

7330 R1 - Procedures for Programs for Highly Capable Students

Adopted
8/28/01

The Edmonds School District will provide a continuum of services for highly capable students in grades K-12. Students will be referred, assessed, selected for the program according to the following procedures.

Revised
9/25/15
8/31/16

1.0 Referral of Students

1.1 Communication and Outreach

Information about the Highly Capable Program referral process and forms will be communicated to teachers, students, and families within the Edmonds School District through various means including the district website, highly capable website, district newsletter, local newspapers, and direct mailings to office managers and teachers.

In addition, special efforts will be made to identify and refer students from the following underserved populations :

1. Students from under-represented ethnic groups
2. Students with disabilities
3. Economically disadvantaged students
4. Students for whom English is a second language

Special efforts to identify and refer students from these populations will include:

1. Printing and distribution of Highly Capable Program information and referral forms in multiple languages;
2. Publishing Highly Capable Program information in multiple languages on the district Highly Capable Program website
3. Automatic referral for Highly Capable Program assessment and consideration for students who achieve particular levels on identified grade level assessments.
4. Ongoing collaboration with district Diversity, Equity, and Outreach staff and parent groups to develop and implement additional strategies to identify and refer students from underserved populations.

1.2 Eligibility

Only students residing within the Edmonds School District boundaries are eligible for referral and assessment for placement in the Highly Capable program.

Kindergarten students must be age five and first grade students age six by August 31 to be tested for placement in the program. The district's process for early entrance must be used for those kindergarten students who will turn five and first grade students who will turn six after August 31st.

1.3 Referral Process

Elementary, middle school, and high school students may be referred to participate in the program for highly capable students during the annual referral and testing period. The referral and testing period dates are published annually on the district's Highly Capable department website.

Referrals may come from any source including teachers, staff, parents, other students, and

members of the community. Students may also refer themselves. Anyone referring a student shall complete a referral form and submit it to the Highly Capable Program office. Referral forms shall be available at each elementary, middle, and high school and at the Highly Capable Program office in the Educational Service Center.

2.0 Assessment of Students

Assessment tools used with students will be selected or designed by the Highly Capable Program Multi-disciplinary Selection Committee (MSC) with the approval of the district Assessment Advisory Committee. Assessment practices will be applied equitably and systematically to all students. District personnel qualified to administer the tests or measures will assess all referred students.

2.1 Assessment Measures

Multiple criteria will be used in the assessment and selection of elementary, middle, and high school students for the program, and at least one measure for each criterion will be used in the assessment. Other measures may be used as supportive evidence for consideration by the (MSC). Students will be assessed in the following areas using assessment measures that have been reviewed for gender and ethnic bias.

1. Academic skills
2. Cognitive abilities
3. Creativity

2.2 Analysis and Reporting of Assessment Results

An assessment matrix, designed by the MSC and district Assessment department, will be used to document and summarize each student's assessment data. Student profile information will be gathered and will include information on academic performance, creativity and other items of value in the assessment process. A summary letter will indicate whether the student qualifies or does not qualify for the program. A copy of the summary letter will be placed in the student's permanent file and will be sent to the school principal upon completion of the assessment process.

2.3 Transfer Students

Students previously enrolled in a highly capable program outside Edmonds School District and who move into the district must complete the process and meet the criteria for enrollment in Edmonds School District programs. Previous test information in the student's file may be considered by the MSC.

3.0 Selection of Students

3.1 Multi-disciplinary Selection Committee (MSC)

The role of the MSC is to determine the final selection of students to be placed in the elementary, middle, and high school programs according to WAC 392-170. The manager for highly capable programs will appoint MSC members. The MSC will be comprised of:

1. Classroom teacher(s) with training and expertise in teaching highly capable students;
2. School psychologist(s);
3. District administrator with responsibility for the supervision of the district's

- program for highly capable students; and
4. Additional professionals to the extent the District deems desirable.

3.2 Selection Criteria

Students will be selected for participation in the program for highly capable students according to multiple criteria. These criteria include cognitive ability, academic achievement, and behavioral characteristics of exceptional creativity or other learning characteristics that indicate that the student has the potential to perform at a level significantly higher than the norm for the student's age/grade level.

The most highly capable students will be considered for placement based on the multiple criteria and professional judgment of the MSC. Student selection and placement decisions by the MSC are based on:

1. A preponderance of evidence from the multiple criteria that the student is amongst the most highly capable;
2. Evidence of clear need for highly capable services; and
3. Determination that the student would benefit most from inclusion in the district's program.

3.3 Notification to Parents

A letter will be sent to parents with a copy of the assessment results and the MSC's decision for placement in the program. Parents will be notified of appeal rights and procedures.

4.0 Appeal Process

Decisions of the Multidisciplinary Selection Committee (MSC) can be appealed only in the spring of the same school year in which the student was tested. Appeals may only be made based upon one of the following conditions:

1. An extraordinary circumstance occurred during testing that may have negatively affected the validity of the test results (i.e., traumatic event or an illness preventing completion of the test).
2. A misapplication or miscalculation of the assessment data by the selection committee due to an incorrect birthdate or grade level used in calculating the student's score.

The following procedures are in place for an appeal:

1. An appeal form is available through the Highly Capable Program Office.
2. All completed appeal forms and supporting evidence must be submitted to the Highly Capable Program office by the specified appeals deadline. Outside cognitive testing or evaluations will not be accepted as supporting documentation for the appeals process.
3. The appeal will be initially reviewed by the Highly Capable Program office shortly after the appeals deadline. At that time, the Highly Capable Program office will render a decision either to deny the appeal or approve retesting of the student based on the evidence provided. A written summary of the initial review and decision will be sent to the person filing the appeal, and a copy of the summary will also be included in the student's highly capable testing file.
4. Students retesting will have their results reviewed by the MSC within two weeks after close of the retesting window.

5. A written summary of MSC's findings will be sent to the person filing the appeal within four days of the MSC's decision, and a copy of the appeal and summary of findings will be included in the student's highly capable testing file.
6. The decision of the MSC on all appeals is final.

5.0 Placement of Students

Students selected by the MSC for participation in the program for highly capable students will be placed in the program as follows:

- a. Identified students in Kindergarten will remain in their Kindergarten class where they will receive differentiated instruction.
- b. Identified students in Grades 1-6 will be placed in the Challenge Program at Terrace Park Elementary.
- c. Identified students in Grades 7-8 will be placed in the Highly Capable Program at Brier Terrace Middle School.
- d. Students identified in Grade 9-12 will remain at their neighborhood high school where they will be guaranteed enrollment in available accelerated options including Advanced Placement (AP), College in High School, STEM and International Baccalaureate (Edmonds Woodway HS students only). Students will also be provided access to Running Start.

Students placed in the Terrace Park Challenge program will continue to the Highly Capable Program at Brier Terrace Middle School. Identified students completing the Highly Capable Program at Brier Terrace Middle School, as well as those students tested and qualified during their 8th grade year, may elect placement in one of the following 9-12 program options:

- a. Enroll at Edmonds Woodway High School to pursue the International Baccalaureate Full Diploma.
- b. Enroll at Mountlake Terrace High School to pursue the STEM Magnet Program.
- c. Enroll at their neighborhood High School to pursue Honors in grades 9-10, and be guaranteed enrollment in available accelerated options including Advanced Placement (AP) and College in High School. Students will also be provided access to Running Start.

5.1 Students Leaving the District

Any student placed in the program whose residence changes to outside the Edmonds School District boundaries after the official first day of the school year, may stay in the program for the remainder of the current school year only provided the student meets all the conditions required of all out of district transfer students as stipulated in the out of district transfer process.

6.0 Review and Change of Placement

The process for review and change of placement may be initiated by a building team, building administrator, or program administrator for students not successful in the highly capable program based on classroom performance. Prior to any decision to change the student's placement, parents will be notified and provided an opportunity to meet with the district administrator of the program and the building team to discuss the student's performance and possible change of placement.

The Multi-Disciplinary Selection Committee (MSC) will convene a meeting to review the

student's profile to determine if student needs are best met with current gifted program services based on assessment data and classroom performance. The MSC may request additional evidence of student capabilities and/or willingness to participate in the program. If the committee determines that current gifted services are no longer appropriate to fit the student's needs, it may be recommended that the students' placement be changed. The parent will be notified in writing of the committee's decision and of the appeal's process.