

## **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. This process may also be used if a parent has a complaint regarding the appropriateness of programs and services provided. The district's desire and intent is to reach satisfactory solutions during the informal process:

### **Informal Process**

1. The parent(s) will contact the building principal responsible for the student's TAG instructional program to request reconsideration;
2. The principal will confer with the parent(s) and may include any additional appropriate persons, e.g., teacher, counselor, etc. At this time, information pertinent to the selection or placement will be shared;
3. If an agreement cannot be reached, the parent(s) may initiate the Formal Process.

### **Formal Process**

1. The parent(s) shall submit a written request for reconsideration of the identification or placement to the building principal.
2. The principal shall acknowledge in writing the receipt of the request within five working days and shall forward a copy of the request and acknowledgment to the teacher of the TAG-identified student.
3. The teacher, 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. The parent(s) may be provided an opportunity to present additional evidence.
5. If deemed necessary, a formal hearing will be conducted by the district hearings officer utilizing the appropriate procedures.
6. A decision will be made within 20 working days after receipt of the written request for reconsideration. The parent(s) 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) 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.