

# Student Services Team

## Handbook 2010-2011



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## **Mission Statement**

We recognize everyone has equal intrinsic worth and the capacity to learn and grow. We believe all students can experience success given that appropriate support is available.

Fair means that everyone gets what they need.  
Richard Lavoie

## Student Services Team (SST)

The Student Services Team at BIS comprises the BIS counseling, language support, learning support, enrichment services and health services. This handbook outlines the detail, definition, and procedural steps involved in the Bali International School's support services. If you have any questions, please contact one of the support services team members.

Below are helpful definitions, which are used in this handbook.

Able to function – student is able to participate in the regular program with minimal support or accommodations.

Academic & Pastoral Care - counseling services for students who have personal and social issues that significantly impact the school environment.

Gifted/Talented Student – Students who demonstrate exceptional abilities in a given subject area and require an accommodation service to meet their needs.

Inclusion - teaching challenged children in regular classes:the practice of educating students with learning support needs in regular classes for all or nearly all of the day instead of in special education classes.

Language Support Student – student whose native tongue is not English

Learning Support Student – student whose individual needs is outside the range of standard educational programs and is not a language support student.

Student Services Team (SST) – team that makes decisions concerning the students referred. The team consists of the student's principal, counselor, language support teacher, learning support teacher, and classroom teachers involved with student exhibiting concern.

Referral Process – The process is **required** to be completed prior to any decisions by the Student Services Team (SST). See the Flow Chart and Forms included on pages included in the handbook. You can find the forms on the server in I:\Student Support\SST2009-2010.

Classroom Accommodation Plan (CAP) – accommodations to the regular program provided by a classroom teacher with provision for realistic level of individual support.

Learning Support Plan- this educational plan is for a student with documented learning difficulties and has received internal testing, but has not been given a diagnosis from a qualified professional. The LSP is available through the SST when it is deemed necessary for a student to receive.

IEP – Individualized Education Plan; this plan is for a student with a diagnosed learning disability given by a qualified professional. It identifies the disability, states learning goals, lists adaptive services, and offers strategies, which may be beneficial to a given specific student. .The IEP is available through the SST when it is deemed necessary for a student to receive.

## Academic and Pastoral Counseling Support Program

Bali International School has an academic counselor and a pastoral counselor. They believe each student is unique and possesses inherent worth. They work with teachers, parents, administrators, and others to meet each student's needs within their environment and community. The counseling department offers the following services:

- ❖ Short term confidential individual counseling
- ❖ Short term confidential group counseling
- ❖ Support groups
- ❖ Programs to enhance human development
- ❖ Resource library education
- ❖ College academic counseling
- ❖ Career counseling
- ❖ Transition counseling (adjusting to a new school environment)
- ❖ Academic Support (study and organizational skills)

## Language Support Program

### A Note about EAL Students

All EAL students are identified upon entrance into the school to determine if they require Language support, however, language support services are available for students requiring further support should a refer prove necessary

Additional academic and social support is offered to language support students through a large variety of means. This program seeks to enable all students to become fluent in English and achieve academic success. Language support students are included in regular education classes for the majority of the day. Depending on their needs, they may take English during Language B or Indonesian Studies.

A student's language support teacher communicates with his or her regular education teacher to help each student be successful. Language support teachers offer strategies and other assistance to parents and teachers. In addition, English language testing is available.

Students of all ages and all English language development stages are supported through a wide variety of services, which are listed below.

- ❖ In- Class Language Support
- ❖ Language Support Classes
- ❖ After-school support classes
- ❖ Parent and teacher support
- ❖ Academic and social support for non-native English speakers

## Learning Support Program

Every student is exceptional. Each student learns in his or her own way. The Learning Support program assists student who need additional assistance in their learning so that they will be successful. While all students are included in a regular education class, some students receive additional support during their language B period. The learning support teacher assists students in their regular education class when determined necessary by the SST in consultation with teachers and parents.

Some students have an IEP, Individualized Education Plan, and some have a LSP, learning support plan. Academic and cognitive testing is available.

Below is a list of services available in the learning support program.

- ❖ In-class support
- ❖ Out-of-class support
- ❖ Individual education plans
- ❖ Lexia program during and after school
- ❖ Educational testing
- ❖ Teacher support

If concerns arise, the SST might recommend that students undertake testing to determine areas of need and to design an IEP and LSP.

In addition, the Lexia program is available on Monday, Wednesday, Thursday, and Friday after school.

## Testing

Any testing that has been done prior to entry (or at any other time) as organized by the family should be provided to the school by forwarding the information to the Divisional Principal (Primary or Secondary).

If it deems necessary the school can require testing at any point as a condition of continued enrolment. The results of such testing shall be forwarded to the SST member assigned to the student.

## Enrichment Services

Teachers at Bali International School provide differentiation within the regular classroom to endeavor to create the optimal educational match for all students. The Student Services Team liaises with teachers, parents, and students to identify students learning styles and individual strengths and weaknesses.

## Health Services

School nursing is a specialized practice of health service that advances the well-being and academic success of students. The Bali International School nurse is available during school and after school until 5:00 p.m. She is located in a yellow room on the road between the main campus and the Big Field. Students who are in an accident or who are ill may see the nurse. She can administer medicine, if needed.

## **Health:**

### **PROCEDURE FOR ATTENDING THE CLINIC**

**Primary Students** – During class time the TA will escort the student to the clinic and depending on IbuSurya's diagnosis either escorts the student back to class after treatment, or return to inform the teacher that the student will be going home. There will no longer be the option of having a sleep or 'lie down' in the clinic.

At snack or lunch the student reports to the duty teacher who will then enlist either a TA, if available, or library staff to escort the student to the clinic and follow up as above.

SERIOUS INJURY – send a TA or student to the Primary Principals office

(Unserious injury – send a TA or students to the primary principal office)

\* At present Ibu Surya is putting together a simple first aid kit for cuts and bruises. It will be available in Krista's office. Let's try to avert visits to the clinic that can be solved by a band aid, some Neosporin and a little love.

**Secondary Students** – During class time secondary students must have a permission note from their teacher before attending the clinic. Ibu Surya will sign the note with a time of treatment which the student will present to their teacher on return. If the student does not return to class the teacher will be informed via Ibu Ulan.

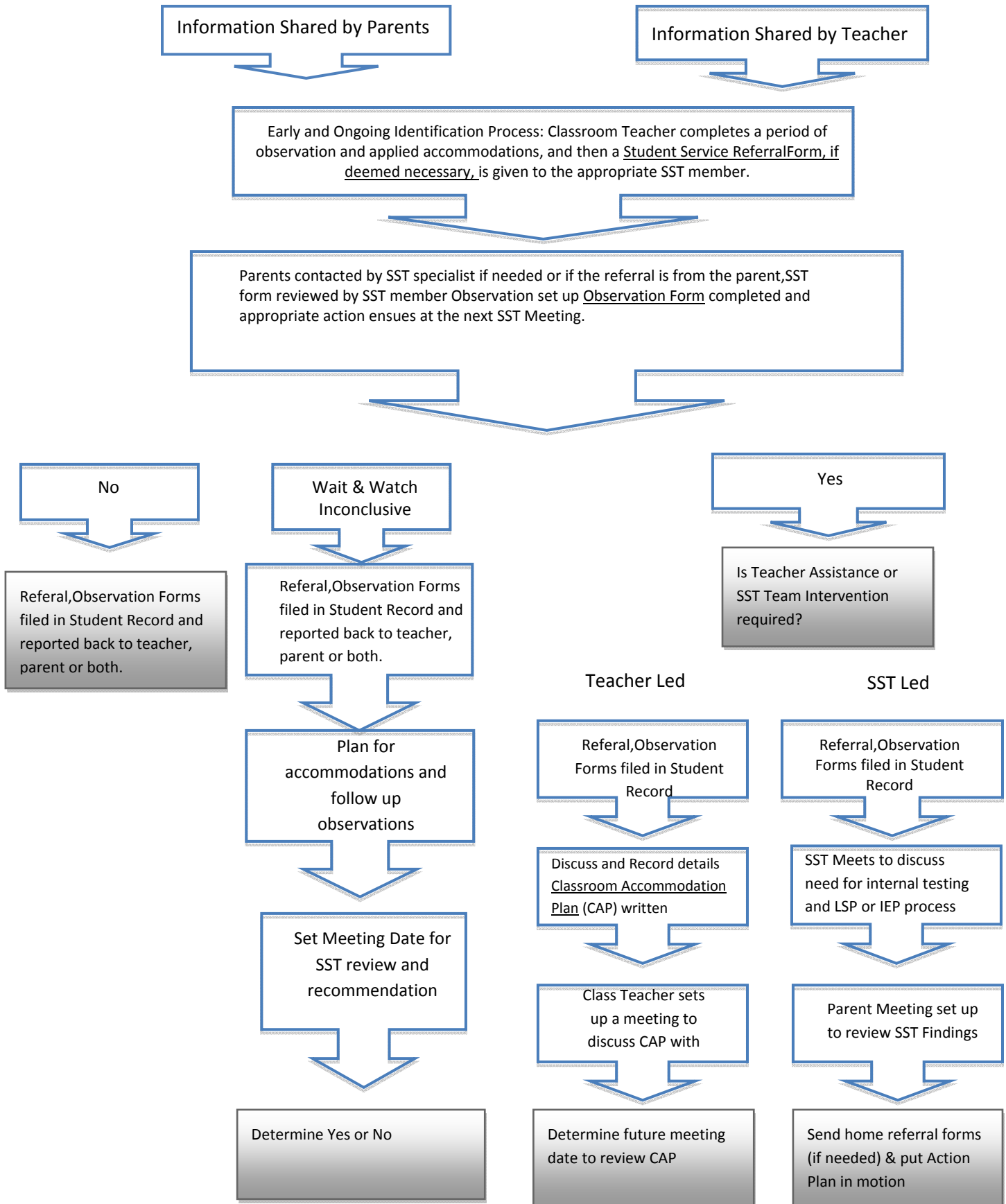
At snack or lunch secondary students may attend the clinic as required.

SERIOUS INJURY – send a student to the Secondary Principals office to notify them of the injury and provisions will be made to get the student to the nurse or other medical body as expeditiously as possible.

(N.B. There is no first aid in the secondary principal)

**Extra Curricular** – the after hours nurse will be on duty at the clinic until 5.00pm to treat students involved in after school activities. It is the responsibility of the teacher in charge of that activity to ensure the student safely reaches the clinic.

**Student Services Procedures and Timelines**



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