

## Highly Capable Program Services

Central Valley School District provides a variety of appropriate services to students who qualify to participate in the Highly Capable Program. Once services are started, a continuum of services is provided to identified students in grades K-12.

**For elementary grades**, the continuum of services includes:

- Differentiation within the classroom
- Flexible grouping
- Project choice
- Enrichment
- Cluster grouping
- Pullout Able Learner Program (Ables) for grades 2-5

All qualifying students will be invited to participate. Parents will complete the Ables Notification and Permission for Placement Form prior to student being initially placed.

**For secondary grades**, the continuum of services includes:

- Integrated classroom approaches and differentiation
- Opportunities for course advancement
- Extended core middle school classes
- Honors classes
- Advanced Placement classes or other advanced courses
- Dual enrollment (including Running Start)
- Online courses
- Cluster grouping

## Procedures for Identification and Placement

WAC 392-170-047 – Parental permission:

Parental permission must be obtained in writing before:

1. Conducting assessment(s) to determine eligibility for participation in programs for highly capable students.
2. Providing initial special services and programs to an identified highly capable student.

The parental permission notice shall include:

- A. A full explanation of the procedures for identification and program options.
- B. An explanation of the appeal process.

## Referral

Referrals may come from any source including teachers, staff, parents, students, and members of the community. Referral forms are available on the Highly Capable Program website, in school offices, or at the district office.

## Assessment Criteria

Multiple criteria will be used in the assessment of students. All students referred will be assessed in the following areas: academic skills, cognitive abilities, and creativity.

## Assessment Instruments

In addition to the Cognitive Abilities Test (CogAT) Screener administered to all kindergarten and first grade students and the full CogAT for all sixth graders each spring, additional instruments for Highly Capable Program identification include the Otis-Lennon

School Ability Test (OLSAT) and Scales for Identifying Gifted Students (SIGS).

## Multidisciplinary Selection Committee (MSC)

The role of the MSC is to determine the final selection of students to be identified for the program according to WAC 392-170. The coordinator for highly capable programs appoints MSC members with representation from professionals as required by law.

## Analysis and Reporting of Assessment Results

An assessment matrix, designed by the MSC, will be used to document and summarize each student's assessment data. A score summary report will indicate whether the student qualifies for the program. A copy of the report is placed in the student's permanent file, and reports are sent to the school principal.

## Transfer Students

Students previously enrolled in a highly capable program outside the Central Valley School District are screened to determine if they meet the criteria for enrollment in the Central Valley School District program. Previous test information and records are considered by the MSC.

## Exceptions to the Criteria

Exceptions may be made by the MSC for students whose test results do not meet the criteria because of special circumstances. For students showing potential, additional data may be gathered to determine program eligibility.

## Notification to Parents

A letter is sent to parents with a copy of the assessment results and the MSC's decision for placement in the program. The letter includes appeal rights and procedures.

## Appeal Process

Decisions of the MSC can be appealed within 10 days of notification. The following procedures are in place for an appeal: [Policy 2190AP]

1. An appeal form is available on the CVSD Highly Capable Program website or from the Director of Curriculum and Professional Development at the district office.
2. Additional supporting evidence must be included in the information provided by the individual making the appeal.
3. The Appeals Committee will be comprised of the MSC and at least one additional professional who was not part of the decision being appealed.
4. Appeals will be reviewed within 10 school days of the district's receipt of the appeal. A written summary of findings will be sent to the person filing the appeal, and a copy of the appeal and summary of findings will be included in the student's cumulative file. The decision of the Appeals Committee is final.

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## For more information, contact –

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