



STEMCivics Charter School  
Gifted and Talented Education Complaint Procedure  
Information, Complaint Form, and Checklist

**Overview:**

*New Jersey Administrative Code 6A:8-3.1 defines students who are gifted and talented as those students who possess or demonstrate high levels of ability in one or more content areas when compared to their chronological peers in the local district and who require modification of their educational program if they are to achieve in accordance with their capabilities. According to N.J.A.C. 6A:8-3.1, all public school districts must have a board-approved gifted and talented identification process and provide services for identified students enrolled in the grades of that school district. The regulations require that identification and services be made available to students in grades K-12.*

*The “Strengthening Gifted and Talented Education” law (18A:35-35) codifies requirement included in State Board of Education regulations that boards of education ensure that appropriate instructional adaptations and educational services are provided to gifted and talented students in kindergarten through grade 12 to enable them to participate in, benefit from, and demonstrate knowledge and application of the New Jersey Student Learning Standards.*

**NJDOE Statutes and Regulations:**

<https://www.state.nj.us/education/aps/cccs/gandt/regs.htm>

**Complaint Procedure:**

1. The complainant/appealing party may utilize this procedure to resolve a concern.
2. The appealing party shall submit to the school in writing the specific concern, using the form found below (pg. 3).
3. The school shall notify the school counselor and/or District Gifted/Talented Coordinator of the grievance.
4. The school counselor shall compile a student profile and present that along with the petition to the school administrator and District Gifted/Talented Coordinator. The profile shall include a recommendation with substantiating evidence from the child’s current and previous teachers. Criteria for determining appropriate placement of the student shall follow the NJDOE and STEMCivics Gifted & Talented Education regulation guidelines.
5. The grievance shall be heard within the instructional quarter/semester in which the grievance occurs, whenever possible. A recommendation for action or non-action on behalf of the concern will be made and discussed with the appealing party in a scheduled meeting. Should the appealing party not be the parent/guardian, the parent/guardian shall also be informed of the meeting date.

6. If the resultant action is that the student should be administered additional testing to determine eligibility for specified services, the parent/guardian will be asked to sign a permission form for the additional testing.
7. If the resultant action is that the student will now be eligible for the specified GT services, he/she may begin receiving services as soon as the parent/guardian signs for permission to serve.
8. If the resultant action is that a modification in services is needed, these modifications will begin as soon as all parties involved have been informed of the changes.
9. If the resultant action is that the student is determined to be not eligible for formal GT services, a written appeal may be made to the Chief School Administrator.
10. Should the Chief School Administrator uphold the decision, the appealing party may petition the Board of Trustees, which shall have the final decision in the case.



STEMCivics Gifted and Talented Complaint Form

Complainant Name:	
Date of Complaint:	
Relation to student: (Parent, Gifted Intervention Specialist, Teacher, etc.)	
Address:	
Phone Number (Work)	
Phone Number (Home)	
Phone Number (Cell)	
Email Address	
Student's Name	



STEMCivics Gifted and Talented Checklist

Student's Name	
School	
Grade	
Counselor	
Appeal submitted in written form to:	
Date received:	
Parent permission given in written form for additional testing; date received:	
Test(s) administered:	
Additional student data collected:	
Meeting held; date:	
Decision and rationale:	
Parent Decision (accepted or appealed):	
Appeal steps noted (Chief School Administrator and/or BOE) and final decision made:	