



Central Kitsap School District

STUDENT SERVICES HIGHLY CAPABLE PROGRAM

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

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 keep 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
- 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 show both aptitude and achievement based off CogAT, district, and state assessments.

Referral and Screening Process

Referral and Screening

First Grade

All 1st grade students will take the CogAT as a universal screener. This helps our district determine eligibility/placement in the highly capable program.

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.
- Before screening can occur, parents/guardians must give written permission by filling out and signing a Parent Permission Form.

The (CogAT) Cognitive Abilities testing typically takes place during the winter.

Transfer of Military Connected 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.

Under 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

winter 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 the District Highly Capable Specialist (K-5) Lara Richardson larar@ckschools.org or District Highly Capable Specialist (6-12) Erin Johnson erinj@ckschools.org as early as possible to ensure a smooth transition for the student.

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)
- WIDA
- 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 above 95%.
- Achievement STAR scores of 94-99th percentile in reading and/or math
- High Level 4 scores in Reading and/or Math state assessment (for placement in 4th-12th grade)

By Washington State law and District policy, the District Multidisciplinary Selection Team (DMST) 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 professionals, such as a student support specialist, counselors, classroom teachers, and building coordinators

They review student data to establish eligibility for highly capable services.

- 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 process:

- The DMST reviews individual student scores, record observations, and make recommendations based on eligibility criteria and all available data.
- The Committee recommends one of two determinations:

- (Qualified) The student qualifies under the criteria to receive Highly Capable services.
- (Not Qualified) The student's data does not qualify them for placement in the Highly Capable program.

Program Placement Decisions

Highly Capable program options include services at your current school or in self-contained classrooms.

Building Highly Capable Services

Elementary grades K-5

- Building mentors coordinate highly capable services, which may include:
 - Curriculum compacting
 - Special projects
 - Differentiated assignments
 - Cluster grouping
 - Subject acceleration
 - Enrichment clusters

Secondary grades 6-8, 9-12

Students receiving highly capable services in secondary math are typically grade-level accelerated one to two grade-levels. Honors, Pre- Advanced Placement (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 two locations: Emerald Heights and Cottonwood elementary schools. Students in the venture program will be placed in the MS magnet program without further testing.

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.

The Magnet program is housed at each of the CKSD middle school locations: Central Kitsap MS, Fairview MS, Ridgetop MS, and Klahowya Secondary School.

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) 662-1678

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.

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 extra evidence of student capabilities and/or willingness to take part 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 start the exit process, contact your school Highly Capable Coordinator. Exit review forms are available from District Highly Capable Specialist (K-5) Lara Richardson larar@ckschools.org or District Highly Capable Specialist (6-12) Erin Johnson erinj@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, [Jennifer Roger](#), 360-662-8415
Esquire Hills Elementary, [Debbie Allensworth](#), 360-662-8615
Emerald Heights Elementary, [Lori D'Arienzo](#), 360-662-8515,
Green Mountain Elementary, [Cyndi Garber](#), 360-662-8715
Hawk Elementary at Jackson Park, [Kim Backlund](#), 360-662-9015

PineCrest Elementary, [Lisa Pitcher](#), 360-662-9215
Silverdale Elementary, [Natalie Salstrom](#), 360-662-9415
Silver Ridge Elementary, [Jessica Buffington](#), 360-662-9515
Woodlands Elementary, [Stephanie Bazzell](#), 360-662-9715

Middle Schools

Central Kitsap Middle School, [Angela Capilli](#), 360-662-2356
Fairview Middle School, [Janet Groulik](#), 360-662-2678
Ridgetop Middle School, [Alyssa Johnson](#), 360-662-2957

High and Secondary Schools

Central Kitsap High School, [Pierangela Vinciguerra](#), 360-662-2454
Klahowya Secondary School, [Jennifer O'Boyle](#), 360-662-4053
Olympic High School, [Charith Dunbar](#), 360-662-2827

District Highly Capable Specialist

[Lara Richardson](#) K-5 Specialist, 360-662-1729

[Erin Johnson](#) 6-12 Specialist, 360-662-1735

District Highly Capable Secretary

[Sadie Jones](#), 360-662-1678

Board of Directors

Eric K. Greene
Drayton Jackson
Kristin Hay
Denise Tracy
Meghan Hein

Superintendent

Erin Prince, PhD

Affirmative Action/Title IX Officer

Jeanne Beckon, Assistant Superintendent of Human Resources (360) 662-1680

Section 504 Compliance Officer

Julie McKean, Executive Director of Special Services, Secondary Programs (360) 662-1066

U.S. Department of Education, Office for Civil Rights, Region X
Henry M Jackson Federal Building
915 Second Avenue
Seattle, WA 98174-1099

Central Kitsap School District

9210 Silverdale Way NW
Mailing Address:
PO Box 8 Silverdale, WA 98383-0008
TEL (360) 662-1610
FAX (360) 662-1611

The Central Kitsap School District provides equal educational and employment opportunity without regard to race, creed, religion, color, national origin, age, honorably-discharged veteran or military status, sex, sexual orientation – including gender expression or identity, marital status, the presence of any sensory, mental, or physical disability, the use of a trained dog guide or service animal by a person with a disability, HIV/Hepatitis C status, or other bases protected by applicable law. Equal access to activities, facilities and programs is provided to the Boy Scouts of America and other designated youth groups.

This policy complies with all applicable state and federal laws, including but not limited to: Title VI and Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, the Americans with Disabilities Act of 1990, RCW 49.60, Law Against Discrimination, Section 504 of the Rehabilitation Act of 1973, and RCW 28A.640, sex equality, and covers, but is not limited to, all District programs, courses, activities (including) extracurricular activities, services, access to facilities, etc.

Questions regarding compliance procedures or claim can be directed to the officer of title IX of the school district or the officer of the section 504/RCW 28A.640 or to the Department of education of the United States, the Office for civil rights.