

Appeals Procedure for Talented and Gifted Identification and Placement **

The Board has established an appeals process for parents to utilize if they are dissatisfied with the identification process and/or placement of a 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. Parents will contact the building administrator to request reconsideration.
2. The building administrator will confer with the parents and may include any additional appropriate persons, e.g. counselor, teacher. At this time, information pertinent to the selection or placement will be shared.
3. If an agreement cannot be reached, parents may initiate the Formal Process.

FORMAL PROCESS

- Step 1. Parents shall submit a written request for reconsideration of the identification/ placement to the building administrator. The request must be submitted in writing (including all supporting statements and evidence) within 10 school days of the informal conference.

The building administrator and TAG coordinator shall review the student's file and earlier decisions and render a written decision within 10 school days after receiving the request. Additional data may be gathered to support or change the earlier decision.

- Step 2. If parents are dissatisfied with the decision reached by the building administrator and TAG coordinator, parents may within 10 working days from the date of the building administrator and TAG coordinator's written decision, file a written appeal with the superintendent/designee through the assistant superintendent's office.

The superintendent/designee shall evaluate the appeal and render a written decision within 10 working days after receiving the appeal. Parents may be provided an opportunity to present additional evidence.

- Step 3. If parents are dissatisfied with the decision reached by the superintendent/designee, parents may within 10 working days from the date of the superintendent/designee's written decision, file a written appeal with the Board of Directors in care of the superintendent's office and request a review by the Board.

The Board may hold a hearing to review the findings and conclusion of the superintendent/designee, to hear the complaint, and to take, hear, and evaluate any other

evidence as it deems appropriate. Generally, all parties involved, including the school administration, will be asked to attend such meeting for the purposes of making further explanations and clarifying the issues.

- Step 4. If parents are still dissatisfied, an appeal to the State Superintendent of Public Instruction following the procedures outlined in the Oregon Administrative Rules (OAR) may be used. The district shall provide a copy of the appropriate OAR upon request.