

# College Achieve Greater Asbury Charter School

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## Gifted and Talented Education Complaint Policy

### Purpose

In compliance with the Strengthening Gifted and Talented Education Act (N.J.S.A. 18A:37b(1); 18A:35-38), the Board of Trustees establishes this complaint policy to ensure that parents, guardians, students, and members of the public have a clear process to raise concerns regarding noncompliance with gifted and talented education requirements.

### Policy Statement

The district affirms its responsibility to identify gifted and talented students and provide them with appropriate instructional adaptations and services. Concerns about compliance will be addressed promptly, fairly, and in alignment with state law.

### Procedures for Filing a Complaint

1. Who May File: Any parent, guardian, student, or member of the public.
2. Written Complaint: Complaints must be submitted in writing using the official Complaint Form.
3. Submission: Complaints should be sent to the Lead Person or designee via email, mail, or in-person delivery.
4. Acknowledgement: The district will acknowledge receipt of the complaint within 5 school days.
5. Investigation: The Lead Person or designee will review the complaint, gather documentation, and meet with involved parties.
6. Response: A written response will be provided within 30 school days of receipt.
7. Appeal: If the complainant is not satisfied, they may appeal in writing to the Board of Trustees within 10 school days of receiving the response. The Board will issue a final written decision within 30 school days.
8. Further Action: If unresolved, the complainant may submit the matter to the New Jersey Department of Education, in accordance with state law.

### Publication

This policy and related documents will be posted on the district's website and made available at the school office.