

Outline of HCP Appeal Process

Parents/legal guardians have the right to appeal the multi-disciplinary selection committee's decision.

Individuals appealing the selection committee's decision must submit a completed appeals letter requesting review of selection/placement decision.

The written request must include reasons for the appeal and, to support reconsideration, provide additional evidence of significantly advanced cognitive or academic levels and/or outstanding intellectual, academic, or creative abilities.

The appeal request and supporting evidence must be submitted to Teaching and Learning, 511 Chambers Street, Steilacoom, WA 98388 within 20 school days of the multi-disciplinary selection committee's decision notification.

The district's multidisciplinary selection committee will review the student's file, assessment profile data, and additional evidence provided in the request for appeal.

The decision of the multidisciplinary selection committee may include:

- Upholding the original decision of the Multidisciplinary Selection Committee;
- Reversing the decision of the Multidisciplinary Selection Committee;
 - 1) Student is admitted to the program without re-test
 - 2) Student must re-test and qualify to enter the program

A decision will be made by the Multidisciplinary Selection Committee within 10 school days after receipt of written request for reconsideration.

The parent/legal guardian will be notified of the decision in writing.

The decision of the Multidisciplinary Selection Committee is final.

If a student is not placed in the Highly Capable Program, they will have the opportunity to test again in 2 years.

Quick Reminders for HCP Appeals:

Parents must appeal within 20 days of receiving notice of non-selection

MDT must decide within 10 days of receipt of appeal from parents

Decisions need to be sent in writing

Student who is denied may retest in 2 years from date of non-selection

General Description of HCP program

Per Board Procedure 2190P: Instruction Highly Capable Programs Definition

Highly capable learning characteristics:

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

Nominators will use the district's nomination form to refer a student to be considered for admission in the program.

Nominations for currently enrolled students (who the district has not tested in the previous two years) are accepted each spring, for the following school year.

Students enrolled in the district after the annual open enrollment period each spring, may be tested during the first few weeks of school.

After the **September** testing window, only students new to the district may be tested and admitted into the program in January.

The multi-disciplinary selection committee is composed of:

- A highly capable teacher (provided that if a highly capable teacher is not available, a classroom teacher shall be appointed);
- A psychologist or other qualified practitioner with the training to interpret cognitive and achievement test results;
- A certificated coordinator or administrator with responsibility for the supervision of the district's highly capable program; and
- Additional professionals, if any, that the district deems desirable.

The multi-disciplinary selection committee will evaluate individual student assessment profile data using a blind (no name) process.

The selection decision is based on:

- (1) A preponderance of evidence from the profile data demonstrating that a student is among the most highly capable;

(2) Evidence of clear need for highly capable services; and

(3) Determination of which students would benefit the most from inclusion in the district's program.

A single assessment score or indicator will not prevent a student's selection for the HCP; however, individual pieces of evidence, if strong enough, can indicate that the student would benefit from services.

If properly validated tests are not available, the professional judgment of the qualified district personnel shall determine eligibility of the student based upon evidence of cognitive ability and/or academic achievement.