

**McKinney I.S.D. ALPHA (GT) Program**  
**District Initiated Furlough from GT class or Exit from ALPHA Program**  
**Step-by-Step Procedure**

Classes within the ALPHA program may place inordinate amounts of stress on some students. District initiated furloughs or exits from the ALPHA program are initiated for the benefit of the student.

A temporary withdrawal is considered a furlough. Students may be furloughed for one semester or the entire academic year. Two furloughs will constitute an exit from the M.I.S.D. ALPHA (GT) program.

A withdrawal from all GT classes is considered an exit. If exited, please be aware that an exit from the program is a permanent status. Once a student exits the program, he/she must repeat the complete assessment process and qualify again before being eligible for the program in the future.

This procedure outlines the steps that are to be taken to facilitate the removal of a student from a GT class (Language Arts, Math, or Science), ALPHA classroom or the ALPHA program.

1. **Constant communication must be made with parents / guardians of student** to alert them of the possible inappropriate placement in a particular GT class or in the ALPHA program
  - Keep a log of all communications
2. **Document** the child's inability to produce expected work
  - Include a rubric for work expectation
  - Samples of work
  - Tests
  - Incomplete homework or record of homework not submitted
3. **Document** signs of frustration, anxiety, anger, etc.
  - Have counselor interview student and submit notes for student's portfolio
  - Make note of incidents within class or outside of class for student's portfolio
4. **Team meeting with parents/guardians** – minutes of meeting to be kept in student's portfolio; information in portfolio can be shared in total.

Desired outcome: parents/guardians will approve transfer of student to appropriate class  
Campus GT Facilitator will continue to monitor the student's progress in the new placement.

5. If parents/guardians do not approve class transfer, the GT team may request an evaluation of the student by the campus GT committee.
6. All district procedures for appeal will apply as detailed under Student Rights and Responsibilities: Student and Parent Complaints, MISD policy - FNG (Local).