



# Inclusive Policy



Review Frequency: Annual  
Policy written by: ES Staff  
Policy written in: September, 2009  
Last review date: September, 2020  
Last reviewed by: Student Wellbeing Services

  
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**Our Mission** The European International School provides an exceptional education in a nurturing and academically

challenging environment, inspiring each student to achieve their personal best and become an influential and socially responsible global citizen.

**Our Values** Our values-driven international education is expressed through core values that are woven into every

academic and extra-curricular activity at the European International School. We actively promote four values that form the basis of everything we do. They include:

- Leading through innovation
- Pursuing excellence
- Growing by learning

### **Global citizenship**

With these values at our core, we encourage independent learning and empower students to embrace responsibility. Students at the European School learn to celebrate diversity in a spirit of understanding and tolerance that helps them become citizens of the world.

### **Our Commitment is to:**

- Offer inclusive, diverse and innovative learning communities.
- Develop, support and empower our students intellectually, creatively, socially, physically and ethically in harmony with Georgian culture.
- Focus on academic excellence and integrity.
- Creating lifelong learners committed to international mindedness.

## **Legislation**

This policy aims to ensure that The School is compliant with the terms of:

- Law of Georgia on General Education
- IB requirements
- The School's Admission Policy:

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## **Introduction**

The school mission statement underpins all learning and teaching in the school. All children are offered the opportunity to develop fully, irrespective of ethnicity, faith or social background, or gender.

The teachers, administrators, and staff of European School believe in the inclusion of all students and are committed to educate all students who can function in the classroom to their maximum potential.

The school admits pupils irrespective of their gender, race, disability, or special educational needs, provided that there are good prospects of meeting their needs without unduly prejudicing the education and welfare of other pupils.

Children with special needs will be considered for admission on an equal basis with all other children according to the criteria set out in the school's admission policy considering the suitability of the child to mainstream education and availability of resources and facilities to meet that child's needs.

## **Goals of the Policy**

*The goals of this policy are:*

- To create a welcoming environment for each student.
- To ensure that the learning support requirements of students are identified early, assessed, and provided for.
- To clarify expectations of families, teachers, administration, and students.
- To identify staff roles and responsibilities.
- To enable all students to have full access to all elements of the school curriculum and assessment policy.

*Teachers, staff and administration acknowledge that:*

- Students have different educational and learning needs, abilities, profile and aspirations.
- Differentiation and scaffolding promote effective learning.
- Students gain knowledge and skills at different rates through different means.
- Students are all capable and unique.
- Students are lifelong learners.
- The school is welcoming to all students.

## **Confidentiality**

European School treats all information about a student as confidential. Any communication regarding a student's learning support status will be retained within their file, access to which is restricted to Senior Management, programme coordinators, and the Student Support Centre Manager. Data retained by the school on any student will be kept confidential. Only through consultation with the parent/guardian will information and/or advice be communicated to the teachers and staff directly responsible for the education of the student.

## **Responsibilities of the School**

The School is responsible for the well-being of the students together with actively enabling them to join the School. These responsibilities are delegated from the School's Executive and Senior Leadership Team to Heads of Departments and appropriate representatives on the staff and student side to ensure support for students who require special arrangements. To ensure that all students have equitable access to learning, opportunities for achievement, and the pursuit of excellence in all aspects of their educational programmes the European School established Student Support Centre (SSC), and Student wellbeing services. The purpose of this services is to nurture students' mental, physical and psychological development.

The Student Support Centre (SSC) comprises of Language Service - English Language Learners (ELL) and Learning Support Programmes

## **The Student Wellbeing Services**

*Counselors*—provide assessment, support, intervention and monitoring of students' emotional, social, cognitive development, academic achievement, and wellbeing, promote positive behaviour and mental health, create safe and nurturing environment for students to thrive and develop. Collaborate with teachers, parents, and other educators to discuss, design, and implement specific interventions based on students' individual needs.

*Speech and Language Therapist* - diagnoses, advises about, and treat speech and language problems to help students.

*School Doctor* – provides first aid to students together with the teachers, guides a physical education program, promotes events for raising awareness about healthy lifestyle, stimulates correct eating habits among students and monitors the appropriate sanitary-hygienic practices which include taking preventive measures.

*ELL teacher*– **supports** for students to improve their English and to meet the standards and benchmarks, consistent with those for all students.

Support for the students is expected to be a general duty of all staff and students with a specific focus on promoting equality.

### **Responsibilities of the Programme Coordinator/Homeroom Teachers**

- Work collaboratively with faculty to support students with learning support requirements.
- Elaborate with the teachers' Individual Educational Plan for students with learning support requirements or students who are struggling.
- Inform the IB— as soon as possible but no later than the end of the year 4 of the student(s) concerned—of any case where a diagnosed learning support requirement makes assessment of some of the course objectives impossible. (IBO, 2011).
- Maintain records.
- At enrollment according to the Admission Policy, advise parents of the programme requirements to ensure appropriate placement. Communicate key documents such as **Candidate with Special Assessment Needs**.

### **Responsibilities of the Teachers**

- To comply with all school policies.
- The teacher teaches in a manner that respects the dignity and rights of all persons without prejudice as to race, religious beliefs, colour, sex, sexual orientation, physical characteristics, disabilities, age, ancestry or place of origin.
- The teachers are responsible for prescribing and implementing instructional programs and evaluating progress of students.
- To report any concerns and to follow the advice given through IEP's.
- Homeroom Teachers will spend at least 10-minutes each day with the class to maintain pastoral care. When the need arises, individual appointments can be scheduled to meet with student personally to provide support for in-school learning.

## **Responsibilities of the Parents**

Parents of children with learning support requirements are treated as partners. They should be supported to be able to:

- Recognize and fulfill their responsibilities as parents and play an active role in their child's education.
- Have knowledge of their child's entitlement within the policy.
- Have access to information, advice, and support.

To make communication effective with the school, parents should:

- Communicate to the school all documents regarding their child's learning support requirements.
- Communicate with the school any changes regarding those requirements.

## **Responsibilities of Students**

Student's views are always valuable. To participate in decision-making, students can work toward (with adult encouragements):

- Expressing their feelings and their needs.
- Participating in discussions.
- Indicating choices.

## **Identification, Assessment and Support**

Support and/or access required enable some students, who have the aptitude to meet all curriculum and assessment requirements, reach their full potential in learning and assessment.

Children must not be regarded as having a learning difficulty solely because the language or form of language of their home is different from the language in which they will be taught.

Counselors at European School provide short-term individual and group counseling to address mental, physical, and emotional concerns that may be impacting students' learning and their well-being. If a student requires long-term counseling; counselors can assist with locating resources outside of school to help support the student.

The services consist of providing in-class support and/or differentiated instruction to develop the skills and knowledge of individual learners. The European School supports the premise that schools should be organized in such a way that student diversity of all kinds can be included as a resource, seeing individual differences not as problems to be fixed, but as opportunities for enriched learning.

Diversity is a positive resource with regards to what it means to be internationally minded and interculturally aware.

The European School believes that collaborative planning by all teachers who are part of a student's education at all points along the learning continuum is essential in supporting students with difficulties. The European School believes that the school and parents must work collaboratively to ensure that students with learning support requirements are able to progress. Our counselors use a graduated approach to identify any needs.

The first thing we need to do when we feel we have identified a child as having SEN is to work in partnership with our parents to establish the support, we feel their child needs here at school.

*We will use appropriate screening assessment tools, and ascertain pupil progress through:*

- Evidence obtained by teacher observation/assessment.
- Working with outside agencies including medical professionals.
- Assessing the child's performance against age related expectations.
- Monitoring the pupil's progress in relation to objectives of the Curriculum.

### **Phased Response**

European School will adopt a phased response to meeting diverse learning needs that requires the initial use of classroom and school resources before referring the student to a specialist or to encourage parents to have their child assessed/examined by external health care professionals. Early concerns Student progress will be constantly monitored by teachers. Concerns raised by teachers and/or parents will be addressed initially through differentiation within the classroom. In a differentiated classroom, teachers:

- Differentiate content. Content differentiation varies what is taught and how it is taught.
- Differentiate process. It involves providing students with varied opportunities to process or make sense of the content.
- Differentiate product. It involves allowing students to show, in varied ways, what they know, understand and are able to do.

### **School action**

Additional school action will be triggered if a concern is registered regarding a student, backed by evidence, who despite differentiated classroom strategies:

- Make little or no progress.
- Shows signs of difficulty in developing Approaches to Learning (ATL) skills, which result in poor grades in some curriculum areas.
- Presents emotional or behavioral difficulties, which are not mediated by the behavior management techniques employed by the school.

- Has diagnosed learning differences or impairment.

In some cases, outside professional support from health care services may already be involved with the student. The programme coordinator will contact them. If authorized by the parents or legal guardians, support for the student will be discussed and action taken.

In some case, if the student already has an Individual Educational Plan (IEP). The programme coordinator or the counselor will communicate with the parent or legal guardian, the recommendation of the IEP to the teachers and staff. \ **Individual Educational Plan (IEP)**

The school receives assessment form specialized public or private agencies, based on which, school wellbeing team creates IEP for the student, or the school receives an IEP from specialized public or private health agencies. Based on the IEP student wellbeing team in cooperation with teachers and family, support the child through learning process.

### **Inclusive Assessment Arrangements**

Ongoing assessment will be differentiated according to the teachers. For major examinations, IB external and internal assessment, the IB authorizes the school, under certain conditions, to proceed to “assessment access requirements” regarding examinations. In any case, a professional assessment by health care professional(s), not older than two years old, must be provided to the school and to the IB organization. No special arrangement will be done without these documents and only the IB is authorized to allow “assessment access requirements”.

### **Professional Development**

To enhance the professional capacity of teachers and staff to support students with inclusive arrangements the Head of Student Wellbeing Services liaises with the Director to review staff skills related to SEN, behavior and student emotional well-being and to ensure there is a good balance of training to enhance the skills of all staff. Staff are encouraged to observe good inclusive practice within the school.

### **External Support**

The school through service level agreements cooperates with non- governmental organization which provides school and students with assessment and consultation. Specialist teachers from these services may provide intervention in the form of personalized learning, direct teaching, in class support, counselling, and assessment of students needs and progress.

### **Glossary of Terms**

**ATL:** Approaches to Learning - skills developed by the students that allow them to achieve inquiry based learning.

**Remedial Classes:** Additional classes in Mathematics, English and Science that support students that are identified as struggling to achieve required standards.



**Academic Tutoring:** Individual instruction by teachers after school hours authorised by parent/guardian and the school, which carries an additional charge payable to the school.

**Teacher – advisor:** A teacher the student has been paired with that they meet when needed to discuss issues and assist in developing ATL skills and any other matter within the teacher-advisor’s capability to support such need.

**IEP:** Individual Educational Plan - available from health care professionals once a student is diagnosed as having special educational needs.

**ELL:** English Language Learner

## Appendix A: IEP

### What is it?

The IEP is meant to address each child’s unique learning issues and include specific educational goals. It is a legally binding document. The school must provide everything it promises in the IEP.

- A statement of your child’s present level of performance (PLOP)—this is how your child is doing in school now.
- Your child’s annual educational goals.
- Special education supports and services that the school will provide to help your child reach goals.
- Modifications and accommodations the school will provide to help your child make progress.
- Accommodations your child will be allowed when taking standardized tests.
- How and when the school will measure your child’s progress toward annual goals.
- Transition planning that prepares teens for life after high school.

### Who qualifies?

Your child struggles in math class, and the teacher’s interventions—extra help after school, a chance to correct his mistakes—don’t help. A scenario like this doesn’t make your child eligible for an IEP.

Two things must happen before a child can get special education services.

1. **An evaluation.** Parents, teachers, a counselor, a doctor or anyone else who suspects a child is struggling can request an evaluation. The school psychologist and other professionals may give your child various tests. They also may observe your child in the classroom.

Keep in mind that a physician or another medical professional—not the school—diagnose medical conditions, including ADHD. School evaluators don’t offer “diagnoses.”

2. **A decision.** The IEP team, which includes parents and school officials, decides whether or not your

child needs special education services in order to learn the general education curriculum. If the IEP team agrees that your child needs services, then the next step is to create an IEP.

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