



world school

**F.W. Springstead High School International Baccalaureate Program**

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**Special Educational Needs/Inclusive Education Policy**

- All students will be valued based on their various diversity of culture, language, background, and learning styles/abilities.
- IB DP curriculum will provide all students with the ability to build self-esteem, self-efficacy, and identity through utilizing students' prior knowledge, scaffolding instruction, and differentiating lessons and assignments to meet the needs of students.
- SEN students enrolling in the IB DP will have access to mainstream DP classes with additional support, differentiation, and accommodations based on their individual needs.
- The needs of students with Individual Education Plan (IEP) or 504 plans who enroll at Springstead in the IB DP will be assessed via collaborative planning meetings encompassing the following persons: student, student's teacher team, ESE case manager, administrator, IB Coordinator, guidance counselor and/or ESE staffing specialist, and parent(s).
  - Plans for accommodations or differentiation will be updated based on parent, student, and teacher input at each meeting.
  - Meetings will be called based on parent, teacher, or student concern or at specific intervals as required by law.
- If the student has an IEP, an ESE certified teacher/case manager will complete the following at least twice per quarter:
  - meet with the student to assess goals, needs, and growth in each subject area
  - ask for teacher-feedback and concerns based on the above elements
  - complete voice and/or written communication with the parent(s) regarding the above elements
  - contact the IB Coordinator with concerns based on the above elements
- The IB Coordinator will hold bi-annual meetings with students individually to assess their needs, growth, and concerns. Additional action on the part of the student, teachers, and/or parents will be discussed and implemented after each meeting as necessary.
- Parents requesting assessment for ESE status will be directed to the Springstead ESE Staffing Specialist to arrange testing for assessment and inform stakeholders of the results.
- Requests for inclusive assessment arrangements for IB assessments will be organized by the IB Coordinator based on individual student needs.
- All IB and pre-IB teachers will have completed Special Needs training and/or coursework (at least 20 CEU credits) as part of their required professional renewal certification to include differentiated instructional practices.
- Student SEN files will be kept with the ESE staffing specialist if an IEP is in place or with the student's academic record for medical or 504 concerns, which are accessible to the IB Coordinator or guidance counselor. In the event that a student transfers to another school or IB DP, it is the parent's responsibility to ask for copies of the student's records to be sent to the next school or program.

- **Actions Taken to Implement SEN policy:**

- The SEN policy is accessible on Springstead’s website under the IB DP page. It will be updated as it is modified and re-assessed.
- A copy of the SEN policy will be provided to parents at all informational meetings and will be reviewed with parents and students who enroll in the IB DP at Springstead at the time of enrollment via the IB Coordinator.
- IB DP curriculum and differentiation methods will be reviewed yearly by Administration with the IB teacher as part of their evaluation and at various time intervals via “walk-through” assessments.
- Mainstream classes are already established and utilized by ESE students, both gifted and inclusionary.
- Collaborative planning meetings are already scheduled at specific intervals for students with IEPs or gifted students based on state law. Additional collaborative meetings may be called at any time in order to update accommodations and assess student needs. Communication of the plans are provided to teachers based on the plan type: IEPs and Gifted Plans from the case managers, 504 plans from the guidance counselors, and all other concerns for individual accommodations or needs will be directed through the IB Coordinator to staff.
- Parents requesting assessment for ESE status are directed to the Springstead ESE Staffing Specialist to organize testing for assessment and inform stakeholders of the results.
- All teachers at Springstead are required to complete training for Special Needs (20 CEU credits) to renew their certification under state law.

- **Actions taken to communicate SEN policy to prospective and current parents:**

At Springstead High school, we utilize a collaborative system within our Special Needs faculty, IB faculty, Administration, and Guidance Department to communicate our Special Educational Needs (SEN) policy with parents. Often, parents are directed to our online website, which contains our SEN policy, when asking general questions of our staff members. However, additional communication differs if the students are currently enrolled in our school or if they are prospective students.

*Prospective Students:*

- Our SEN policy is accessible to both prospective and current IB students and parents via our public school website.
- General assembly informational meetings are scheduled at least twice per semester throughout the school year for prospective students to come to learn about IB at Springstead High School. During these meetings, our SEN policy is given to parents and communicated via verbal presentation from our IB Coordinator. Additional IB staff are also available for a question and answer session after to address specific needs of students and parents.
- Our IB Coordinator also attends informational sessions at our local middle schools for students and parents to encourage and inform about IB. During these meetings, additional SEN policy information would be provided.

Current Students:

- Our SEN policy is accessible to both prospective and current IB students and parents via our public school website.
- General assembly informational meetings are scheduled at least once per semester throughout the school year for current Springstead students to come to learn about IB at Springstead High School. During these meetings, our SEN policy is given to parents and communicated via verbal presentation with our IB Coordinator. Additional IB staff are also available for a question and answer session after to address specific needs of students and parents.
- When registering in the IB DP, parents and students are again provided copies of the SEN policy and questions are reviewed with parents on an individual basis.
- Springstead students and parents who currently have a 504 plan or Individual Education Plan (IEP) in place would receive additional communication regarding the IB SEN during meetings with guidance counselors, collaborative meetings with IB and pre-IB teacher teams, and yearly meetings to review 504 or IEPs.