

# Neah-Kah-Nie School District 56

Code: IGBBA-AR  
Adopted: 11/12/01  
Revised/Reviewed: 3/10/08; 6/08/15; 10/10/16  
Orig. Code: IGBBA, IGBBA-AR

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

The Board has established an ~~appeal~~ **appeals** process for a parent(s) 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:

### Informal Process

1. ~~A~~ **The** parent(s) will contact the district's ~~district~~ TAG coordinator/~~teacher~~ to request reconsideration.;
2. The ~~TAG coordinator/teacher~~ will confer or meet with the parent,(s) and may include any additional appropriate persons (-e.g., principal, counselor, teacher, etc.), within five ~~working~~ **school** days of the request. Information pertinent to the selection or placement will be shared.;
3. ~~—~~ If an agreement cannot be reached, the parent(s) may initiate the **formal process**.

### Formal Process

1. ~~A~~ **The** parent(s) shall submit a written request for reconsideration of the identification and/or placement ~~of their student~~ to the ~~program supervisor~~ **district TAG coordinator** within five ~~working~~ **school** days of the conference identified above.
2. The ~~program supervisor~~ **district TAG coordinator** shall acknowledge in writing the receipt of the request within five ~~working~~ **school** days and shall forward ~~copies~~ **a copy** of the request and acknowledgment to the ~~TAG coordinator/teacher~~ **principal**.
3. The ~~program supervisor, TAG coordinator/teacher~~ and other appropriate administrator **principal** 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(s) 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 ~~program supervisor~~ **district TAG coordinator** within ~~20~~ **10** working days after receipt of the written request for reconsideration from the parent. The parent(s) 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 Board policy KL – Public ~~procedures found in IGBBC-AR~~ – Complaints **Regarding the Talented** and may begin at Step 3 **Gifted Program**.

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6. If the parent ~~is~~(s)~~are~~ 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.