

**Hemmeter Elementary School**  
**Procedure for a Student Not Meeting the Standards of the**  
**Gifted and Talented Program**

**Due process shall be followed whenever a student is being considered for removal from Hemmeter's gifted and talented program.**

**The due process procedure is as follows:**

1. A conference will be set up involving the classroom teacher and the parent to discuss problem(s) the student may be experiencing. Interventions will be developed to support the student. A follow-up meeting will be scheduled within 45 calendar days to evaluate the student's progress.
2. A committee will be established consisting of principal, classroom teacher, staff members, and parent/guardian to discuss the problems the student is experiencing.
3. The student continues to receive gifted services. An appropriate plan will be designed for the student's continuation, and the student's difficulty will be noted on the report card.
4. The committee will reconvene at the discretion of any committee member to evaluate the student's performance as outlined in the continuation plan.
5. In cases where the parent/guardian disagrees with the committee's decision about a student placement, the parent/guardian has the right to appeal on behalf of the student. Reasons for the disagreement shall be stated in writing to the Principal or Gifted and Talented Teacher within five (5) days of the conference.
6. The Principal will respond to the written appeal within five (5) days.

**Factors that could affect student's placement in gifted services:**

1. Parent/guardian request for removal.
2. Student's inability to perform at the expected level required for participation in gifted and talented