

Appeal Procedure for Talented and Gifted Student Identification and Placement

The Board has established an appeal process for a parent to utilize if they are dissatisfied with the identification process and/or placement of their child in the program for talented and gifted (TAG) students and wish to request reconsideration. It is Powell Butte Community Charter School's desire and intent that satisfactory solutions can be reached during the informal process:

Informal Process

1. The parent(s) will contact the school TAG coordinator to request reconsideration;
2. The TAG coordinator will confer with the parent(s) and may include any additional appropriate persons, e.g. classroom teacher, administrator, 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 and/or placement to the administrator.
2. The administrator shall acknowledge in writing the receipt of the request within 10 working days and shall forward copies of the request and acknowledgment to the TAG coordinator.
3. The administrator, TAG coordinator, classroom teacher and other appropriate staff members shall review the student's file and earlier decisions within 10 working days of the original request. Additional data may be gathered to support or change the earlier decision.
4. The parent(s) may be provided an opportunity to present additional evidence.
5. If deemed necessary, a formal hearing will be conducted utilizing the appropriate procedures.
6. A decision will be made within 20 working days after receipt of the written request for reconsideration. The parent(s) shall be notified of the decision in writing and the decision shall be forwarded to the administrator.
7. The decision may be appealed to the Board.
8. If the parent(s) is still dissatisfied, they have 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.