

## **Appeals Procedure for Talented and Gifted Identification and Placement**

If a parent wishes to appeal the determination of a student's placement, The Valley School has developed these procedures.

The Informal Process must occur before a Formal Process may begin.

### **Informal Process**

1. The parents will contact the Valley School TAG coordinator/teacher to request reconsideration.
2. The TAG coordinator/teacher will confer with the parents and may include any additional appropriate persons, e.g., principal, counselor, teacher, etc, including personnel from Medford School District. At this time, information pertinent to the selection or placement will be shared.
3. If an agreement cannot be reached, the parents may initiate the Formal Process.

### **Formal Process**

1. Parents shall submit a written request for reconsideration of the identification/placement to the Valley School Director.
2. The Director shall acknowledge in writing the receipt of the request within five working days and shall forward copies of the request and acknowledgment to the TAG coordinator/teacher.
3. The Director, TAG coordinator/teacher and any other appropriate administrator shall review the student's file and earlier decisions within 10 working days of the original request. Additional data may be gathered to support or change the earlier decision;
4. Parents may be provided an opportunity to present additional evidence;
5. If deemed necessary, a formal hearing will be conducted by The Valley School Board.
6. A decision will be made within 20 working days after receipt of the written request for reconsideration. The parents shall be notified of the decision in writing and the decision shall be considered final.

END OF POLICY

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**Legal Reference(s):**

[ORS 338.115](#)