

**STEP**

**V**

NORTH CAROLINA STATE LEVEL GRIEVANCE PROCEDURE

- A. Parent may file a petition for a contested case hearing under Article 3 of Chapter 150B of the NC General Statutes. The scope of the review shall be limited to:
- (i) whether the local school administrative unit improperly failed to identify the child as an academically or intellectually gifted student
- or**
- (ii) whether the local plan for gifted education has been implemented appropriately in regard to the student's needs.
- 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 NC General Statutes, the decision of the administrative law judge becomes final, is binding on all parties and is not subject to further review under Article 4 of Chapter 150B of NC General Statutes.

*\*As an alternative to Steps III or IV, a school system could elect to form either a grievance committee to hear disagreements or employ an impartial mediator to hear disputes*

***Forms needed for the Grievance Process can be supplied by the school AIG Specialist or the AIG District Director. They are also available on the PQ Schools District AIG webpage.***



**Perquimans  
County  
Schools**

**HANDBOOK On  
Parents' Rights**

**Parents' Due Process Procedures  
for Academically and/or  
Intellectually Gifted Programs  
and Services**

**Perquimans County Schools  
P.O. Box 337  
Hertford, NC 27944  
(252) 426-5741**

## PARENTS' RIGHTS FOR AIG PROGRAM

### Perquimans County Schools Due Process Regarding Academically or Intellectually Gifted Identification and Services Decisions

- I. Parent/guardian requests a conference with the Teacher and/or AIG Committee, including the AIG Site Specialist.
- II. The parent/guardian appeals to the Principal/AIG Site Specialist and/or District AIG Director. Form is available online and can also be provided by the AIG Specialist.
- III. The parent/guardian appeals to the Superintendent of Perquimans County Schools.
- IV. The parent/guardian appeals to the Board of Education
- IV. The parent/guardian follows NC State level grievance procedures.

## DUE PROCESS PROCEDURES

### STEP

#### I

Teachers/AIG Committee/AIG Site Specialist

- A. Parent/guardian may make a request for a conference with the AIG Committee to discuss concerns about the placement decision.
- B. AIG Committee reviews the student's records and previous nomination, identification and service delivery options decision. The committee may gather additional information about the student from parents and/or teachers, if needed. Any decisions, whether it constitutes a change or not will be noted in the student's folder.
- C. AIG Committee conducts a conference within ten school days of parent/guardian request and subsequently responds to the parent/guardian in writing within ten school days following the conference.

*\*A written request is preferred. Please keep written request for documentation of due process. If the request is oral, note the date of the request and any decisions made. Place the information in the student folder. AN ACCURATE TIMELINE OF EVENTS SHOULD BE KEPT AS DOCUMENTATION.*

*IF THE DISAGREEMENT IS NOT RESOLVED AT THE AIG COMMITTEE CONFERENCE, THEN PROCEED TO STEP II.*

### STEP

#### II

Appeal to the Principal/AIG Site Specialist

- A. Parent/guardian may appeal AIG Committee decision in writing to the Principal/AIG Site Specialist and District AIG Director within ten school days of receiving the response.
- B. Principal/AIG Site Specialist and/or District AIG Director reviews the grievance and conducts a meeting within ten school days of receipt of appeal.
- C. Principal/AIG Site Coordinator and/or District AIG Director responds in writing to the parent/guardian concerning the outcome of the review within ten school days.

### STEP

#### III

APPEAL TO SUPERINTENDENT

- A. Parent/guardian may appeal decision of Principal/AIG Site Specialist and/or District AIG Director to the Superintendent within ten school days of receiving the response.
- B. Superintendent reviews the grievance and conducts a meeting within ten school days of receipt of the appeal.
- C. Superintendent responds in writing concerning the outcome within ten school days to the parent/guardian, AIG Site Specialist/District AIG Director and principal.

### STEP

#### IV

APPEAL TO LOCAL SCHOOL BOARD OF EDUCATION

- A. Parent may appeal to the Board of Education in writing within ten school days following the written response from STEP III.
- B. The Board shall offer a final written decision within thirty days.

*\*In the event that the local grievance procedure fails to resolve the disagreement, then the state level grievance procedure would be implemented.*