

Academically/Intellectually Gifted Program

Due Process Procedures

(Grievance Process)

1. **The parent/guardian requests a conference with the school-based review team.**
 - a. Parents/guardians may make a request for a conference with the **team** to discuss the concerns about the recommendation.
 - b. The **team** reviews student's records and their previous nomination, identification, and service option decision. The team may gather additional information about the student from teachers and or parent as needed.
 - c. The **team** grants the conference within 5 school days of the request and responds to the parent in writing within 5 school days of the conference.

2. **The parent/guardian appeals the team's decision to the AIG Coordinator.**
 - a. Parents/guardians may appeal the **team's** decision in writing to the **AIG Coordinator** within five days of receiving the written response from the **team**.

- b. The **AIG Coordinator** reviews the grievance within 5 school days of the receipt of the appeal.
- c. The **AIG Coordinator** responds in writing to the outcome of the review within 10 school days.

3. The parent/guardian appeals to the Superintendent of MCS

- a. The parent/guardian may appeal the decision of the **AIG Coordinator** to the **superintendent** within 5 school days of receiving the response.
- b. The **superintendent** reviews the grievance within 5 school days from the receipt of the appeal.
- c. The **superintendent** responds in writing concerning the outcome within 10 school days to the parent/guardian, **AIG Coordinator**, and principal of the given school.

4. The parent/guardian appeals to the MCS Board of Education.

- a. A parent may appeal to the **MCS Board of Education** in writing within 10 school days following the written response from the superintendent.
- b. The **Board** may offer a final decision within 30 days of written receipt.

5. **The parent/guardian petitions the administrative law judge for a contested case hearing.**

a. Parents/guardians may file a petition for a contested case hearing under ~Article 3 of Chapter 150B of the *General Statutes*.

b. 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 **judge** becomes final, is binding on all involved parties, and is not subject to further review under ~Article 4 of Chapter 150B of the *General Statutes*.