

## Appeal Procedure For Identification Decision

If the identification decision is *No* or *Potential*, the parent has the right to appeal the decision by notifying the principal in writing to have the TAG Office staff re-evaluate the findings of your school TAG Leadership Team.

- The principal notifies the TAG Office within 10 days of receipt of the parent letter.
- The TAG Office will contact the parent for additional information.
- The working file of the student and parent-supplied information are reviewed.
- The TAG Office may administer additional tests, request additional rated work samples, and/or observe the child in class.
- Following a review of the case, a decision is communicated to the parent and principal within 10 working days.

Following the TAG nomination process, the TAG Office will notify the school and the parents of the final decision by mail.



## TAG Identification Process

In accordance with OAR 581-022-1310, Identification of Academically Talented and Intellectually Gifted Students, students may be identified as Intellectually Gifted and/or Academically Talented if they score at or above the 97th percentile on nationally-normed tests. Students demonstrating the potential to perform at the 97th percentile and meeting the multiple criteria for identification may be identified as TAG Potential and also receive TAG Services.

The school's TAG Leadership Team (the principal, TAG Coordinator, and classroom teacher representatives) reviews multiple criteria for identification: nomination and advocacy by teacher, parent, or self; rated work samples; and nationally-normed test scores.

The TAG Leadership Team recommends *Yes*, *No*, or *Potential* TAG. The district TAG Office reviews the recommendation and makes a final decision. The parent and school are notified of this decision by mail.

*Adapted from Elementary-Secondary Guide for Oregon Schools, Oregon Department of Education, 1980, page 24 and the Oregon Handbook for Parents of Talented and Gifted Children, 1990.*

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## Portland Public Schools Talented & Gifted Education



## APPEALS AND COMPLAINTS

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**Portland Public Schools Nondiscrimination Statement**  
Portland Public Schools recognizes the diversity and worth of all individuals and groups and their roles in society. All individuals and groups shall be treated with fairness in all activities, programs and operations, without regard to age, color, creed, disability, marital status, national origin, race, religion, sex, or sexual orientation.  
Board of Education Policy 1.80.20-P

## When Does a Concern Become a Complaint?

Most often, with good communication, the questions that parents have about their child's education get addressed. Concerns and issues are more likely to escalate when they go unanswered. Parents may also disagree with an explanation, a decision and/or a district's policy or procedure.

Discussing the issue with the key person is most important. If no response or resolution occurs, the parent is advised to talk to that person's supervisor.

Knowing one's rights and responsibilities assists a parent in taking appropriate steps to make their concern known. If a complaint alleges violation of standards of the Oregon Administrative Rules, one may follow the "Steps to File a Complaint" process.

TAG Policies and Procedures are available at the school office, the TAG Office, and on the PPS TAG web site.



## Steps to Filing a Complaint

### 1. Solving Problems at the School Level

Most problems will be solved at the local level. The complaint procedure must always begin with a letter of complaint to the person directly responsible for the student (e.g. teacher and/or principal). This communication is shared with the TAG Office. Resolution of a problem informally or through some form of mediation is always the best solution.

### 2. Solving Problems at the Cluster Level

If a problem cannot be solved at the building level, contact the Cluster Director (the Principal's supervisor) to discuss the lack of resolution.

### 3. Solving Problems at the District Level

Communicate by letter the lack of resolution at the building and area levels to the District Superintendent, with copies to the Board of Education, the Cluster Director and the Principal. Include notes from previous meetings and the original letter of complaint.

### 4. Appealing to the State Superintendent of Public Instruction.

After exhausting the local complaint procedures or after 45 days from filing a written complaint with the school district, whichever comes first, follow the steps outlined in OAR 581-22-1940.

The appeal should be addressed to the State Supt. of Public Instruction, Oregon Department of Education, 255 Capitol Street NE, Salem, OR 97310-0203. It should contain: your name, address and school district; the name and address of the school district you believe violated the standard; a brief statement identifying a state standard and your explanation of the violation.

The State Superintendent will notify the school district of the appeal and give the district 30 days to file a written report in response. Following receipt of the district's report, the Superintendent will decide whether to accept or dismiss the appeal. If the appeal is accepted, the State Superintendent has several options, which are detailed in the OARs, found on the web and in the *TAG Parent Handbook*.

Complainants are encouraged to keep their own records regarding conversations and meetings.

