

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).

Item	Description	Evidence	Determination	Actions Required	Comments
11.1	<p>Annual Public Announcement of ID Activity <i>LEA notifies the public before any major identification activity.</i></p> <p><i>Notifications translated into languages spoken in your LEA.</i></p> <p><i>Notifications published across multiple communication channels with sufficient circulation to reach families in all communities throughout the LEA.</i></p> <p>WAC 392-170-042.</p>	<p>LEA Level</p> <p><input type="checkbox"/> A. One example of a public announcement for a major HCP identification activity.</p> <p><input type="checkbox"/> B. List the languages and describe the communication channels LEA uses to announce major HCP identification activities.</p>	<p><input type="checkbox"/> Compliant</p> <p><input type="checkbox"/> Action Plan Approved</p> <p><input type="checkbox"/> Evidence Needed</p> <p><input type="checkbox"/> Noncompliant</p> <p><input type="checkbox"/> N/A</p> <p><input type="checkbox"/> N/A – Limited</p>		
11.2	<p>Identification Process & Consent</p> <p>Referral Procedure <i>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.”</i> RCW 28A.185.030; WAC 392-170-045; WAC 392-170-055.</p> <p>Assessment Process <i>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.</i></p> <p>Selection System <i>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,</i></p>	<p>LEA Level</p> <p><input type="checkbox"/> A. Identification procedure. Documentation must include:</p> <ul style="list-style-type: none"> • Referral process • Screening process (if in place) • Assessment process • Selection system • Appeal process <p><input type="checkbox"/> B. HCP selection: board policy.</p> <p><input type="checkbox"/> 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.</p>	<p><input type="checkbox"/> Compliant</p> <p><input type="checkbox"/> Action Plan Approved</p> <p><input type="checkbox"/> Evidence Needed</p> <p><input type="checkbox"/> Noncompliant</p> <p><input type="checkbox"/> N/A</p> <p><input type="checkbox"/> N/A – Limited</p>		

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	<p><i>and other data collected in the assessment process. RCW 28A.185.030; WAC 392-170-070 and 075.</i></p> <p>Appeal Procedure <i>LEA uses a procedure that resolves appeals related to selections made by the multidisciplinary selection committee. WAC 392-170-076.</i></p> <p>Selection Policy <i>LEA has a board-approved selection policy. WAC 392-170-075.</i></p> <p>Parent/Legal Guardian Permission Notices</p> <p>Permission to Test <i>LEAs gets parental permission to test.</i></p> <p>Permission to Start Services <i>LEA gets permission to place student in program. WAC 392-170-047.</i></p>				
11.3	<p>Equitable Identification of Low-Income Students <i>LEA practices for identifying the most highly capable students must prioritize equitable identification of low-income students. RCW 28A.185.020</i></p>	<p>LEA Level <i>Upload the following evidence demonstrating LEA efforts to implement new requirement for equitable identification of low-income students.</i></p> <p><input type="checkbox"/> A. Identify person(s) responsible for developing and implementing LEA identification plan to address low-income students.</p> <p><input type="checkbox"/> B. Based on LEA's 2018–19 HCP Annual Plan (iGrant 217), describe actions taken-to-date to reduce barriers to identifying low-income students.</p> <p><input type="checkbox"/> C. Identify changes implemented in HCP identification practices in spring of 2019 for services in the 2019–20 school year.</p>	<p><input type="checkbox"/> Compliant</p> <p><input type="checkbox"/> Action Plan Approved</p> <p><input type="checkbox"/> Evidence Needed</p> <p><input type="checkbox"/> Noncompliant</p> <p><input type="checkbox"/> N/A</p> <p><input type="checkbox"/> N/A – Limited</p>		

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11.4	<p>Criteria for Identification</p> <p><i>LEAs must have identification procedures for highly capable programs that are clearly stated and implemented using the following criteria:</i></p> <ol style="list-style-type: none"> <i>1. Districts must use multiple objective criteria to identify students who are among the most highly capable. Multiple pathways for qualifications must be available and no single criterion may disqualify a student from identification;</i> <i>2. Highly capable selection decisions must be based on consideration of criteria benchmarked on local norms, but local norms may not be used as a more restrictive criteria than national norms.</i> <i>3. Subjective measures such as teacher recommendations or report card grades may not be used to screen out a student from assessment. These data points may be used alongside other criteria during selection to support identification, but may not be used to disqualify a student from being identified; and</i> <i>4. To the extent practicable, screening and assessments must be given in the native language of the student. If native language screening and assessments are not available, a nonverbal screening and assessment must be used.</i> <p><i>RCW 28A.300 RCW Sec. 105</i></p>	<p>LEA Level</p> <p><i>Upload the following evidence demonstrating LEA efforts to implement new criteria for identification procedures.</i></p> <p><input type="checkbox"/> A. Describe actions taken to date to include required criteria in adopted assessment and selection policy and procedures.</p> <p><input type="checkbox"/> B. Identify changes implemented in the identification process for spring of 2019 for services in 2019–20 school year.</p>	<p><input type="checkbox"/> Compliant</p> <p><input type="checkbox"/> Action Plan Approved</p> <p><input type="checkbox"/> Evidence Needed</p> <p><input type="checkbox"/> Noncompliant</p> <p><input type="checkbox"/> N/A</p> <p><input type="checkbox"/> N/A – Limited</p>		

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11.5	<p>Program Services <i>LEA puts a variety and continuum of program services into practice. RCW 28A.185.030; WAC 392-170-078.</i></p> <p>Educational Program <i>LEA maintains a record that describes the educational program provided for each student in the HCP. RCW 28A.185.030; WAC 392-170-080.</i></p>	<p>LEA Level <input type="checkbox"/> A. Describe the variety and continuum of HCP services. <input type="checkbox"/> B. Program record for one student that shows services over time.</p>	<input type="checkbox"/> Compliant <input type="checkbox"/> Action Plan Approved <input type="checkbox"/> Evidence Needed <input type="checkbox"/> Noncompliant <input type="checkbox"/> N/A <input type="checkbox"/> N/A – Limited		
11.6	<p>Program Evaluation</p> <p>Identification Process <i>LEA regularly evaluates the effectiveness of the identification process. RCW 28A.185; WAC 392-170-030, 087.</i></p> <p>Meet Academic Needs <i>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.</i></p> <p>Academic Achievement <i>LEA measures and evaluates the academic achievement of its HCP students. RCW 28A.185; WAC 392-170-030.</i></p>	<p>LEA Level <input type="checkbox"/> A. Copy LEA’s current, annual evaluation. It must include the following elements:</p> <ul style="list-style-type: none"> • 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. 	<input type="checkbox"/> Compliant <input type="checkbox"/> Action Plan Approved <input type="checkbox"/> Evidence Needed <input type="checkbox"/> Noncompliant <input type="checkbox"/> N/A <input type="checkbox"/> N/A – Limited		