

## **Appeals Procedure for Talented and Gifted Student Identification and Placement\*\***

The Board has established an appeals process for parent(s) to utilize if they are dissatisfied with the identification process and/or placement of their child in the district program for talented and gifted students and wish to request reconsideration. It is the district's desire and intent that satisfactory solutions can be reached during the informal process:

### **Informal Process**

1. The parent(s)/guardian(s) will contact the talented and gifted teacher to request reconsideration;
2. The teacher will confer with the parent(s)/guardian(s) and may include any additional appropriate persons, e.g. principal, counselor, teacher, etc. At this time, information pertinent to the selection or placement will be shared;
3. If an agreement cannot be reached, the parent(s)/guardian(s) may initiate the formal process.

### **Formal Process**

1. The Parent(s)/guardian(s) shall submit a written request for reconsideration of the identification/and/or placement of their student to the principal;
2. The principal shall acknowledge in writing the receipt of the request within 5 working days and shall forward a copy of the request and acknowledgment to the TAG teacher;
3. The principal, TAG teacher, and other appropriate staff shall review the student's file and earlier decisions within 10 working days of the original request. Additional data may be gathered to support or change the earlier decision;
4. The Parent(s)/guardian(s) may be provided an opportunity to present additional evidence;
5. If deemed necessary, a formal hearing will be conducted by the district hearing's officer utilizing the appropriate procedures;
6. A decision will be made within 20 working days after receipt of the written request for reconsideration. The parent(s)/guardian(s) shall be notified of the decision in writing;
7. The decision may be appealed to the Board;
8. If the parent(s)/guardian(s) are still dissatisfied, they have access of appeal to the State Superintendent of Public Instruction following the procedures outlined in the Oregon Administrative Rules (OAR). The district shall provide a copy of the appropriate OAR upon request.