

## INSTRUCTION

### Highly Capable Programs

The following procedures shall be employed to nominate, assess, and select students eligible for highly capable services.

#### Nomination

Central Kitsap School District offers highly capable services for students who demonstrate both aptitude and achievement in verbal and/or quantitative skill areas. Public notification of parents and students will be made before any major identification activity. A pool of eligible students for the screening process will be generated using:

1. Achievement data including: 94<sup>th</sup> percentile or higher on standardized achievement tests like STAR 360 (total reading, or total math), state assessment data, and/or teacher consultation form.
2. Aptitude data including: 128 or higher on verbal and/or quantitative scores of the Cognitive Abilities Test (CogAT), stanine 8 or 9 on CogAT Screener, top 10 percent of 3<sup>rd</sup> and 6<sup>th</sup> grade CKSD population, and/or other standardized aptitude data.
3. Evidence of Highly Capable eligibility documented on a Parent Rating Scale.
4. Evidence of Highly Capable eligibility documented on a Teacher Rating Scale.
5. Referrals from parents, teachers, community members, and/or self-nomination.
6. Teacher consultation form documenting evidence of Highly Capable eligibility.

Referral forms will be completed for each child nominated. Testing procedures for identification and program options will be explained to parents and permission to evaluate will be obtained in writing.

#### Assessment

Assessment data and teacher consultation will be reviewed for all nominated students. Universal screening happens at 3<sup>rd</sup> and 6<sup>th</sup> grade/or transition to middle school using the Cognitive Abilities Screener. After reviewing multiple criteria, eligible students also take the Post Screener CogAT. The scores from the above forms and testing will be compiled in a *Student Profile Packet*. Eligible students will be reviewed by a building team (composed of the building Highly Capable coordinator, learning specialist/counselor, administrator, and/or classroom teacher), who will complete the *Student Profile Packet* and make eligibility recommendations.

### Selection

A District multi-disciplinary selection team (DMST) is composed of a school psychologist or other qualified person to interpret cognitive and achievement test results, a teacher with special training in highly capable education, and a certificated coordinator/administrator. Other qualified professionals may be involved such as: learning specialists, counselors, classroom teachers, and building highly capable coordinators. To identify CKSD's most highly capable students, each individual student's information is reviewed holistically to make decisions based on CKSD's eligibility criteria developed by the Highly Capable Advisory Team. Parents, teachers, and students are then notified of student eligibility.

If parents, teacher, or the building multi-disciplinary team disagree with the DMST decision related to eligibility for highly capable services, they can appeal the decision. Appeal form and additional data should be provided for the DMST to review. The DMST will review each appeal on a timely basis. The choices for resolution to the appeal include: denial of eligibility, recommendation for further testing, or change from ineligible to eligible or change in placement. Parents will be notified by letter of the DMST decision.

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