

## Talented and Gifted Regulation

### 1. Identification Process

- a. All students grades K-12 will be screened for possible placement in the Talented and Gifted (TAG) program using the CTBS scores and/or teacher referral.
- b. Any student who places at the 85th percentile or above on any segment of the testing or who has been referred will be a candidate for further testing.
- c. Based on previously collected data, teacher input and observation, students will be selected for further testing with parent permission.
- d. Those students meeting the state established criteria and who have parent permission, will then be admitted to the TAG program.
- e. Identified students will be re-evaluated on a three-year cycle in order to assess maintenance of rate of learning.

### 2. Appeals Procedure for Identification and Placement

- a. The Board has established an appeals process for parents to utilize if they are dissatisfied with the identification process and/or placement of their student in the district program for TAG students and wish to request reconsideration. It is the district's desire and intent that satisfactory solutions can be reached during the informal process.

#### (1) Informal Process

- (a) The parent(s) will contact the TAG teacher to request reconsideration.
- (b) The teacher will confer with the parent(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.
- (c) If an agreement cannot be reached, the parent(s) may initiate the formal process.

#### (2) Formal Process

- (a) Parent(s) shall submit a written request for reconsideration of the identification/placement to the program supervisor.
- (b) The program supervisor shall acknowledge in writing the receipt of the request within five working days and shall forward copies of the request and acknowledgment to the TAG teacher.
- (c) The program supervisor, TAG teacher and other appropriate administrator 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.

- (d) Parent(s) may be provided an opportunity to present additional evidence.
- (e) A decision will be made within 20 working days after receipt of the written request for reconsideration. The parent(s) shall be notified of the decision in writing and the new decision shall be forwarded to the superintendent.
- (f) The decision may be appealed to the Board.
- (g) If the parent(s) is still dissatisfied, he/she has access of appeal to the State Superintendent of Public Instruction following the procedures outlined in the Oregon Administrative Rules. The district shall provide a copy of the appropriate OAR upon request.

### 3. Complaints Regarding TAG Program

- a. Since differences of opinion may arise regarding the appropriateness of programs and services provided for identified talented and gifted students, the following procedure will be utilized when complaints arise:
  - (1) All complaints will be reported to the superintendent;
  - (2) The complaints will be given the “Talented and Gifted Standards Complaint Form” which must be filled out before further consideration can be given to the complaint;
  - (3) The superintendent shall arrange for a review committee consisting of the TAG teacher, the TAG program supervisor, a counselor and a school psychologist;
  - (4) The reviewed committee shall meet within two working days of receiving the written complaint and review all pertinent information. A recommendation will be submitted to the superintendent within 10 working days of receiving the original complaint;
  - (5) The committee may recommend that:
    - (a) The programs or services are appropriate;
    - (b) The programs or services are not appropriate.
  - (6) The superintendent shall report immediately the recommendations of the review committee to the Board;
  - (7) The decision of the Board shall be final;
  - (8) If the complainant remains dissatisfied and has exhausted local procedures, or 45 or more days have elapsed since the original filing of a written complaint alleging violation of standards with the district, an appeal to the State Superintendent of Public Instruction can be filed. The district shall provide a copy of the appropriate OAR upon request.

## Talented and Gifted Standards 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