

## **Appeal Procedure for Talented and Gifted Student Identification and Placement\*\***

The Board has established an appeal process for a parent 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.

### **Step 1**

Any parent who is dissatisfied with the identification process and/or the placement of their student in the TAG program, should discuss the issue with the district TAG coordinator/teacher.

### **Step 2**

If the parent is unable to resolve the issue at Step 1, within five working days of meeting with the TAG coordinator/teacher, the parent may file a written, signed request for reconsideration with the program supervisor.

1. The program supervisor shall forward a copy of the request and acknowledgment to the TAG coordinator/teacher.
2. The program supervisor, TAG coordinator/teacher and other appropriate administrator(s) 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.
3. The parent may be provided an opportunity to present additional evidence.
4. If deemed necessary, a formal hearing will be conducted by the district hearings officer utilizing the appropriate procedures.
5. A decision will be made within 10 working days after receipt of the written request for reconsideration. The parent shall be notified of the decision in writing and the decision shall be forwarded to the superintendent.

### **Step 3**

If the parent is dissatisfied with the results of Step 2, the decision may be appealed to the Board within five working days of receiving the decision from Step 2. The Board may hold a hearing to review findings and conclusions from Step 2, to hear the request and to hear and evaluate any other evidence as it deems appropriate. Generally, all parties involved will be asked to attend such meeting for the purposes of presenting additional facts, making further explanations and clarifying the issues. The parent will be informed of the Board's decision within 10 working days from the hearing by the Board. The Board's decision will be final.

#### **Step 4**

If the parent is still dissatisfied, an appeal to the State Superintendent of Public Instruction following the procedures outlined in the Oregon Administrative Rules (OAR) may be used. The district shall provide a copy of the appropriate OAR upon request.