

## **Appeal Procedure for Talented and Gifted Student Identification and Placement**

The Board has established an appeal 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 are to reach satisfactory solutions during the informal process.

### **Informal Process**

1. The parent(s) will contact the building TAG coordinator to request reconsideration.
2. The building TAG coordinator will confer with the parent(s) and may include any additional appropriate people (e.g., principal, counselor, teacher, district TAG specialist, 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. A parent(s) shall submit a written request for reconsideration of the identification and/or placement of their student to the district TAG specialist within 15 working days of the conference identified above.
2. The district TAG specialist shall acknowledge in writing the receipt of the request within 15 working days and shall forward copies of the request and acknowledgment to District administration.
3. The designated District administrator, district TAG specialist, and any additional appropriate people (e.g., building principal, other administrators) shall review the student's file and earlier decisions within 20 working days of the original request. Additional data may be gathered to support or change the earlier decision. The parent(s) may be provided an opportunity to present additional evidence.
4. If deemed necessary, a formal hearing will be conducted by the District hearings officer utilizing the appropriate procedures.
5. A decision will be made within 20 working days after completion of the formal hearing process. The parent(s) shall be notified of the decision in writing and the decision shall be forwarded to the superintendent.
6. The decision may be appealed to the Board.

7. If the parent(s) 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.