on an Individualized Education Plan (IEP) or 504 plan? YES <input type="checkbox"/> NO <input type="checkbox"/>                                                                  |                 |
| Please list any factors which might affect the ability of your student to take tests:                                                                                                                    |                 |
| Currently, the Highly Capable tests (CogAT and Iowa Assessments) are only available in English. They do not, however, require reading skills. Directions and questions are delivered orally via headset. |                 |

### Section 2: PARENT/GUARDIAN INFORMATION

|                                           |           |
|-------------------------------------------|-----------|
| Full Name                                 |           |
| Residential Address                       | Zip Code  |
| Mailing Address (if different from above) | Zip Code  |
| Email Address                             |           |
| Phone                                     | Alt Phone |

### Section 3: PARENT/GUARDIAN PERMISSION FOR TESTING

I give permission to test my student to determine identification and/or possible placement in the Everett Public Schools Highly Capable Program. I understand that my student's directory information, birth date, and assessment results will be shared with an outside testing service for the purpose of test administration and scoring.

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

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