

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 their child in the district program for talented and gifted (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:

Informal Process

1. The 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, etc.). At this time, information pertinent to the selection will be shared, additional information may be requested;
3. If an agreement cannot be reached, the parents may initiate the Formal Process.

Formal Process

1. Parents shall submit a written request for reconsideration of the identification/placement to the district TAG administrator;
2. The district TAG administrator shall acknowledge in writing the receipt of the request within five working days and shall forward copies of the request and acknowledgment to the building administrator;
3. The district TAG administrator, building administrator 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;
4. Parents may be provided an opportunity to present additional evidence;
5. If deemed necessary, a formal hearing will be conducted by the superintendent or designee utilizing the appropriate procedures;
6. A decision will be made within 20 working days after receipt of the written request for reconsideration. The parents 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 parents 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.