



Academically or Intellectually Gifted Education Due Process Procedures

STEP I-Student Success Team

- A. Parent/guardian may make a request for a conference with the Student Success Team to discuss the concerns about the recommendation.
- B. Student Success Team reviews the students record and their previous nomination, identification, and service option decisions. The committee may gather additional information about the student from teachers and/or parents as needed. The Referral/Summary of Data Form may be updated.
- C. Student Success Team grants the conference within five school days of request and responds to parent/guardian in writing within five school days of conference.
- D. If the disagreement is not resolved at the Student Success Team conference, then proceed to Step II-Principal Conference (unless the principal of the school was in the SST meeting).

STEP II-Principal Conference

- A. Parent may make a written request within 30 days for a conference with the principal.
- B. Principal reviews the recommendation with the Student Success Team chairperson.
- C. Principal grants the conference within five school days of request and responds in writing within five school days of conference.
- D. If the disagreement is not resolved at the principal conference, then proceed to Step III- Appeal to the AIG Director.

STEP III-Appeal to the AIG Program Director (Director of Student Services)

- A. Parent/guardian may appeal the principal's decision in writing to the AIG Director within five days of receiving the response.
- B. AIG Director reviews the grievance within five days of receipt of the appeal.
- C. AIG Director responds in writing to the parent and principal concerning the outcome of

the review within 10 school days.

- D. If the grievance is not resolved at STEP III, then proceed to STEP IV-Appeal to the Superintendent.

STEP IV-Appeal to Superintendent

- A. Parent/guardian may appeal the decision of the AIG Director to the Superintendent within five days of receiving the response.
- B. Superintendent reviews the grievance within five days of receipt of the appeal.
- C. Superintendent responds in writing concerning the outcome within ten school days to the parent/guardian and principal.
- D. If the grievance is not resolved at STEP IV, then proceed to STEP V-Appeal to the Board of Education.

STEP V-Appeal to the Board of Education

- A. Parent/guardian may appeal the decision of the Board of Education within five days of receiving the response.
- B. The Board of Education reviews the grievance within five days of receipt of the appeal.
- C. The board of Education responds in writing concerning the outcome within ten school days to the parent/guardian and Superintendent.

In the event that the local grievance procedure fails to resolve the disagreement, then the state level grievance procedure would be implemented.

State Level Grievance Procedure

- A. Parent may file a petition for a contested case hearing under Article 3 of Chapter 150B of the General Statutes. The scope of the review shall be limited to whether the local school administrative unit improperly failed to identify the child as an academically or intellectually gifted student, or whether the local plan has been implemented appropriately in regard to the child. Following the hearing, the administrative law judge shall make a decision that contains findings of fact and conclusions of law.
Notwithstanding the provisions of Chapter 150B of the General Statutes, the decision of the administrative law judge becomes final, is binding on the parties, and is not subject to further review under Article 4 of Chapter 150B of the General Statutes