

The following is an explanation of the gifted program policies regarding your participation in gifted program activities.

### **TWO-DAY POLICY**

You will be issued a pass via your first period teacher for every event that involves being excused from class. These passes are to be presented to your teachers **at least two days prior** to the date you are being excused. At this time you are to find out what you will be missing in class and to make arrangements to make up missed work. If your teacher feels that missing the class in question is ill advised, you are to report to a gifted coordinator as soon as possible. If the two-day policy is not followed, faculty members are well within reason to refuse to excuse you from class.

### **GIFTED PROGRAM POLICY ON FAILURE TO ATTEND PROGRAMS**

You must attend programs for which you are scheduled. If for some reason you must miss a session, it is imperative that you let your gifted teacher know before the scheduled meeting. Do not send other students with a message for your teacher. You must inform the teacher yourself.

If you fail to attend a class, you will be given written notification from the Gifted office informing you of the date and period of the program you missed. If you fail to attend a second class, you will receive a pass to report to room 101 to discuss your absences. The third missed class will result in contacting your parents to notify them that you are in violation of your GIEP and to possibly amend your GIEP.

### **GIFTED CLASSROOM POLICY**

If you do not have a scheduled class or do not have a pass from a gifted teacher to work in Room 103, you should not be there. If no teacher is present in room 103, you are not permitted to be in that room. You must return to your regularly scheduled class.

### **COMPUTER POLICY**

All Woodland Hills computer policies are in effect. The computers in room 103 are for school related purposes only, (no games). Please check with a Gifted teacher prior to printing.