

**Appeals Procedure - 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 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 parent(s) will contact the building administrator to request reconsideration;
2. The building administrator will confer with the parent(s) and may include any additional appropriate persons, e.g. counselor, teacher, 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/placement to the building administrator;
2. The building 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 superintendent;
3. The building administrator shall review the student's file and make a decision within 10 working days of the original request. Additional data may be gathered to support or change the earlier decision. The parent(s) will be provided an opportunity to present additional evidence;
4. The parent(s) shall be notified of the decision in writing and the decision shall be forwarded to the superintendent;
5. The decision of the building administrator may be appealed to the superintendent;
6. The decision of the superintendent may be appealed to the Board;
7. If the parent(s) is still dissatisfied, he/she has 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.