

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:

Informal Process

1. The parents will contact the building principal to request reconsideration;
2. The building principal and the TAG coordinator/teacher will confer with the parents and may involve 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 parents may initiate the Formal Process.

Formal Process

1. Parents shall submit a written request for reconsideration of the identification/placement to the program supervisor;
2. The program supervisor shall acknowledge in writing the receipt of the request within five working days and shall forward copies of the request and acknowledgment to the TAG coordinator/teacher and the principal;
3. Parents may be provided an opportunity to present additional evidence;
4. The program supervisor, TAG coordinator/and other appropriate personnel and administrator shall review the student's file. Additional data may be gathered within 10 working days to support or change the earlier decision. The program supervisor will provide the parents with a written decision;
5. Parents may request a formal hearing in writing stating the basis for their appeal. A hearing will be conducted by the superintendent or designee;
6. A decision will be made within 20 working days after receipt of the written request for reconsideration. The parents shall be notified of the decision in writing;
7. If the parents are 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.