

## **South Whidbey School District**

### **Highly Capable Appeal Process for Denial of Entrance into Program**

The selection committee will consist of at least three district educators, including a classroom teacher, school psychologist and district administrator. The selection committee will evaluate each nominated/referred student according to the established criteria and shall identify those students for whom placement in the gifted and talented program is most appropriate. The following procedures shall apply when a parent requests that a placement decision be reconsidered.

#### **Conditions for Appeals**

- A condition or circumstance believing to have caused a misinterpretation of the testing results exists
- An inequitable or inappropriate application of the identification process is alleged
- Parents have substantial evidence to introduce that, when added to the existing information, creates a compelling ‘preponderance of evidence’ regarding the student’s need for program services

#### **Informal Level**

Prior to the filing of a formal appeal, parents are encouraged to confer with the HCL Coordinator to review the assessment process and discuss the results.

#### **Level One**

Appeal to the Selection Committee:

If a parent disagrees with the selection committee’s decision to deny admittance into the HCL program, the parent may appeal the decision to the selection committee. A written notice of appeal must be made within 15 business days of the postmark date on the denial of placement letter. Written appeals must be in written form and must include information supporting that one or more of the appeal conditions exist. Within 15 business days of receipt of the written notification of appeal, the selection committee shall review information presented by the parent in the level one appeal and provide the parent with a written response. The response will be sent to the parent via certified U.S. mail.

#### **Level Two**

Appeal to the Superintendent:

If the parent desires to appeal the Level One response, the parent must submit a written notice of appeal within 10 business days of date on the letter of notification of the Level One response. Written appeals must include information supporting that one or more of the appeal conditions exist. Within 10 business days of receipt of the written notification of appeal, the superintendent shall hold a Level Two hearing with the parent. The Level Two appeal will be heard by the superintendent or his/her designee. The superintendent may choose to include members of the selection committee in this level two appeal hearing. The superintendent will have 10 business days following the hearing to make a decision and provide the parent with a written response. The response will be sent to the parent via certified U.S. mail. The decision of the superintendent will be final.