

Culver School District 4J

Code: IGBBC-AR
Adopted: 11/08/17
Revised: 09/12/19

Complaints Regarding the Talented and Gifted Program

The following procedure will be utilized when complaints arise regarding the district's talented and gifted programs and services ('TAG').

All complaints regarding TAG will be reported to the Superintendent. The complainant will be given the Talented and Gifted Standards Complaint Form which must be filled out and submitted to the Superintendent's office before further consideration can be given to the complaint.

1. Upon receipt of a TAG complaint, the Superintendent shall arrange for a review committee consisting of the TAG coordinator/teacher, the program supervisor, and a counselor.
2. The review committee shall meet within five working days of when the Superintendent received the written complaint and review all pertinent information. A recommendation from the review committee will be submitted to the Superintendent within ten working days of receiving the original complaint.

The review committee may recommend that:

- a. The programs or services are appropriate; or
- b. The programs or services are not appropriate.

The Superintendent shall report the recommendations of the review committee to the Board at the next regularly scheduled Board meeting.

3. After consideration of the recommendations, if any, issued by the review committee, the Board will issue a decision with twenty days of the Board meeting. The Board's decision will be final and will address each allegation in the complaint and contain reasons for the Board's decision. The Board's final decision will be issued in writing or electronic form.

If the complainant, who is a student, a parent or guardian of a student who attends school in the district or a person who resides in the district, remains dissatisfied and has exhausted local procedures, may appeal¹ the district's final decision to the Deputy Superintendent of Public Instruction under Oregon Administrative Rules (OAR) 581-002-0001 to 581-002-0023. The district shall provide a copy of the OARs upon request.

Timelines may be extended upon written agreement between the district and the complainant.

¹ An appeal must meet the criteria found in OAR 581-002-0005(1)(a).

² For district information. The district's timeline established by each step of the district's complaint procedure must be within 30 days of the submission of the complaint at any step, unless the district and complainant have agreed in writing to a longer time period for that step. However, the district's complaint procedure should not exceed a total of 90 days from the initial filing of the complaint, regardless of the number of steps involved, unless the district and the complainant have agreed in writing to a longer time period. (OAR 581-002-0005).

Talented and Gifted Standards Complaint Form

Name _____

Date of Complaint _____

Complete Mailing Address _____

Complete Physical Address: _____

Email address _____

Phone Numbers _____

1. What is the nature of your complaint? _____

2. What is the district currently doing? _____

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

4. What do you feel the district should be doing? _____

5. Other pertinent comments: _____

Signature _____