

CCA

Cardinal Charter Academy



Academically and/or
Intellectually Gifted Program

Handbook on Parents' Rights

Updated January 6, 2023

REGARDING ACADEMICALLY/INTELLECTUALLY GIFTED ELIGIBILITY DETERMINATION AND SERVICES DECISION

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General Information Regarding Parent and Student Rights

Parents/Guardians can request screening of student data; however, the student data must support further testing.

The parent/guardian of a student being screened for AIG services may request a screening of student data upon enrollment and once a year for grades 3-8.

During the screening process, student data is used to make further recommendations regarding the best placement for the student. Students whose data is current and meets the qualifying criteria for placement will be recommended for placement into AIG services. Further testing may be recommended for candidacy for placement into AIG services if needed. If further testing is recommended, the parent/guardian will receive a permission to test form. Parents/guardians have the choice of denying testing or consenting to testing. The parent/guardian will need to sign and return the permission to test form to the school. No further assessments will be administered without parent/guardian consent for testing.

Parents/Guardians will be notified of the results of further testing in writing as soon as the screening process has concluded. Further recommendations will be sent with the testing results notifying parents of the overall decision regarding student placement. Students who do not qualify for services will continue to be annually screened for gifted services recommendation in grades 3-8.

Student who qualify for services do not receive services until the parent/guardian signs a Differentiated Education Plan (DEP) or Individualized Differentiated Plan (IDEP) consenting to services. Parent/Guardians are invited to the school to conference regarding AIG services and address additional concerns regarding the student. The invitation is sent in writing with the testing results. The parent/guardian conference concludes with the sign of the DEP or IDEP either agreeing to or denying services.

For students who are transferring into CCA from a district within the state of North Carolina, previous identification information will be used to determine the best placement based on our local criteria and service models.

For students who are transferring into CCA from a district outside the state of North Carolina, previous identification information will be used as a data point in the screening process. Current standardized, nationally-normed testing data that has occurred within the past year can be used during the screening process to determine further recommendations.

The annual screening process and first nomination and testing window will be from August – November. Nominations may be submitted by parents, teachers, and/or students (middle and/or high school). A second window during the school year may be utilized on an “as needed”

basis. Parents/Guardians will be notified in writing if a student is recommended for further testing or qualifies for services.

Parents/Guardians have the right to choose private testing at their own expense. Families who elect to attain private testing must have testing completed by a licensed psychologist. A complete report of testing results must be sent to the school within the first 90 days of the school year to be counted within the first testing window. Any results received after this time will be evaluated during a second nomination and testing window during the school year.

The steps outlined in the rest of this handbook are the appeals process. Families that disagree with the decision of the School-Based Committee for Gifted Education have the right to appeal the process. A rescreening of student data is conducted in order to determine further recommendations. Parents/Guardians can request screening of student data; however, the student data must support further testing.

DUE PROCESS PROCEDURES REGARDING ACADEMICALLY/INTELLECTUALLY GIFTED ELIGIBILITY DETERMINATION AND SERVICES DECISION

STEP 1: Appeal to the School-Based Committee for Gifted Education (SBCGE)

1. The parent/guardian may request a conference with the School-Based Committee for Gifted Education (SBCGE) at the child's school. This request must be made in writing and should include reasons for appeal. If this request concerns test results, then this request must be received by the SBCGE within twenty (20) business days of notification of test results. The SBCGE will be given 10 business days from the date of the written request to convene all members for conference.
2. At this conference, the individual student profile will be examined and discussed. Information used to determine eligibility for service delivery options shall be reviewed with the parent/guardian. If needed, the child's teacher(s) may be asked to provide further documentation concerning student characteristics and achievement by the SBCGE.
3. At this conference, all information will be shared with parent/guardian, minutes will be recorded, and signatures obtained for those present.
4. Following the conference, the AIG Coordinator will respond to the concerns in writing within 10 business days of the conference.
5. If the disagreement is not resolved at this level, proceed to Step 2

STEP 2: Appeal to the Principal

1. The parent/guardian may appeal the decision of the School-Based Committee of Gifted Education (SBCGE) to the Principal of Cardinal Charter Academy (CCA). The parent, in writing, must explain concerns and specific points of disagreement along with supporting reasoning and submit the appeal within 10 business days of the decision from the SBCGE.

Please submit this appeal to: April Goff, Principal

Cardinal Charter Academy, 1020 St. Charles Place Cary, NC 27513

