



## Central Kitsap School District- STUDENT SERVICES HIGHLY CAPABLE PROGRAM

The Central Kitsap School District's vision is that we provide for the needs of all children. We do this by addressing students' specific abilities, aptitudes, and levels of performance, to prepare them for career & college readiness.

Our Highly Capable Program meets the advanced academic and social/emotional needs of students in grades K-12. The program provides an accelerated, rigorous curriculum in an encouraging and supportive environment. Teachers challenge students to reach their full potential. Students qualify for Highly Capable Program services through testing their cognitive and academic abilities.

Students who are Highly Capable have, but are not limited to, these learning characteristics:

- Capacity to learn with unusual depth of understanding, to retain what has been learned, and to transfer learning to new situations;
- Capacity and willingness to deal with increasing levels of abstraction and complexity earlier than their chronological peers;
- Creative ability to make unique connections among ideas and concepts;
- Ability to learn quickly in their area(s) of intellectual strength; and
- Capacity for intense concentration and/or focus.

Central Kitsap School District will make it a priority to equitably qualify students from varying racial, ethnic, and socio-economic groups.

CKSD offers highly capable services for students who demonstrate both aptitude and achievement based off CogAT and district state assessments. This document outlines the process to identify and retain students who will benefit the most from CKSD highly capable services.

### **REFERRAL and SCREENING PROCESS**

#### **Referral and Screening**

**Kindergarten:** Screening for highly capable services begins as early as fall for kindergarteners with the KinderScreen. We create enrichment clusters from information gathered through this screener.

**First Grade:** All 1<sup>st</sup> grade students will take the CogAT. This helps our district determine eligibility/placement in the highly capable programs. Parent/guardian may Opt-Out by signing an Opt-Out form before testing begins.

#### **Grades 2-11:**

- We take referrals based on data from assessments, classroom performance, and observation of the characteristics of highly capable students.
- Parent/guardians, teachers, community members, or students themselves may nominate students for screening by contacting the learning specialist, highly capable coordinator or counselor at their school.
- Once referred but before screening can occur, parents/guardians must give written permission by filling out and signing a **Parent Permission and Rating Scale**. Teachers also fill out a **Teacher Rating Scale**.
- We screen students who have signed **Parent Permission and Rating Scale**, a STAR percentile score of 94 or higher (fall or previous spring), and/or a Smarter Balanced Assessment Level 4 score (grades 4-12).

The (CogAT) Cognitive Abilities testing takes place during the second semester of the school year (February).

**Communication:** The district communicates universal screening and testing windows in winter and early spring. We use many public medias (each building's website, district website and Facebook, community paper and schools get information from direct email, principals and staff meetings).

## Transfer Students

Our district participates in the Interstate Compact on Educational Opportunity for Military Children. Additionally, we honor this compact for all district students. Below are the requirements for military connected families.

**MILITARY CONNECTED FAMILIES:** In accordance with SEC. 5.102 of the *Interstate Compact on Educational Opportunity for Military Children*, CKSD will review unofficial or "hand-carried" education records for placement decisions when students enroll. If an immediate CKSD placement decision is not possible, students may be granted TEMPORARY highly capable eligibility at their home school until the February or August/September screening window. We will strive to offer services as space allows. In most cases, no placement testing is required. If testing is needed options for accommodating families will be communicated. Services/program placement will be determined based on available data and information from families. Families planning a transfer to our district should contact Janice Jacobson, District Highly Capable Specialist, (360) 662-1730 or [janicej@ckschools.org](mailto:janicej@ckschools.org) as early as possible to ensure a smooth transition for the student.

## Home-School Students

Parents of home-schooled students who live within the CKSD boundaries and have already filed an Intent to Home School Form with our district may refer for testing. If your student participates in CKSD's Parent Partnership Program, the staff at Barker Creek Community Schools will guide you through the referral and testing process.

## EVALUATION, ELIGIBILITY AND PLACEMENT

### Evaluation

To get a well-rounded assessment of a student's eligibility, various test scores are considered, including these district-wide assessments and teacher/parent surveys:

- STAR reading and math
- Smarter Balanced Assessments English Language Arts/literacy and math.
- The Cognitive Abilities Test (CogAT)
- ELPA 21
- WA Kids- Kindergarten only
- WISC test (Wechsler Intelligence Scale for Children), if applicable.
- Surveys- Parent and Teacher Rating Scales
- Classroom based assessments

### Eligibility Criteria for Highly Capable Services

- A typical candidate qualifies for program with a verbal, and/or quantitative as well as non-verbal CogAT composite scores of 124 and above (or comparable WISC scores).
- Achievement STAR scores of 94-99<sup>th</sup> percentile in reading and/or math
- High Level 4 scores in Reading and/or Math state assessment (for placement in 4<sup>th</sup>-12<sup>th</sup> grade)

By Washington State law and District policy, the District Multidisciplinary Selection Team (DMST) reviews student data to establish eligibility for highly capable services. The DMST reviews the following information contained in individual student profile packets:

- Achievement Scores – State and district assessments
- Aptitude Scores – Cognitive Ability Test (CogAT)
- Classroom based assessments
- Parent and Teacher Rating Scales and additionally a Teacher Consultation form (optional)

The DMST reviews and discusses student profile packets and recommendations. The team evaluates individual student assessment profile data using a blind (no name) process. The team consists of:

- *school psychologist or other qualified person to interpret cognitive and achievement test results,*
- *teacher with special training in highly capable education,*
- *certificated coordinator/administrator.*
- *other qualified professionals may be involved such as- learning specialists, counselors, classroom teachers, and building mentors* The Committee will

The process:

- The DMST review and discuss individual student profile packets, record observations, and make recommendations based on eligibility criteria and all available data.
- The team discusses each student and comes to consensus about a student's eligibility for highly capable services.
- Student Profile Packet contains eligibility decisions.
- The Committee recommends one of two determinations:
  1. (Qualified) The student qualifies under the criteria to receive Highly Capable services.
  2. (Not Qualified) The student's data does not qualify them for placement in the Highly Capable program.

All parents will receive a letter explaining the procedures for identification. There will be an explanation of the appeal process. Included are procedures to exit a student as well as information on the district's program. No services can take place without parent/guardian permission.

## Program Placement Decisions

Highly Capable program options include:

- **Building Highly Capable Services:**

### Elementary grades K-5

- Services start mid-kindergarten at the student's home school based upon each student's quantitative and/or verbal strengths.
- Building mentors coordinate highly capable services, which may include:
  - Curriculum compacting
  - Special projects
  - Differentiated assignments
  - Cluster grouping
  - Subject acceleration
  - Enrichment clusters

### Secondary grades 6-12

- Students eligible for Highly Capable services in CKSD secondary schools need to sign up for challenging courses that address their strength area(s). Students receiving highly capable services in secondary math are typically grade-level accelerated one to two grade-levels. Honors, Pre-AP and AP courses are open to students at the secondary level.

- **Self-Contained Highly Capable Services:**

### Elementary Venture- Highly Capable Classrooms for grades 2-5:

- These classrooms offer a rigorous academic curriculum addressing both verbal and quantitative strength areas while meeting the specific affective needs of highly capable students.
- This program is housed at Emerald Heights Elementary School.

### Middle School Magnet- Highly Capable Classrooms for grades 6-8:

- These classrooms offer a rigorous integrated program for language arts, social studies and science within the middle school structure. Students are placed in appropriate math classes.
- Students in the Magnet program attend Central Kitsap Middle School all day.

## **APPEALS AND EXIT PROCEDURE**

### **Appeal Process**

Parents may advocate for individual students in the eligibility process. Parents/legal guardians, or teacher have the right to appeal the Multi-Disciplinary Selection Committee's decision within 10 days of placement notification. The appeal must include reasons for reconsideration, and evidence to support these reasons.

The appeal forms are available online or from:  
Student Services Department  
Central Kitsap School District Teaching and Learning Center  
1400 NE McWilliams Road  
Bremerton, WA 98311  
(360) 662-1677

The Committee makes a decision within ten (10) school days after receiving a written request. Parent/guardian receives this decision by mail. The decision of the District Appeals Committee is final.

The decision of the Committee may include:

- Upholding the original decision of the Multidisciplinary Selection Committee.
- Reversing the decision of the Multidisciplinary Selection Committee.

Non-English speaking parents may request an interpreter by calling (360) 662-1677, to request a district interpreter be present at the appointment with the District Appeals Committee.

### **Exit Procedure**

Students will remain eligible for highly capable services throughout their K-12 education unless the student leaves or is removed from CKSD's Highly Capable program. Services and placement are reviewed annually to ensure that the services are appropriate.

The exit process may be initiated for students who no longer show a need for Highly Capable Program services. A request may be made by a teacher or program administrator for Highly Capable student identification and placement discontinuation. A DMST will convene a meeting to review the student's profile to determine if the student qualifies for program services based on assessment data and selection criteria. The Committee may request additional evidence of student capabilities and/or willingness to participate in the program. If the Committee determines that the student no longer qualifies for Highly Capable Program services, it may be recommended that the student be exited from the program. Students will not be exited during a quarter or semester. The parent will be notified in writing of the Committee's decision and of the appeal's process.

A student, parent/guardian may request that the student be withdrawn or request a furlough from the program. If the parent or legal guardian desires to withdraw the student from the program, the student will be exited or temporarily furloughed from the program. The Multi-Disciplinary Selection Committee will determine if identification procedures are necessary for exited students wishing to reenter the program in the future. To initiate the exit process, contact your school Highly Capable Coordinator. Exit review forms are available from Janice Jacobson, District Highly Capable Specialist, (360) 662-1730, [JaniceJ@ckschools.org](mailto:JaniceJ@ckschools.org)

## **SCHOOL-SPECIFIC HIGHLY CAPABLE COORDINATORS**

### **Elementary Schools**

Brownsville Elementary, [Donna Stanton](#), 360-662-8015  
Clear Creek Elementary, [Heather Hazen-Gross](#), 360- 662-8115  
Cottonwood Elementary, [Lisa Knight](#), 360-662-8315  
Cougar Valley Elementary, [Penny Timm](#), 360-662-8415 or [Jen Roger](#), 360-662-8420  
Esquire Hills Elementary, [Debbie Allensworth](#), 360-662-8615  
Emerald Heights Elementary, [Lori D'Arienzo](#), 360-662-8515, and [Denyse Hemmersbach](#), 360-662-8526  
Green Mountain Elementary, [Cyndi Garber](#), 360-662-8715  
Hawk Elementary at Jackson Park, [Kim Backlund](#), 360-662-9015  
PineCrest Elementary, [Roslyn Woehrman](#), 360-662-9215  
Silverdale Elementary, [Rachel Oathout](#), 360-662-9415  
Silver Ridge Elementary, [Suzanne Rich](#), 360-662-9515  
Woodlands Elementary, [Jeff Sullivan](#), 360-662-9715

### **Middle Schools**

Central Kitsap Middle School, [Bridget Burke](#), 360-662-2381 or [Angela Capilli](#), 360-662-2356  
Fairview Middle School, [Kathleen Davis](#), 360-662-2655  
Ridgetop Middle School, [Susan Brooks](#), 360-662-2961

### **High and Secondary Schools**

Central Kitsap High School, [Paul Birkenfeld](#), 360-662-2509 and [Katherine Devnich](#), 360-662-2548  
Klahowya Secondary, [Rebecca Tresch](#), 360-662-4164  
Olympic High School, [Cathy Nitchman](#), 360-662-2827

### **District Highly Capable Specialist**

[Janice Jacobson](#), 360-662-1730

### **District Highly Capable Secretary**

[Kim Burchett](#), 360-662-1734