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## APPEAL PROCEDURE FOR TALENTED & GIFTED STUDENT ID AND PLACEMENT

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The Board has established an appeal process for a parent to utilize if they are dissatisfied with the identification process and/or placement of their student in the district program for talented and gifted (TAG) students and wish to request reconsideration. The district's desire and intent is to reach satisfactory solutions during the informal process:

### Appeals Process

~~The district has established an appeals process for parents to utilize if they are dissatisfied with identification and/or recommended programs and services:~~

- ~~1. The parent(s) will contact the building administrator to request reconsideration;~~
- ~~2. The building administrator will confer with the parent(s) and may include any additional appropriate persons, (e.g., teacher(s), counselor). At this time, information pertinent to the selection or placement will be shared;~~
- ~~3. If an agreement cannot be reached, the parent(s) may take the appeal to the superintendent or designee for final settlement~~
- ~~4. Decisions may be appealed through Board Policy *KL* and *KL-AR Public Complaints*. After exhausting the district's appeal procedure and receiving a final decision, a parent may appeal the decision to the State Superintendent of Public Instruction~~

### Informal Process

1. A parent will contact the district's TAG Coordinator to request reconsideration.
2. The District TAG Coordinator will confer or meet with the parent, and may include any additional appropriate persons (e.g., principal, counselor, teacher, etc.), within five working days of the request. Information pertinent to the selection or placement will be shared.
3. If an agreement cannot be reached, the parent may initiate the Formal Process.

### Formal Process

1. A parent shall submit a written request for reconsideration of the identification and/or placement to the Director of Curriculum within five working days of the conference identified above.
2. The Director of Curriculum shall acknowledge in writing the receipt of the request within five working days and shall forward copies of the request and acknowledgment to the District TAG coordinator and principal.
3. The Director of Curriculum, District TAG coordinator, principal and other appropriate administrator shall review the student's file and earlier decisions within 10 working days of the original request presented in the previous step. Additional data may be gathered to support or change the earlier decision. The parent may be provided an opportunity to present additional evidence.

If deemed necessary, a formal hearing will be conducted by the district hearings officer utilizing the appropriate procedures.

4. A decision will be made by the Director of Curriculum within 20 working days after receipt of the written request for reconsideration from the parent. The parent shall be notified of the decision in writing and the decision shall be forwarded to the superintendent.
  5. The decision may be appealed to the Board through procedures found in IGBBC-AR – *Complaints Regarding the Talented and Gifted Program*.
  6. If the parent is still dissatisfied, the parent may file an appeal to the Deputy Superintendent of Public Instruction under Oregon Administrative Rules (OAR) 581-002-0001 – 581-002-0023. The district shall provide a copy of the OARs upon request.
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