

## **Appeals Procedure for Talented and Gifted Identification and Placement**

1. All records and data pertaining to the decision are required for the appeals process.
2. The district notified parent(s) in writing of all decisions with regards to the acceptance or nonacceptance of their student in the program.
3. Parent(s) have the right to examine all records and data pertaining to the decision.
4. Parent(s) who are dissatisfied with the district's decision may request a reconsideration. The following procedure will be followed:

### **Informal Process:**

1. The parent(s) contact the TAG coordinator to request reconsideration;
2. The TAG coordinator will confer with the parent(s) and arrange a conference with appropriate parties, e.g., principal, counselor, teachers etc.;
3. Information concerning the selection or placement decision will be shared with the parent(s);
4. If an agreement is not reached at this time, the formal process may be initiated by the parent(s).

### **Formal Process:**

1. Parents shall submit a written request for reconsideration of the decision;
2. The principal or superintendent shall acknowledge receipt of the request from the parent(s) within five working days from the receipt of the written request and forward copies of all correspondence to the district TAG coordinator;
3. The TAG coordinator will review the student's file and the earlier decisions before determining what course of action is to be followed. Additional data may be gathered at this time to support or change the decision;
4. The district will select one or both of the following activities to resolve the appeal.

### **Conferences with parent(s):**

Another conference may be held to give the parent(s) an opportunity to present additional evidence.

### **Hearing:**

A formal hearing may be conducted by the district 15 to 45 days after receiving the written request from the parent(s).

### **Decision of the Hearing**

1. A decision shall be rendered in writing within 45 calendar days after a request for hearing is filed unless extension is granted by the hearings officer or at the request of the parent(s) or district.
  - a. The decision shall include:
    - (1) Findings of fact;
    - (2) Conclusions of the hearing.
  - b. A copy of the decision is to be sent to:
    - (1) District TAG coordinator for placement in the student's education records;
    - (2) The parent(s);
    - (3) The hearings officer;
    - (4) Legal counsel, if appropriate;
    - (5) Principal and/or superintendent.

The superintendent accepts or rejects the recommendation of the formal appeals process. Parent(s) and the Board are notified in writing within 45 days after request for a hearing is filed.

Parent(s) have the option of appealing the decision to the Board.

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.