

High Ability Program Exiting Procedure

Student performance shall be monitored. The parent or teacher may initiate the exiting or withdrawing procedure from the program. A student shall be removed from High Ability Programming at any time that the School Personnel determines it is in the student's best interest. Parents of a student in the program wishing to withdraw/exit their student due to personal or academic reasons may notify school personnel in writing at any time.

- 1** Phone calls, parent-teacher conferences, and written communications regarding concerns should be used first to resolve any issues on the parent or teacher's part.
- 2** If after the above means of communication have been tried with no satisfactory result being accomplished, then a formal conference should be called. The teacher, parent, and building principal should attend this conference. If desired, the school's counselor may be invited to attend the conference. At this conference, all issues should be examined and resolutions sought.
- 3** If a decision is made at the conference to exit or withdraw the student from the program, the initiating party (parent or teacher) should complete the Exit Request form. The form should then be sent to the school principal and then placed in permanent record.
- 4** If either party (parents OR teacher/administrator) disagrees with the placement decision, the party may appeal the decision by completing the Appeal of Placement Narrative Form to the school principal.