

## **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 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 outlined in steps 1-3 below.

1. The parent(s)/guardian(s) will first contact the building team which is made up of the classroom teacher, child development specialist/counselor, principal, and others who have direct contact with their student to request consideration for their dissatisfaction.
2. The parent(s)/guardian(s) will contact the principal to state the nature of their complaint.
3. The principal will confer with the parent(s)/guardian(s) and may include any additional appropriate persons such as the classroom teacher and child development specialist/counselor. At this time additional information pertinent to any violation of standards for delivery of the programs and services will be shared.
4. If an agreement cannot be reached, the parent(s)/guardian(s) will be given the "Talented and Gifted Standards Complaint" form (TAG 4) which must be filled out before further consideration can be given the complaint.
5. All complaints will be reported to the superintendent.
6. The superintendent shall arrange for a review committee consisting of the district staff assigned to the TAG program and/or the curriculum director of the appropriate grade level, principal, and additional appropriate persons.
7. The review committee shall meet within 5 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.
8. The committee may recommend that:
  - a. The programs or services are appropriate or not appropriate.
  - b. The student is eligible or not eligible.
9. The review committee will meet with the parent(s)/guardian(s) and present what their recommendation will be to the superintendent.

10. The superintendent shall make the final decision and report that decision to the Board at the next regularly scheduled meeting.
11. 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 will provide a copy of the appropriate Oregon Administrative Rules upon request.

**Klamath County School District  
Talented and Gifted Standards Complaint Form  
The Talented and Gifted Program**

Name \_\_\_\_\_

Address \_\_\_\_\_

Telephone (Daytime) \_\_\_\_\_ (Evening) \_\_\_\_\_

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

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

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\_\_\_\_\_  
\_\_\_\_\_

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

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\_\_\_\_\_  
\_\_\_\_\_

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

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\_\_\_\_\_  
\_\_\_\_\_

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

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\_\_\_\_\_

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

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Signature