

**Willamette Education  
Service District**

Code: **IGBBC-AR**  
Adopted: 5/9/06  
Readopted: 6/22/10

**Complaints Regarding Programs and Services -Talented and Gifted Program**

Since differences of opinion may arise regarding the appropriateness of programs and services provided for identified talented and gifted (TAG) students, the following procedure will be utilized when complaints arise:

1. All complaints will be reported to the Superintendent;
2. The complainant will be given the Talented and Gifted Standards Complaint Form which must be filled out before further consideration can be given to the complaint;
3. The Superintendent shall arrange for a review committee consisting of the TAG teacher, the program supervisor, a counselor and a school psychologist;
4. The review committee shall meet within two working days of receiving the written complaint and review all pertinent information. A recommendation will be submitted to the Superintendent within 10 working days of receiving the original complaint;
5. The committee may recommend that:
  - a. The programs or services are appropriate;
  - b. The programs or services are not appropriate.
6. The Superintendent shall report immediately the recommendations of the review committee to the Board;
7. The decision of the Board shall be final;
8. If the complainant remains dissatisfied, and has exhausted local procedures, or 45 or more days have elapsed since the original filing of a written complaint alleging violation of standards with the ESD, an appeal to the Superintendent of Public Instruction can be filed. The ESD shall provide a copy of the appropriate Oregon Administrative Rule upon request.

## Talented and Gifted Standards Complaint Form

Name \_\_\_\_\_

Address \_\_\_\_\_

Phone (Daytime) \_\_\_\_\_ (Evenings) \_\_\_\_\_

Date of complaint \_\_\_\_\_

1. What is the nature of your complaint? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

2. What is the ESD currently doing? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

3. In your opinion, in what way is this situation a violation of state standards?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. What do you feel the ESD should be doing? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

5. Other pertinent comments \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date