



SNOHOMISH SCHOOL DISTRICT #201 ELEMENTARY 4-5-6 HIGHLY CAPABLE REFERRAL PACKET FOR SCHOOL YEAR 2023-24

This packet contains all the forms needed for the Elementary 4-5-6 Highly Capable Program which is a self-contained program offering learning opportunities around depth, complexity and acceleration.

Contents:

- Permission Form
- Parent/Guardian Form (student learning, motivation and creativity)
- Student Self-Evaluation Form
- Teacher Form
- Testing schedule and site information

Please return the Permission form and the Parent/Guardian form to the main office of your student's school or the district Resource and Service Center located at 1601 Avenue D, Snohomish, WA 98290 (drop box located by the main entrance) by **February 3, 2023**.

- **Permission Form** - To be filled out by the parent or legal guardian of the student.
- **Parent/Guardian Form** - To be filled out by the adult recommending the child for the program. This is often completed by the parent, but it can be completed by anyone who wishes to refer the student for the program.
- **Student Self-Evaluation Form** - To be filled out by the student. The student's response on the back of the form will be used as a writing sample.
- **Teacher Form** – To be filled out by the student's teacher. The teacher will then return it to our district office.

A completed referral packet on file is your child's entry into the test. Please keep the test schedule for reference as no reminders for testing will be mailed.

**4-5-6 Hi-Cap Parent Night January 18, 2023, 6 p.m.
Resource and Service Center, 1601 Avenue D, Snohomish, WA 98290**

There will be an important 4-5-6 Hi-Cap Parent Night for all parents interested in the Elementary 4-5-6 Highly Capable Program on Wednesday, January 18, 2023, from 6 p.m. to 7 p.m. The link can be found in the calendar on the district website.

Questions?

Please email Linda Varner at linda.varner@sno.wednet.edu or call 360-563-7296 or Julie Francois at Julie.francois@sno.wednet.edu or call 360-563- 7258

CogAT Abilities Testing Information

Testing site and times are below

The 4-5-6 Hi- Cap testing sessions will take place at Central Emerson Elementary (Emerson Campus) on March 4, 2023. All testing materials are provided. If your student is unable to attend his or her scheduled testing time, needs an alternative testing date or transportation is an issue, please contact the Highly Capable office prior to the test date at 360-563-7258. If your student has a 504 or IEP please contact our office to set up an alternative test date and time.

Please note: Late arrivals will not be admitted due to disruption of the testing procedure.

Please keep this schedule for your information

Testing will take place at Central Emerson Elementary (Emerson Campus), 1103 Pine Ave., Snohomish

Note – Emerson Elementary in Snohomish, *not Everett

From 8-10 a.m. on Saturday, March 4, 2023

- **3rd graders from Cascade View, Cathcart, Central Emerson (Emerson Campus), Seattle Hill, Riverview**

From 11 a.m.-1 p.m. on Saturday, March 4, 2023

- **3rd graders from Machias, Totem Falls, Little Cedars, Dutch Hill**

From 2-4 p.m. on Saturday, March 4, 2023

- **All 4th and 5th grade students**

If your child does not live in the Snohomish School District and does not attend a Snohomish School District school, please attach a check for \$100 (non-refundable testing fee) made payable to the Snohomish School District. Placement is dependent, however, **on approval** of variance request and registered at a Snohomish School District school. If your child does not live in the Snohomish School District, but currently attends a Snohomish School District school, you do not have to pay a fee.

Test scores and placement results will be mailed to your home by May 26.



SNOHOMISH SCHOOL DISTRICT #201
ELEMENTARY 4-5-6 HIGHLY CAPABLE Permission Form - Testing
FOR SCHOOL YEAR 2023-24

Student name (as registered at school) _____

Birthdate _____ Grade (2022-23) _____

Current school (2022-23) _____ Teacher _____

Next year's school (2023-24) _____ Next year's grade (2023-24) _____

Check here if student will be seeking a variance to next year's school (2023-24).

Optional Asian White Native Hawaiian or other Pacific Islander
 Black/African American Hispanic American Indian/Alaskan Native

Parent information (first and last name) _____

Mailing address (street, city, state and zip) _____

Phone (home) _____ Phone (cell) _____

Email address _____

Please check any areas below that are appropriate: (optional)

Another language routinely spoken at home: Yes What language _____ No

In special programs? MLL Highly Capable IEP 504 Other _____

If your student has a 504 or IEP please contact our office to set up an alternative test date and time.

How did you find out about the referral process?

___ by school or district staff ___ by parent/guardian ___ by self ___ by peer

By signing this form, the parent or guardian gives permission for Snohomish School District #201 to test the student whose name appears on this form for the purpose of highly capable testing.

Parent signature _____ Date _____

Out-of-district students – If your child does not live in the Snohomish School District and will need a variance to attend a Snohomish School District school, please attach a check for \$100 made payable to the Snohomish School District. This is a non-refundable testing fee. If your student does not live in the Snohomish School District, but currently attends a Snohomish School District school, you do not need to pay.

Contact Information - Snohomish School District # 201
 Highly Capable Program, 1601 Ave. D, Snohomish, 98290

360-563-7296



SNOHOMISH SCHOOL DISTRICT #201
ELEMENTARY 4-5-6 HIGHLY CAPABLE
Parent/Guardian Form
(student learning, motivation and creativity)
FOR SCHOOL YEAR 2023-24

Name of student	Birthdate	Grade	Student ID#	Date
School	Teacher	IEP: <input type="checkbox"/> Yes <input type="checkbox"/> No ELL: <input type="checkbox"/> Yes <input type="checkbox"/> No 504 Plan: <input type="checkbox"/> Yes <input type="checkbox"/> No TITLE I/LAP: <input type="checkbox"/> Yes <input type="checkbox"/> No Other: _____		

Directions: Please read the statements below carefully and rate your student according to the following scale. Provide only one check mark per question that best reflects your student. **This survey will be kept at the district’s Highly Capable Office. Copies WILL NOT be placed in the student’s cumulative file.**

- If you have **rarely** observed this characteristic
- If you have **sometimes** observed this characteristic
- If you have **often** observed this characteristic
- If you have observed this characteristic **most of the time**

LEARNING CHARACTERISTICS – (one score per question)	Rarely	Sometimes	Often	Most of the time
1. Has unusually advanced vocabulary for age/grade. Reads advanced level books outside school.				
2. Knows about a variety of topics beyond the usual interests of age peers.				
3. Has quick recall and mastery of information; catches on quickly.				
4. Asks many questions; tries to discover the how and why of things, asks for reasons.				
5. Has ready grasp of underlying principles. Can quickly make valid generalizations about people, events or things.				
6. Is a keen and alert observer. Usually “sees more” or “gets more” out of a story, film, etc. than others.				
7. Independent in work and is self-directed. Works well independently. Looks for opportunities to learn and enjoys challenge.				
8. Reasons things out, sees logical, and common-sense answers.				
Please continue on back of this page				

MOTIVATIONAL CHARACTERISTICS – (one score per question)	Rarely	Sometimes	Often	Most of the time
1. Becomes involved in certain topics or problems. Is able/willing to concentrate on an activity or task for unusual periods of time, persistent in task completion.				
2. Does not need much drill and practice to grasp concepts.				
3. Works to ability level, enjoys being challenged, and looks for opportunities to learn.				
4. Has high expectations; may be critical of own efforts.				
5. Works cooperatively in a group setting, respects the learning environment of all students.				
6. Is interested in “adult” topics.				
7. Is self-assertive and may be unwilling to change ideas.				
8. Likes to organize people, things and situations.				
9. Is concerned with right and wrong, good and bad.				
CREATIVITY – (one score per question)	Rarely	Sometimes	Often	Most of the time
1. Is curious about many things, constantly asking questions.				
2. Can think of many ideas or solutions to problems and questions. Predicts from present information.				
3. Is uninhibited in expression of opinion; tenacious.				
4. Is a high risk-taker; is adventurous and speculative.				
5. Creates stories, plays, written expression. Fantasizes, imagines and builds on ideas. Improvises with commonplace materials.				
6. Has a keen sense of humor.				
7. Responds emotionally to stories, events and needs of others.				
8. Demonstrates artistic appreciation and understanding, has unusual ability in fine arts, such as painting, drama and music.				
9. Is individualistic and is not afraid to be different.				
10. Criticizes constructively; unwilling to accept rules without reasons.				

To the best of your ability, please complete this entire section and provide examples where applicable. Your input is used and valued by the Highly Capable Selection Committee to make placement decisions.

Child's hobbies, interests, unusual accomplishments: _____

Academic areas where child demonstrates excellence: _____

Please include at least two specific comments that you believe would be helpful for the selection committee

1. _____

2. _____

Parent/guardian signature: _____

Date: _____

Return by Friday, February 3, 2023



SNOHOMISH SCHOOL DISTRICT #201
ELEMENTARY 4-5-6 HIGHLY CAPABLE
Student Self Evaluation/Essay
FOR SCHOOL YEAR 2023-24

Student's name: _____ Grade: _____

School: _____ Teacher: _____

Please show whether you agree or disagree with each of the statements by marking one of the spaces.

Statement	Strongly Agree	Agree	Disagree	Strongly Disagree
1. I am a good student and do my best.				
2. I am very sociable and know how to get along with other people.				
3. Other people recognize that I am an intelligent person.				
4. I enjoy math problems.				
5. I am one who likes to work independently on special projects.				
6. I enjoy debating or discussing an idea.				
7. I enjoy "losing myself" in a good book or in imagination.				
8. I have a good sense of humor.				
9. I am able to come up with a large number of ideas or solutions to problems				
10. I am able to take charge of planning and completing a project.				
11. I like to study subjects that are challenging or even difficult.				
12. I often use music, art, or drama to express my feelings.				
13. I feel strongly about things and often express my feelings, even if I think others will disagree.				
14. I spend more time than I would need to on assignments because I enjoy the learning.				

Please continue on the back of this page

SNOHOMISH SCHOOL DISTRICT #201
ELEMENTARY 4-5-6 HIGHLY CAPABLE
Teacher Form
(student learning, motivation and creativity)
FOR SCHOOL YEAR 2023-24

Name of student	Birthdate	Grade	Student ID#	Date
School	Teacher	IEP: <input type="checkbox"/> Yes <input type="checkbox"/> No ELL: <input type="checkbox"/> Yes <input type="checkbox"/> No 504 Plan: <input type="checkbox"/> Yes <input type="checkbox"/> No TITLE I/LAP: <input type="checkbox"/> Yes <input type="checkbox"/> No Other: _____		

Directions: Please read the statements below carefully and rate your student according to the following scale. Provide only one check mark per question that best reflects your student. **This survey will be kept at the district’s Highly Capable Office. Copies WILL NOT be placed in the student’s cumulative file.**

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- If you have **sometimes** observed this characteristic
- If you have **often** observed this characteristic
- If you have observed this characteristic **most of the time**

LEARNING CHARACTERISTICS – (one score per question)	Rarely	Sometimes	Often	Most of the time
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2. Knows about a variety of topics beyond the usual interests of age peers.				
3. Has quick recall and mastery of information; catches on quickly.				
4. Asks many questions; tries to discover the how and why of things, asks for reasons.				
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Please continue on back of page				

MOTIVATIONAL CHARACTERISTICS – (one score per question)	Rarely	Sometimes	Often	Most of the time
1. Becomes involved in certain topics or problems. Is able/willing to concentrate on an activity or task for unusual periods of time; persistent in task completion.				
2. Does not need much drill and practice to grasp concepts.				
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4. Is a high risk-taker; is adventurous and speculative.				
5. Creates stories, plays, written expression. Fantasizes, imagines and builds on ideas. Improvises with commonplace materials.				
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To the best of your ability, please complete this entire section and provide examples where applicable. Your input is used and valued by the Highly Capable Selection Committee to make placement decisions.

Child's hobbies, interests, unusual accomplishments: _____

Academic areas where child demonstrates excellence: _____

Teacher's recommendation (please check one)

1 – No 2 – Questionable 3 – Perhaps 4 – Yes 5 – Yes without reservation

Parent Information

Please detach from application

Program Options

- **K-3 highly capable options**
In grades K-3 students who have been identified will receive highly capable services at their home school in the classroom. Challenging learning opportunities may include cluster grouping, pre-assessment, acceleration, open ended questioning strategies, compacting of the curriculum, independent study, flexible and interest grouping, extension options and problem solving. There will be an emphasis on providing our Kindergarten through 3rd grade students with critical, creative and evaluative thinking opportunities in their classrooms.

- **Elementary 4-5-6 highly capable program options**
Beginning in grade four, those students who are referred and qualify are placed in the 4-5-6 Highly Capable Program which is offered at each elementary school. This program is a multi-age, full-time class that emphasizes depth, complexity and acceleration. Differentiated instruction within each classroom may include one or more of the following strategies: pre-assessment, tiered lessons, open ended questioning strategies and higher-level thinking skills. There are opportunities for students to make independent choices when appropriate in content, process and product.

- **Middle School honors program options**
Middle School Honors classes offer advanced pathway courses in Language Arts and may take an out of level math. Class expectations and the registration process are communicated to students, families and school staff in the spring. Honors information and course descriptions for Centennial Middle School and Valley View Middle School will be available in the spring. Students may take a math assessment in the spring to determine math placement.

- **High school options**
The district will offer high school students the following program alternatives that may include accelerated learning opportunities, academic grouping arrangements that provide intellectual and interest peer group interactions, along with depth and complexity in the content area.

There are a variety of options at the high school level to provide rigorous learning opportunities for students through acceleration, abstract thinking, complexity, and depth. Students may self-select honors, Advance Placement (AP) courses, Running Start, College in the High School, advanced courses in CTE (including Tech Prep) and the arts.

Referral Process Parent Information

Please detach from packet

Placement procedures - For a student to be considered for placement in the Elementary 4-5-6 Highly Capable Program, the following steps are required:

Fill out a 4-5-6 Highly Capable Referral Packet - Complete a referral packet and turn it in to either the office of the student's elementary school, or the Resource and Service Center located at 1601 Avenue D in Snohomish. Referral packets are available at the Resource and Service Center, the main office of the child's school, or on the district website at www.sno.wednet.edu under Departments & Programs. Please give the Teacher Form to your student's teacher and the teacher will complete the form and will send it directly to the district office.

Referral packets will be accepted from **January 4, 2023, through February 3, 2023** at your school building or the district office. Completed referral packets are due by **February 3, 2023**.

Attend the CogAT abilities testing session - Students arrive at the testing site at the scheduled time to take the CogAT. Schedules are listed on the referral packet. Students who are on an IEP or 504 may have an individual or small group testing time on another day. Please call our office to set up a testing time at 360-563-7258.

Snohomish School District will:

- **Hold multidisciplinary selection committee meetings** - Placement is based on multiple criteria: CogAT Abilities Test, STAR Reading and Math achievement tests, student self- evaluation, essay, and the information contained in the completed Parent and Teacher referral forms. Placement decisions are made by a multidisciplinary selection committee comprised of school psychologist, principal, highly capable teacher and highly capable specialist. Decisions shall be based on professional judgment as to which students will benefit the most from inclusion in the districts program and also on a selection system that determines which students are the most highly capable as defined under WAC 392-170-055, and other data collected in the assessment process.
- **Notify parent of placement decisions** - Once the multidisciplinary selection committee meets and makes a recommendation for placement, a letter is sent directly to parents **by May 26, 2023**.
- **Appeal process** - Parents/legal guardians have the right to appeal the multidisciplinary selection committee's decision. Individuals appealing the selection committee's decision must submit a letter requesting review of selection/placement decision. The written request must include reasons for the appeal and any outside standardized assessment data that represents 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 the highly capable program specialist by **Tuesday, June 20, 2023**.

The district's appeals committee will review the student's file, assessment profile data, and additional evidence provided in the request for appeal. The appeals committee is composed of: the highly capable program specialist, two administrators, a highly capable program teacher, and a psychologist or other qualified practitioner with the training to interpret cognitive and achievement test results.

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The decision of the appeals/multidisciplinary selection committee may include:

- Upholding the original decision of the multidisciplinary selection committee.
- Reversing the decision of the multidisciplinary selection committee.
- Request for further testing.

A decision will be made by the appeals committee within ten school business days after the final due date of written appeals. The parent/legal guardian will be notified of the decision in writing. The decision of the appeals committee is final.

- **Exit process** - The exit process may be initiated for students who no longer demonstrate 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 multidisciplinary selection committee will convene a meeting to review the student's profile to determine if the placement and services are appropriate for the student, based on academic, social/emotional, behavioral and/or attendance information. The multidisciplinary selection 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 is exited from the program. The parent will be notified in writing of the committee's decision and any steps to appeal the decision will be provided.

A parent/legal guardian may request that the student be withdrawn from the program or a student may voluntarily withdraw from the program. A meeting will be convened by the highly capable program specialist or school administrator to discuss the request. If the parent/legal guardian desires to withdraw the student from the program, the student will be exited from the program. A multidisciplinary selection committee will determine if identification procedures are necessary for students wishing to reenter the program in the future.