

## **Appeals Procedure for Talented and Gifted Identification and Placement**

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

### **INFORMAL PROCESS:**

1. The parent (s) / guardian will contact the district talented and gifted coordinator/teacher to request reconsideration;
2. The coordinator/teacher will confer with the parent (s) / guardian 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;
3. If an agreement cannot be reached, the parent (s) / guardian may initiate the Formal Process.

### **FORMAL PROCESS:**

1. Parent (s) / guardian shall submit a written request for reconsideration of the identification/placement to the principal;
2. The principal shall acknowledge in writing the receipt of the request within five (5) working days and shall forward copies of the request and acknowledgement to the TAG coordinator/teacher;
3. The principal and other appropriate administrators and teachers shall review the student's file and earlier decisions within ten (10) working days of the original request. Additional data may be gathered to support or change the earlier decision;
4. Parent (s) / guardian may be provided an opportunity to present additional evidence;
5. If deemed necessary, a formal hearing will be conducted by the district hearing's officer utilizing the appropriate procedures;
6. A decision will be made within twenty (20) working days after the receipt of the written request for reconsideration. The parent (s) / guardian shall be notified of the decision in writing and the decision shall be forwarded to the superintendent;
7. The decision may be appealed to the Board;
8. If the parent (s) / guardian are still dissatisfied, they have access of appeal to the State Superintendent of Public Instruction following the procedures outlined in the Oregon Administrative Rules (OAR). The district shall provide a copy of the appropriate OAR upon request.