

#### Appeals Procedures:

A parent/guardian may appeal the decision of placement/identification by using the following procedures (7.08):

1. The parent/guardian will file an appeal in writing with the Gifted and Talented Coordinator within ten days.
2. The GT Coordinator will inform the Identification Committee of the appeal.
3. The committee will be composed of at least five members, including an administrator, teachers, and/or counselors, and chaired by a GT Coordinator.
4. During the appeals procedure, the parent/guardian may address the committee. The parent/guardian must leave before any discussion or decision is made about placement.
5. The appeal committee will review the student's records obtained through a variety of procedures and from multiple criteria. At least two objective measures and two subjective measures (one of which must assess creativity) are used in determining placement.
6. The parent/guardian will receive written notification of the committee decision.

#### Exit Procedures:

The PSD gifted program options strive to meet the special needs of gifted individuals. However, if data should indicate that current placement may not be the most appropriate way to meet the student's needs, then a placement committee of at least five members, including an administrator, teachers, and/or counselors, chaired by a GT Coordinator will review placement.

Exit from the program may be initiated by student, parent/guardian, GT personnel, classroom teacher, counselor, or administrator.

A student or parent/guardian may express concerns that could warrant exit procedures. A student's concerns would be discussed with the parent before any decision is made. If a parent/guardian decides that GT services are no longer warranted then the parent would sign an exit form.

When exit concerns are initiated by school personnel, multiple criteria must be collected with at least two objective and two subjective measures, one which measures creativity, being included. No single criteria can be used to exclude a student. The placement committee's decision about the most appropriate placement for the student will be communicated to the parent.

## Annual Review Procedures:

Once a student enters the program, student progress will be reviewed annually. If data indicates that current placement may not be the most appropriate way to meet the student's needs, exit procedures will be followed to determine the most appropriate placement.

The annual review procedures will provide assurance for continuation of gifted services and long term identification. Parents will be notified by letter or any concerns or if there is to be any changes of placement. The change of placement will be decided by the identification committee, utilizing multiple criteria with procedures used for initial placement. It is our desire that the student continue receiving GT services. Those exiting the program will follow the procedures outlined in the Exit Policy (7.09).

## Maintenance & Confidentiality of Files

Student data and placement decisions are kept on file for at least five years or as long as needed for educational decisions. Information is kept on file with access limited to staff concerned with the education of the student and to the students' parents. The GT Coordinator shares any information, which would be educationally useful to teachers, in a confidential and private manner. (7.09)

## Dissemination of Information with School Staff & Confidentiality (7.07)

Instructionally useful information about individual students obtained during the identification process is communicated to the instructional staff regardless of final placement decisions. Dissemination of such information that is considered helpful to better serve a student may be shared with the regular classroom teacher and school officials by the GT Coordinator either verbally through casual conversation or by other means. Written form may also be given to add to the regular classroom student file. No other personnel has permission to see a child's record without written consent by the parent/guardian. (7.07)

## Return Procedure:

Any previously identified student in the GT program who has officially exited the program and wishes to return to the program will follow the same procedure as any student who would be considered for a placement decision. Two objective and two subjective measures (one of which must assess creativity) will be reviewed or re-administered based on the validity of each test and the guidelines for that specific test.

## Transfer Student Nomination

Transfer student nominations will be based on the district's identification procedure (per state guidelines, section 7.0) Any student formerly identified (in another district) will be reviewed. Identified students transferring from another GT program within the state or children of the military whose criteria are equivalent to our school district may be immediately placed.

Students who do not have data equivalent to our district which includes at least two objective and two subjective measures (one of which must assess creativity) will be required to follow the same identification procedures as those students to be considered by placement.