

Definition of Gifted:

Gifted students are those who perform at or have demonstrated the potential to perform at high levels in academic or creative fields when compared to others of their age, experience, or environment. These students require services not ordinarily provided by the regular school program. Students possessing these abilities can be found in all populations, across all economic strata, and in all areas of human endeavor. Gifted students may be found within any race, ethnicity, gender, economic class or nationality. In addition, some students with disabilities may be gifted.

Referral Process:

Teachers, counselors, administrators, parents or guardians, peers, self, or any other individuals with knowledge of the student's abilities may refer a student. Additionally, all second-grade students will be observed as potential gifted referrals using a gifted behavior checklist.

For each student referred, information is gathered in the areas of Aptitude, Characteristics and Performance. The information is entered on a matrix where points are assigned according to established criteria. The total number of points earned determines if the student qualifies for gifted services.

To make a referral, contact the gifted specialist at the student's school.

Accommodations for acceleration are available to students who perform above grade level in grades K-12. All requests for acceleration must be made to the principal.

Service Delivery:

Elementary K-2	Consultative Services--The gifted specialist consults with the general education teachers to address the needs of gifted students in the general education classroom.
Elementary Grades 3-5	Resource room pull-out
Middle School & High School	Advanced and/or honors classes
Magnet school K-12	Advanced curriculum



**MONTGOMERY
PUBLIC SCHOOLS**

Grievance Complaint Form (Gifted Procedures and Practices)

I. Name of Person Making Complaint: _____
Address: _____ Phone: _____

II. Name(s) of each school district employee or other individual (s) whose decision or action(s) is an issue:

Name: _____ School: _____

Name: _____ School: _____

Name: _____ School: _____

III. Please provide a description of the alleged violation of each individual whose action is an issue, including dates, times of actions or incidents. (Please Print.) You may attach additional pages to the form.

IV. Please list each specific resolution desired.

V. Please attach any additional documentation for which consideration is desired.

VI. My other grievance(s) (if applicable) are for:

- Gifted Procedures and Practices
- Discrimination

- Form attached
- Form attached

VIII. My other grievance(s) (if applicable) are for:

- Gifted Procedures and Practices
- Discrimination

- Form attached
- Form attached

VIII. In the event a person files a complaint under multiple areas or otherwise has several avenues available under the Board of Education policies and procedures, those policies and procedures may be consolidated in order to achieve a prompt and equitable resolution of the complaints, when doing so will not deprive the grievant of any rights granted under any of the separate policies and procedures. However, under no circumstances does the filing of a grievance complaint stop or delay other administrative proceedings.

X. This form and any additional supportive documentation shall be personally delivered or hand mailed to the school principal. In the event the complaint is made against the principal, this form and any additional documentation shall be personally delivered or hand mailed to the Executive Director of Leadership and Continuous Improvement.

Principal: *Details of Actions Taken:*

Signature of Complainant/Parent

Date

Signature of Principal

Date

equitable resolution of the complaints, when doing so will not deprive the grievant of any rights granted under any of the separate policies and procedures. However, under no circumstances shall the filing of a grievance complaint stay or otherwise delay other administrative proceedings.

14. Individuals shall not be subjected to retaliation because they filed a grievance, appeal or participated in an investigation pursuant to the grievance procedures.

Investigations under this section will only address general disputes with administrators or district staff. Investigations into allegations of discrimination, and gifted program complaints shall be made on their designated forms and will be conducted pursuant to the grievance procedures for those sections.

C. Grievance on Gifted Program and Practices

Grievance procedures have been established to settle equitably at the lowest possible administrative level, differences and issues relating to the gifted program. Grievances related to the gifted program should first be discussed with the designated gifted coordinator with the objective of resolving the matter informally. The aggrieved person and the gifted coordinator shall discuss the grievance with a view toward arriving at a mutually satisfactory resolution. The formal grievance procedure is as follows:

LEVEL I

1. The grievant must provide the following information to the school principal on the Grievance Complaint Form for the Gifted Program: (1) the name and address of the person making the complaint, (2) the name of the school district employee or other individual whose decision or action is at issue, (3) a description of the alleged violation, including dates and times of incidents and (4) each specific resolution desired. The Grievance Complaint Form the Gifted Program is found on page 98.
2. In the event the complaint is regarding the school principal, the grievant must provide the following information to the ED (1) the name and address of the person making the complaint, (2) the name of the school district employee or other individual whose decision or action is at issue, (3) a description of the alleged violation, including the dates and times of incidents and (4) the specific resolution desired. The ED shall follow the grievance procedures set forth below in lieu of the principal.
3. The Complaint Form shall personally delivered or mailed to the principal. Any additional documentation the grievant wishes to be considered in the investigation should be attached to the Complaint Form.
4. The principal shall schedule a meeting with the grievant within five (5) school days after the written complaint has been submitted to the principal.
5. The principal shall conduct any investigation of the facts necessary before rendering a decision. These procedures contemplate informal but thorough investigations, affording all interested persons, if any, an opportunity to submit evidence and witnesses relevant to the complaint.
6. The principal shall provide a written response to the complaint, unless good cause for delay is shown, within ten (10) school days of the meeting with the grievant. The response will include the principal's decision regarding resolution of the grievance and the basis for the decision. The response need not disclose all information received during the investigation to protect the individuals who in good faith participated in the investigation. The response shall not disclose confidential information regarding other students or employees.

LEVEL II

7. If the grievant is dissatisfied with the principal's decision, the grievant may appeal the decision to the ED. The appeal must be made in writing, personally delivered or mailed to the ED within five (5) school days of the grievant receiving the principal's decision. If the grievance was regarding the school principal and originally made with the ED, proceed directly to Step 10 of the procedures.
8. The ED shall review the written documents and may schedule and hold a conference with the grievant, principal or other individuals the ED determines appropriate.
9. The ED shall issue to the grievant, within a reasonable time after the grievant submits the appeal, a written determination as to the appeal and its resolution. The written determination need not disclose all information received during the appeal to protect the individuals who in good faith participated in the appeal process. The written determination shall not disclose

confidential information regarding other students or employees.

10. If the grievant is dissatisfied with the ED decision, the grievant may appeal the decision to the CAO. The appeal to the CAO must be made in writing, personally delivered or mailed to the CAO within five (5) school days of the grievant receiving the ED's decision.

LEVEL III

11. The CAO shall review the written documents and may schedule and hold a conference with the grievant, principal or other individuals the Superintendent determines appropriate.
12. The CAO shall issue to the grievant, within a reasonable time after the grievant submits the appeal, a written determination as to the appeal and its resolution. The written determination need not disclose all information received during the appeal to protect the individuals who in good faith participated in the appeal process. The written determination shall not disclose confidential information regarding other students or employees.
13. In the event a person files a complaint under multiple areas or otherwise has several avenues available under the Board of Education policies and procedures, those policies and procedures may be consolidated in order to achieve a prompt and equitable resolution of the complaints, when doing so will not deprive the grievant of any rights granted under any of the separate policies and procedures. However, under no circumstances shall the filing of a grievance complaint stay or otherwise delay other administrative proceedings.
14. Individuals shall not be subjected to retaliation because they filed a grievance, appeal or participated in an investigation pursuant to the grievance procedures.

In the event the aggrieved person is not satisfied with the disposition of the grievance by the school district, he or she should follow the procedures listed in the *STATE COMPLAINT AND MEDIATION PROCESSES FOR MATTERS PERTAINING TO GIFTED STUDENTS*. 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.