



THE APPEAL PROCESS



WHO MAY APPEAL?

- Parents, teachers, principals, and/or students may appeal a placement decision.

WHEN MAY A NEW PLACEMENT AND CASE REVIEW BE REQUESTED?



NEW STUDENTS

- Students who enroll in LSC will be considered at that time if needed. An annual review of all student placements is conducted in the Spring. Students who were enrolled in gifted education programs in another school corporation may need additional assessments before placement decisions can be made. The coordinator of the program arranges for additional testing to be done as needed for all new students and previously enrolled students before entering the academic G/T Middle School or Junior High programs.



ACTIVE STUDENTS

- After a teacher has counseled with the student, communicated with the parents to accommodate students' needs, and the student has attempted to meet the expectations for the class, action may be initiated by the teacher or parent. If parents, student or teacher do not agree with the recommendation for placement or non-placement for elementary program services, a request for a review by the program coordinator. Secondary student or parents wishing to appeal placement decision should contact the building coordinator who will communicate with the program coordinator. It is suggested a contract/RTI Plan be used to document interventions.



WHAT INFORMATION IS REQUIRED FOR AN APPEAL?

- Once an appeal form has been turned into the coordinator, the coordinator and/or an appeal committee reviews available records, asks for more information if needed, and recommends any changes to the parent and explains the rationale for suggested changes in placement for services. Additional information may include: additional test information, special recognitions, evidence that previous test results were invalid, evidence that personal problems interfered with student performance, or other relevant information.
- If parents, student or teacher do not agree with the recommendation for placement or non-placement for elementary program services, a request for a review by the program coordinator. Secondary student or parents wishing to appeal placement decision should contact the building coordinator who will communicate with the program coordinator. It is suggested a contract/RTI Plan be used to document interventions.

WHAT STEPS SHOULD BE FOLLOWED?



1

Parent or teacher may request a case review by completing and returning a request form to the building or program coordinator.



2

Counselors and principals and other interested parties may also be involved as part of an appeal committee.

3



The coordinator completes a case review form, indicating what options were considered, what new information was available and recommendation is being made. The coordinator and/or an appeal committee reviews available records, asks for more information if needed, and recommends any changes to the parent and explains the rationale for suggested changes in placement for services.

4



The parent is then notified of the recommendation from the committee once a decision is reached.



FURTHER APPEAL TO SUPERINTENDENT

If a parent wishes to appeal a decision of the coordinator, a conference may be requested with the Superintendent. The coordinator will provide all documentation to the Superintendent, and is also responsible for overseeing the application of Rule 511 and the Gifted Education Waivers.



EXIT PROCEDURES

- If a student, parent or teacher chooses to exit the program, a written request must be submitted to the program or building coordinator. The coordinator will ensure proper documentation is completed and filed in the student's record.



Our goal is to ensure that every student is placed in the most appropriate program to support growth and achievement.