

# OSBA Model Sample Policy

Code: IGBB-AR  
Revised/Reviewed:

## Complaints Regarding the Talented and Gifted Program and/or Services

The following procedure will be utilized when complaints arise regarding the district's talented and gifted programs and services ("TAG").

All complaints regarding TAG will be reported to the superintendent or designee. A form is available, but not required. The superintendent or designee may use the form to document and gather relevant information.

1. Upon receipt of a TAG complaint, the superintendent or designee shall arrange for a review committee consisting of the TAG coordinator/teacher, the program supervisor, a counselor and a school psychologist.
2. The review committee shall meet within two working days of when the complaint was received and review all pertinent information. A recommendation from the review committee will be submitted to the superintendent within 10 working days of receiving the original complaint.

The review committee may recommend that:

- a. The programs or services are appropriate; or
- b. The programs or services are not appropriate.

The review committee's recommendation will be submitted to the superintendent.

The superintendent shall review the committee's recommendation and make a decision. The superintendent's decision will issue a decision within 10 working days of receiving the recommendation.

3. If dissatisfied with the superintendent's decision, the complainant may submit an appeal to the Board within five working days of receiving the decision. The Board will review the findings and conclusion to determine what action is appropriate. The Board may use executive session if the subject matter qualifies under Oregon law. The Board's decision will be final and will address each allegation in the complaint and contain reasons for the Board's decision. The Board's final decision will be issued in writing or electronic form.

If the complainant, who is a student, a parent or guardian of a student who attends school in the district, or a person who resides in the district, remains dissatisfied and has exhausted local procedures, may appeal<sup>1</sup> the district's final decision 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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<sup>1</sup> An appeal must meet the criteria found in OAR 581-002-0005(1)(a).

{<sup>2</sup>} Timelines may be extended upon written agreement between the district and the complainant.

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<sup>2</sup> {For district information. The district’s complaint process should align with OAR 581-022-2370 and consider an appeal process to ODE in OAR 581-002-0005.}

[Name of District]  
[Address]

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**TALENTED AND GIFTED PROGRAM AND/OR SERVICES COMPLAINT FORM**

Name \_\_\_\_\_

Address \_\_\_\_\_

Phone (Daytime) \_\_\_\_\_ (Evenings) \_\_\_\_\_

Date of Complaint \_\_\_\_\_

1. What is the nature of your complaint? \_\_\_\_\_

\_\_\_\_\_

2. What is the district currently doing? \_\_\_\_\_

\_\_\_\_\_

3. In your opinion, in what way is this situation a violation of state standards?

\_\_\_\_\_

\_\_\_\_\_

4. What do you feel the district should be doing? \_\_\_\_\_

\_\_\_\_\_

5. Other pertinent comments \_\_\_\_\_

\_\_\_\_\_

Signature: \_\_\_\_\_