

HIGHLY CAPABLE PROGRAMS: 2190P

Federal Way Public Schools has adopted the Highly Capable Programs (HCP) model as its instructional model for highly capable students, and has a clear commitment to equity and diversity of opportunity for all students. Parents/students are able to opt out of the program, when an alternative placement is determined to be more appropriate.

Identification Process Components

Eligibility: All students are eligible to apply for consideration for HCP services through the nomination process. Multiple assessment measures are administered to all students. A district-level selection committee will determine which students meet the criteria for HCP services. The HCP director will head the committee and make final determination about HPC qualification.

Nomination: Parents and community members, as well as teachers and staff may nominate a student for HCP services. A parent nomination form and a list of gifted characteristics will be available at elementary schools, as well as on the District web site. Translations in Korean, Spanish and Russian are available. Information about the program and the opportunity to nominate students is included in school newsletters, and informational sheets are provided (available) at conferences.

Assessment: The District will use multiple measures to determine selection of HCP students for the coming year. District assessments, State required tests, *Selection & Assessment of Gifted Education Students* (SAGES), and the “*Developmentally Accelerated Skills Inventory*” (DASI), are evaluation tools that may be used for assessing academic preparedness for HCP services.

Selection

A district-level multi-disciplinary selection team composed of a psychologist or other qualified practitioner, a special teacher, and a certificated HCP coordinator/administrator will review data from nominations received and the assessments administered. They will select students who will receive the most benefit from receiving HCP services. The district selection team will:

Notify in writing parents of students who have qualified for HCP services and obtain parental permission to provide services in the program;

Notify in writing parents of students who have not qualified, giving them a full explanation of the procedures for the identification of candidates, the qualification criteria, and the appeal process; and

Manage district-level appeals.

School principals will create and work with a building-level team to determine HCP services that will be provided to qualified students and will notify parents and the district-level team. Schools will notify in writing parents whose students are on a “wait-list” for a self-contained HCP class placement, giving them an explanation of the HCP service(s) the student will receive, the selection criteria for the self-contained class, and the appeal process.

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The District will:

1. Define and refine the HCP selection process each year;
2. Ensure that school administrators understand and follow the guidelines for selection and program development;
3. Communicate with parents who request additional information about the selection process and criteria for selection;
4. Provide professional development for teachers of HCP students;
5. Maintain records of services provided to each HCP student, as submitted by building principals.

Student Placement Review

Students selected for placement in a self-contained multiage HCP classroom will remain in the program for the duration designated by the grade-level span. The teacher will monitor each student for success. If a student does not meet required standards, intervention for success will be provided. Parents will be informed of any concerns regarding their student's progress in the program. Parents, student, and teacher will set goals and develop a plan for improvement, if needed. An alternative placement will be considered if the student does not make progress.

Transferring to a Different School in the District

When a student enrolled in a HCP class moves to another school in the district, placement in the new school's HCP class is not guaranteed. Each school will establish and maintain a prioritized "wait list" for students in their own school community. Each school determines their HCP configuration, (e.g. a 3-4-5 model or a 2/3 and 4/5 model). Therefore, capacity for placement varies and there may not be additional room in the established program(s). The HCP qualified student will be notified by the new school of what HCP services will be provided.

Leaving & Returning to the District

If an HCP student moves to a new district and returns, their HCP designation remains and they will still receive HCP services, however, they are not guaranteed placement in a self-contained classroom. Students who re-enroll may participate in the HCP selection and placement process for the following school year. If a student who qualified for HCP services in FWPS moves to a different community, they may not qualify for the new district's HCP services and may not receive the same type of services. Each school district determines its own selection process, criteria, and services. HCP services should be provided by the new district, if possible, until qualification criteria are reviewed.

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Schools desiring to modify these procedures in response to the specific needs of their school shall make application for a waiver.

Detailed information regarding the Highly Capable Program can be found on our website at www.fwps.org.