

A. Grievance procedures have been established to settle, equitably, at the lowest possible administrative level, differences and issues relating to the gifted program. The grievance procedure is as follows:

- Level I (Informal Procedures).

1. The aggrieved person (student, parent, guardian or employee) must first discuss his or her grievance with the gifted coordinator with the objective of resolving the matter informally.

2. The aggrieved person and the gifted coordinator shall discuss the grievance with a view toward arriving at a mutually satisfactory resolution.

- Level II Step One (Formal Procedures)

1. If as a result of the discussion between the aggrieved person and the gifted coordinator, the matter is not resolved to the satisfaction of the aggrieved person, the aggrieved person may, within five school days of the date of the meeting with the gifted coordinator, set forth his or her grievance in writing, directed to the gifted coordinator and shall specify the following:

- a. The nature of the grievance;
- b. The nature or extent of the injury, loss, or inconvenience;
- c. The remedy desired;
- d. The results of previous discussions; and
- e. Areas of dissatisfaction with decisions previously rendered.

2. The gifted coordinator will consult with the Director of Special Education and shall communicate in writing his or her decision to the aggrieved person within five school days of receipt of the written grievance.

- Level II, Step Two (Formal Procedures).

1. If the aggrieved person is not satisfied with the disposition of his or her grievance at Level II, Step One, he or she may, within five school days of receipt of the gifted coordinator's written decision, present his or her grievance to the Superintendent or the Chief Academic Officer as appropriate.

2. The Superintendent or the Chief Academic Officer will review the written record and

convene a hearing, no later than ten working days after the filing of the grievance, at which both the aggrieved person and the Gifted Coordinator and the Director of Special Education may present testimony and documents relevant to the grievance.

3. Witnesses may be presented and cross-examined. Detailed minutes of the hearing will be made and kept; a copy of the minutes will be available to each party.

4. Within ten working days of the hearing, the Superintendent or the Chief Academic Officer will provide a written copy of his or her determination to both parties.

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- Level III, Step One (Formal Procedures)

1. In the event the aggrieved person is not satisfied with the disposition of his or her grievance at Level II, Step Two, he or she may request a hearing before the Board of Education.

2. The request shall be in writing and include copies of the original complaint, the minutes of the hearing before the Superintendent or the Chief Academic Officer, and the written determination of the Superintendent or the Chief Academic Officer.

3. The request for a hearing before the Board must be made within ten working days of the receipt of the decision by the Chief Academic Officer.

4. The request for a hearing before the Board shall be submitted to the Superintendent.

5. The Board shall convene a hearing within thirty calendar days of receipt of the request at which the parties may present additional testimony and argument.

6. The aggrieved person may be accompanied by an attorney at this hearing.

7. The aggrieved person shall be given a written decision by the Board within five working days of the Board's hearing.

- Level III, Step Two (Formal Procedures).

1. In the event the aggrieved person is not satisfied with the disposition of the grievance by the Board, he or she should follow the procedures listed in the STATE

COMPLAINT AND MEDIATION PROCESSES FOR MATTERS PERTAINING TO

GIFTED STUDENTS

2. This information is available for download from the Alabama State Department of Education and may be obtained by calling (334) 242-8144 or is available at www.alsde.edu. (Click on Sections, then Special Education Services, then Gifted).