

## Highly Capable Program

### Colville School District

Dear Parents and Guardians of Second Grade Students,

In February the Colville School District will conduct our annual screening of second grade students and any students who have been referred. Please complete this form and return it to your child's teacher at your earliest convenience.

**The following information explains the Highly Capable Services at Colville School District. In addition, it includes a consent form that gives Colville School District permission to test your student and, if your student qualifies, place him/her into the Highly Capable Services.**

**Assessment Process:** All referred students are assessed using multiple instruments that may include a cognitive ability test (e.g., CogAT), achievement tests (e.g., Smarter Balanced, STAR benchmark or other standardized tests), formal teacher rating forms (e.g., Scales for Identifying Gifted Students), and other district-approved materials.

**Selection Policy and Procedure:** Student profile information is gathered and includes information on cognitive abilities, academic performance, creativity, and other items of value in the assessment process. If the student qualifies for Highly Capable Services, the parent/guardian will receive a letter of placement along with the CogAT score report.

**Services:** The Colville School District serves identified students from the point of identification through grade 12. Each student's services are reviewed periodically to ensure appropriate placement. The district utilizes an in-class program model that may include enrichment activities, differentiation of curriculum, flexible grouping, choice activities, Invent Washington, Independent Innovator Challenge, secondary course options, and clubs. Parent or legal guardian permission is required before any special services or programs are started for an identified Highly Capable student.

**Appeal Process and Exit from the Program:** If a student is not selected for district-provided Highly Capable services, a parent/guardian may request an appeal of the decision. This request must be submitted in writing to the district's Highly Capable Services Coordinator and include additional supporting evidence. The Appeal Form is available on the school district website. The Appeals Committee will consider all submitted appeals and make a final determination. Written notification will be mailed within 30 days of receipt of the Appeal Form. Decisions of the Appeals Committee are final.

A student or parent/guardian may decline services or may request the child be withdrawn from receiving Highly Capable services. School district personnel may also request a child be reassessed (with parent/guardian permission) through multiple objective criteria to determine whether the services continue to appropriately serve the child's needs.

For additional information and resources, please access “Department of Learning: Highly Capable Program” on our district website at <https://www.colisd.org/departments-of-learning/> or visiting [www.colisd.org](http://www.colisd.org) and selecting **department of learning** from the **menu** tab.

I have read the information provided which includes an explanation of the procedures for identification, the appeals process, the procedures to exit a child from the program, and options for my child.

As parent/guardian of \_\_\_\_\_

- ☐ Yes, I give my consent for him/her to be tested by the Colville School District Highly Capable Program in order to determine eligibility for program services. I understand the Highly Capable Leadership Team will consider data from multiple sources in making a recommendation for identification/placement.
- ☐ If my student does qualify for services, I give consent for him/her to be served in the Colville School District Highly Capable Program.
- ☐ No, I do **not** give my consent for him/her to be tested by the Colville School District Highly Capable Program.

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

Parent/Guardian Phone Number \_\_\_\_\_

Student's Full Name (printed) \_\_\_\_\_

Current Teacher \_\_\_\_\_ Grade \_\_\_\_\_

1/10/2022