
ENRICHMENT PROGRAM IDENTIFICATION PROCEDURES (ENR-P003)

WENATCHEE SCHOOL DISTRICT

1.0 SCOPE:

- 1.1 Students qualify for enrichment services based on the following procedure.

The online version of this procedure is official; therefore, all printed versions are unofficial copies.

2.0 RESPONSIBILITY:

- 2.1 Assistant Superintendent, Learning and Teaching

3.0 APPROVAL AUTHORITY:

- 3.1 Enrichment Coordinator

4.0 DEFINITIONS:

- 4.1 Talent Pool - students who qualify for enrichment services
- 4.2 NWEA Levels Tests - Northwest Evaluation Association standardized tests in reading and math
- 4.3 CogAT - Cognitive Ability Test
- 4.4 Multidisciplinary Selection Committee - the group of educators who review all Talent Pool candidates and make the final selection. The committee is comprised of the Enrichment Coordinator, Enrichment Specialists, the Assessment Coordinator, and a school psychologist.
- 4.5 Creativity Checklist – form used to identify highly creative students or nominate additional students who did not meet the initial requirements.
- 4.6 Parent Referral Form –form used by parents to nominate their child for Talent Pool consideration if they are new to the district.
- 4.7 WAC – Washington Administrative Code
- 4.8 Student Data Sheet – a list of all Talent Pool candidates and their test scores
- 4.9 Letter of Understanding – a letter to parents that must be returned prior to initial services indicating whether they accept or decline Enrichment services.
- 4.10 SLP – Student Learning Plan

5.0 PROCEDURE:

- 5.1 All 3rd grade students are screened for the Talent Pool using the NWEA Levels Tests and the Cognitive Ability Test (CogAT).
 - 5.1.1 Fourth grade students who are new to the district are considered for the Talent Pool using the NWEA Levels Tests and/or other standardized test scores from their previous district. Nominations may be made by parents, teachers, students or community members.
- 5.2 Students who qualify for consideration must have one or more of the following scores:

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- 5.2.1 95th percentile on the NWEA Levels tests in reading or math
- 5.2.2 90th percentile on the Total Battery or Nonverbal section of the CogAT, with at least a 50th percentile the NWEA Levels tests in reading and math.
- 5.3 A list of potential Talent Pool students is sent to 3rd grade teachers in May. They complete a Creativity Checklist on all candidates.
 - 5.3.1 Teachers may submit additional nominations using the Creativity Checklist.
- 5.4 Parents are informed in the district newsletter that they must fill out a Parent Referral Form by September 25th if their child is new to the district and if they wish to have him/her considered for the Talent Pool.
- 5.5 After the September 25th deadline, the Multidisciplinary Selection Committee meets to select the Talent Pool Students according to the guidelines in the WAC's. A Student Data Sheet lists all pertinent test scores.
- 5.6 A list of the 4th and 5th grade Talent Pool students is sent to all 4th and 5th grade teachers and the principal in each building.
- 5.7 Parents receive a letter that identifies their child as a Talent Pool student and indicates the area(s) of assessed strength.
 - 5.7.1 Parents are invited to a Parent Orientation meeting that describes Enrichment services.
 - 5.7.2 A Parent Handbook is provided to the parents of each identified student.
 - 5.7.3 Parents are required to sign and return a Letter of Understanding prior to initial services.
- 5.8 When the results of the fall NWEA Levels tests become available, the parents of newly identified 4th and 5th grade students receive identification letters, a Parent Handbook and a Letter of Understanding.
- 5.9 Student services begin as soon as the Letter of Understanding is received.
 - 5.9.1 Parents who wish to decline services must do so in writing.
 - 5.9.2 Parents who wish to resume services must do so in writing.
- 5.10 Students who were referred through the Parent Referral process but do not qualify receive a letter informing them of alternative enrichment options.
- 5.11 All identified students are entered into the district information system using codes that indicate their area(s) of assessed strength.
- 5.12 Student names will be entered on a master Student Learning Plan that shows their area(s) of assessed strength and corresponding services provided.

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6.0 ASSOCIATED DOCUMENTS:

- 6.1 Student Data Sheet
- 6.2 Parent Letters
- 6.3 Student Learning Plan Master List

7.0 RECORD RETENTION TABLE:

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
Student Data Sheet and test score information	Enrichment files	Indefinite (seven years minimum)	Shred/trash	Fire proof filing cabinet
Parent letters	Enrichment files and student cum file	Indefinite (seven years minimum)	Shred/trash	File cabinet
Student Learning Plan Master List	Enrichment files	Indefinite (seven years minimum)	Shred/trash	File cabinet

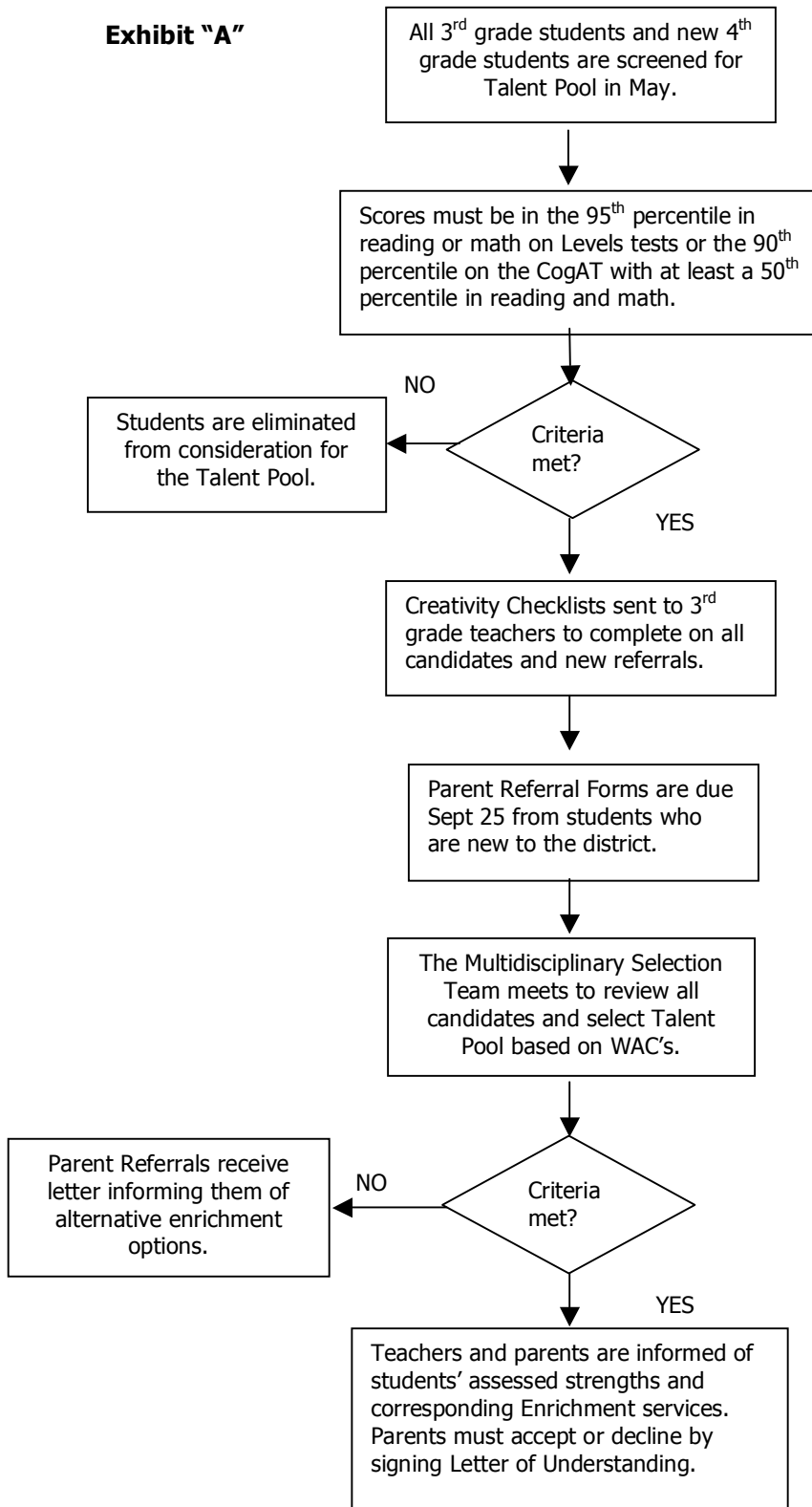
8.0 REVISION HISTORY:

<u>Date:</u>	<u>Rev:</u>	<u>Description of Revision:</u>
23-Nov-05	A	Original Release

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Exhibit "A"



**** End of procedure ****