

## Complaints Regarding Talented and Gifted Program

The following procedure will be utilized when complaints arise regarding the district's talented and gifted programs and services (TAG).

All complaints regarding TAG will be reported to the superintendent. The complainant will be given the Talented and Gifted Standards Complaint Form which must be filled out and submitted to the superintendent's office before further consideration can be given to the complaint.

1. Upon receipt of a TAG complaint, the superintendent shall arrange for a review committee consisting of the TAG coordinator/teacher, the program supervisor, a counselor.
2. The review committee shall meet within two working days of when the superintendent received the written complaint and review all pertinent information. A recommendation from the review committee will be submitted to the superintendent within 10 working days of receiving the original complaint.

The review committee may recommend that:

- a. The programs or services are appropriate; or
  - b. The programs or services are not appropriate.
3. The superintendent shall report the recommendations of the review committee to the Board at the next regularly scheduled Board meeting.
  4. After consideration of the recommendations, if any, issued by the review committee, the Board will make a decision, and issue a decision within 20 days of the Board meeting. The Board's decision will be final and will address each allegation in the complaint and contain reasons for the Board's decision. The Board's final decision will be issued in writing or electronic form.
  5. If the complainant, who is a student, is a parent or guardian of a student who attends school in the district or is a person who resides in the district, remains dissatisfied, and has exhausted local procedures, an appeal may be filed with the Deputy Superintendent of Public Instruction and is subject to the appeal procedure identified in Oregon Administrative Rule (OAR) 581-002-0040. The district shall provide a copy of the appropriate OAR upon request.
  6. The complaint procedure set out above will not be longer than 90 days from the filing date of the original complaint with the superintendent or designee.<sup>1</sup>

### Knappa School District 4

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<sup>1</sup>The timelines may be extended upon written agreement between both parties.

**41535 Old Highway 30, Astoria, OR 97103-8618**

**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