

Latta High School IB World School International Baccalaureate Diploma Programme Special Educational Needs Policy



Vision and Beliefs

Part of Latta High School's mission includes the belief that we should provide the environment necessary "so that each student may develop to his/her fullest potential in order to become an integral, contributing, self-reliant member of a globally diverse society." The Latta School Board believes "that students with exceptional educational needs should be served in regular classrooms whenever possible" and that "special education is an integral part of the general education program offered to all students" (Board Policy Manual IHBA).

We also believe that "every child has a right to an appropriate educational program in which he/she can experience success. If a child has a disabling condition, this success may be contingent upon an adjustment of the techniques and materials of instruction to meet his/her individual needs" (Board Policy Manual IHBA).

In keeping with the IB belief that "where normal examination conditions and assessment procedures would put candidates at a disadvantage and prevent them from being able to demonstrate their skills and knowledge adequately, reasonable forms of assessment arrangements may be authorized" (*Handbook of Procedures for the Diploma Programme 2017*), Latta High School will work within our policy guidelines and with IB staff to ensure that students who are eligible for inclusive assessment arrangements are provided the opportunities they need to be successful participants of the IB Diploma Programme.

Inclusion Identification

During the initial nine weeks of every school year, the IB Coordinator will prepare a list of IB course, anticipated, and diploma candidates to be submitted to the guidance counselor at Latta High School. The counselor will inform the IB Coordinator of any students with special educational needs (including 504 plans or Individual Education Plans) so those needs can be included as needed in the candidate's registration for exams. The teachers of those students will have been informed by the Special Needs Coordinator or teacher of those conditions earlier in the school year, but the IB Coordinator will confirm with those teachers the need to accommodate and support any special needs to enable the student to be successful.

Responsibilities

IB Coordinator is responsible

- for confirming with the guidance counselor any special needs that exist for individual students

- for confirming the existence of a 504 plan or IEP with the pertinent IB faculty members
- for submitting the *Request for Inclusive Assessment Arrangements* by November 15 which is six months before the written examinations
- for informing the student, parents, and teachers of IB's decision for allowing or not allowing inclusive assessment arrangements during the exam period

IB faculty members are responsible

- for working with the student in the classroom setting to meet their needs according to the 504 plan or IEP
- for working with student's special needs teacher, if applicable
- for differentiating lessons as necessary to ensure the student's success in the classroom
- for communicating with the student and his/her parents/guardians the student's progress in the classroom
- for informing the IB Coordinator if any issues with assessment arise

Students are responsible

- for accepting the responsibilities of learning that are a part of academic success
- for communicating their needs to their parents, their classroom teacher, the IEP team, and/or the IB Coordinator

Parents are responsible

- for communicating any concerns about their student's learning support needs
- for communicating with IB faculty members about their child's progress in the classroom

It is a belief of the Latta School Board that "the education of students is best served through the cooperative efforts of students, parents/legal guardians, district staff and community members" (Board Policy Manual Code KA). It is the belief of Latta High School that effective communication among all of our stakeholders is the only way we can ensure the success of each student.