Highly Capable Highly Capable Program (HCAP)

**LEA Program Monitor Date**

*LEAs will be reviewed even if they are not accepting Highly Capable funds, as Highly Capable is part of the program of basic education under RCW 28A.150.220(3). However, OSPI will provide two types of reviews based on district size.*

* *LEAs with Over 1,000 Students: The purpose of the review is to offer technical assistance from OSPI, evaluate the implementation and effectiveness of the Highly Capable LEA Plan, and improve service delivery to students based on their evaluation. For all evidence with student or parent data, please redact identifiers.*
* *LEAs with Under 1,000 Students: OSPI will follow the precedent to reduce reporting burden for our smaller LEAs. During CPR, those LEAs may select to complete the process for larger LEAs, or opt for an abbreviated desk review. They will receive technical assistance on ideas for serving their LEA’s Highly Capable students, as well as examples of how LEAs of similar size are using their Highly Capable dollars.*

| **Item** | **Description** | **Evidence** | **Determination** |
| --- | --- | --- | --- |
| 11.1 | **Annual Public Announcement of ID Activity**  *LEA notifies the public before any major identification activity.*  *Notifications translated into languages spoken in your LEA.*  *Notifications published across multiple communication channels with sufficient circulation to reach families in all communities throughout the LEA.*  *WAC 392-170-042.* | LEA Level  ⧠ A. One example of a public announcement for a major HCP identification activity.  ⧠ B. List the languages and describe the communication channels LEA uses to announce major HCP identification activities. | ⧠ Compliant  ⧠ Action Plan Approved  ⧠ Evidence Needed  ⧠ Noncompliant  ⧠ N/A |
| 11.2 | **Identification Process & Consent**  ***Referral Procedure***  *LEA uses a referral process. The referral process* could include *a method to screen out students, who do not qualify for the HCP, based on clear current evidence and “multiple objective criteria.”*  *RCW 28A.185.030; WAC 392-170-045; WAC 392-170-055.*  ***Assessment Process*** *LEA uses a clearly defined and written assessment process that uses “multiple objective criteria” for students referred for the HCP. RCW 28A.185.030; WAC 392-170-055.*  ***Selection System***  *LEA’s multidisciplinary selection committee uses a “selection system that determines which students are the “most highly capable” as defined under WAC* [*392-170-055*](http://app.leg.wa.gov/WAC/default.aspx?cite=392-170-055)*, and other data collected in the assessment process. RCW 28A.185.030; WAC 392-170-070 and 075.*  ***Appeal Procedure***  *LEA uses a procedure that resolves appeals related to selections made by the multidisciplinary selection committee. WAC 392-170-076.*  ***Selection Policy***  *LEA has a board-approved selection policy. WAC 392-170-075.*  **Parent/Legal Guardian Permission Notices**  ***Permission to Test***  *LEAs gets parental permission to test.*  ***Permission to Start Services***  *LEA gets permission to place student in program. WAC 392-170-047.* | LEA Level  ⧠ A. Identification procedure. Documentation must include:   * Referral process * Screening process (if in place) * Assessment process * Selection system * Appeal process   ⧠ B. HCP selection: board policy. ⧠ C. One completed referral from the elementary or secondary level that includes a parent/guardian signature indicating consent to test *and* to participate in the program. | ⧠ Compliant  ⧠ Action Plan Approved  ⧠ Evidence Needed  ⧠ Noncompliant  ⧠ N/A |
| 11.3 | **Equitable Identification of Low-Income Students** *LEA practices for identifying the most highly capable students must prioritize equitable identification of low-income students. RCW 28A.185.020* | LEA Level  *Upload the following evidence demonstrating LEA efforts to implement new requirement for equitable identification of low-income students.*  ⧠ A. Identify person(s) responsible for developing and implementing LEA identification plan to address low-income students.  ⧠ B. Based on LEA’s 2017-18 HCP Annual Plan (iGrant 217), describe actions taken-to-date to reduce barriers to identifying low-income students.  ⧠ C. Identify changes implemented in HCP identification practices in spring of 2018 for services in the 2018-19 school year. | ⧠ Compliant  ⧠ Action Plan Approved  ⧠ Evidence Needed  ⧠ Noncompliant  ⧠ N/A |
| 11.4 | **Program Services**  *LEA puts a variety and continuum of program services into practice. RCW 28A.185.030; WAC 392-170-078.*  ***Educational Program***  *LEAs maintains a record that describes the educational program provided for each student in the HCP. RCW 28A.185.030; WAC 392-170-080.* | LEA Level  ⧠ A. Describe the variety and continuum of HCP services.  ⧠ B. Program record for one student that shows services over time. | ⧠ Compliant  ⧠ Action Plan Approved  ⧠ Evidence Needed  ⧠ Noncompliant  ⧠ N/A |
| 11.5 | **Program Evaluation**  ***Identification******Process***  *LEA regularly evaluates the effectiveness of the identification process. RCW 28A.185; WAC 392-170-030, 087.*  ***Meet Academic Needs***  *LEA evaluates the HCP to determine how well the program addressed the needs and capabilities of highly capable students. RCW 28A.185; WAC 392-170-030, 087.*  ***Academic Achievement***  *LEA measures and evaluates the academic achievement of its HCP students.*  *RCW 28A.185; WAC 392-170-030.* | LEA Level  ⧠ A. Copy LEA’s current, annual evaluation. It must include the following elements:   * Review of identification procedures. * Review of data for effectiveness of program services to meet academic needs of HCP students. * Review of practices that impact student achievement. * Proposed practice changes as outcome of evaluation. | ⧠ Compliant  ⧠ Action Plan Approved  ⧠ Evidence Needed  ⧠ Noncompliant  ⧠ N/A |