

Linn Benton Lincoln Education Service District

Code: IGBB - AR
Adopted: 1/18/2023

Complaints Regarding the Talented and Gifted Program and/or Services**

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

All complaints regarding TAG will be reported to the [superintendent or designee]. A form is available, but not required. The [superintendent or designee] may use the form to document and gather relevant information.

1. Upon receipt of a TAG complaint, the [superintendent or designee] shall arrange for a review committee consisting of the [TAG coordinator/teacher, the program supervisor, a counselor and a school psychologist].
2. The review committee shall meet within [two] working days of when the complaint was received and review all pertinent information. A recommendation from the review committee will be submitted to the [superintendent] within [10] working days of receiving the original complaint.

The committee may recommend that:

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

The review committee's recommendation will be submitted to the superintendent.

The superintendent shall review the committee's recommendation and make a decision. The superintendent's decision will issue a decision within [10] working days of receiving the recommendation.

3. If dissatisfied with the superintendent's decision, the complainant may submit an appeal to the Board within [five] working days of receiving the decision. The Board will review the findings and conclusion to determine what action is appropriate. The Board may use executive session if the subject matter qualifies under Oregon law. 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 attending a school operated by the ESD or a person who resides in the ESD, remains dissatisfied and has exhausted local procedures, may appeal¹ the ESD's final decision to the Deputy Superintendent of Public Instruction under Oregon

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

Administrative Rules (OAR) 581-002-0001 – 581-002-0023. The ESD shall provide a copy of the OARs upon request.

{²} Timelines may be extended upon written agreement between the ESD and the complainant.

END OF POLICY

Legal Reference(s):

² {For ESD information. The ESD's complaint process should align with OAR 581-022-2370 and consider an appeal process to ODE in OAR 581-002-0005.}

Linn Benton Lincoln ESD
905 4th Ave SE
Albany, OR 97321

TALENTED AND GIFTED PROGRAMS AND/OR SERVICES COMPLAINT FORM

Name _____

Address _____

Phone (Daytime) _____ (Evenings) _____

Date of complaint _____

4. What is the nature of your complaint? _____

5. What is the ESD currently doing? _____

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

7. What do you feel the ESD should be doing? _____

8. Other pertinent comments _____

Signature: _____