

Section 6: Student Support Services

ESL (English as a Second Language) and Special Needs

Bali International School shall provide learning needs support for a maximum of four hours weekly at no extra charge for mission appropriate students, whom have been **identified as requiring support** beyond that available in the regular educational program as the school recognizes the importance of including students who have different ways of learning and different ways of achieving an educational outcome.

The school defines student learning support as the need for general academic learning support, the need to learn the English language (ESL) and the needs of gifted and talented students. Procedures and practices are articulated differently in the primary and secondary school curricula respectively.

Bali International School reserves the right to de-enroll a student if the student fails to make satisfactory progress in the learning support program and is unable to function in the regular program with minimal support.

Guidelines

1. The school recognizes that students progress and develop at different rates and in different ways. The school is committed to finding the optimal match, facilitating access to the curriculum for all students enrolled in the school.
2. Parents of prospective students are advised that the school is able to serve only those students with learning difficulties who are able to function in the regular program with minimal support.
3. Where it is clear as evidenced by records of student achievement and progress that a student has needs that can no longer be accommodated in the regular program and/or the learning support program, the parent will be required to obtain an external assessment from an educational psychologist or psychiatrist at a cost to the parent. (i.e. Speech and language assessment).
4. The school does not have the resources to deal with severe emotional and behavioral problems which are disruptive to the individual (i.e. their own individual learning) or the class/school as a whole.
5. Progress into grade 10 and above for enrolled BIS ESL students will also be evaluated on a case by case consideration and is not automatic.
6. Admission decisions are made on an individual basis.
7. Bali International School reserves the right to refuse admission to any student for whom an appropriate educational program and support services are not available.

Procedures

1. Prior to referral, the classroom/subject area teacher must prepare written documentation evidencing the intervention strategies implemented in the classroom the student's needs.
2. Students will be referred by their classroom/subject area teacher via the Student Referral form for internal assessment, at no extra charge to establish the specific need.
3. The student referral form must be approved by the School Director or Designate.
4. Student Learning Support teachers will use standardized tests to determine general learning and/or language differences. These tests* may include any of the following: Woodcock-Johnson III Battery, Woodcock-Munoz Language Survey, Conner's Performance Test and the Wechsler Individual Achievement Test Second Edition (WIAT-II).
 - a. Students who have limited English proficiency who are referred for ESL support will be assessed on the Woodcock-Munoz Language Survey for ESL students prior to support services being provided. The scores for each student taking this survey will be analyzed individually to determine how to best meet their needs. Students will receive specific ESL support during Language B. In addition, inclusion support will be available and classroom teachers will offer support. Students should earn a CALP (Cognitive Academic Language Proficiency) score between 4-6 to discontinue ESL services.
 - b. Students experiencing academic difficulties who are referred to the Student Learning Support teacher may be assessed a variety of methods. Students with scores that are of a 2 year lag or deficiency will receive student learning support of maximum of 4 periods a week.

5. Students with identified student learning support needs will have an Individual Education Plan (IEP) or a Learning Support Plan (LSP) written by the Learning Support teacher, the classroom teacher, parents, and any other pertinent personnel. A student will have an IEP if he/she has a diagnosed learning disability from a licensed psychologist, psychologist, or medical doctor. The IEP or LSP must be signed by the parent/guardian of the student prior to the commencement of support services.

Counseling Services

Guidelines

All current BIS students are eligible for counseling services, which include:

1. Short term confidential individual counseling
2. Short term confidential group counseling
3. Support groups
4. Programs to enhance human development
5. Resource library education

Procedures

To ensure appropriate counseling services are utilized correctly the following procedures are established for referral to the counselor:

- Self referral by the student
- Referral to counselor by teachers/school administration (oral/written referral; informal/formal; individual/committee)
- Parent request
- Directive to the student by the Director (required as part of discipline procedure)
- Referral by peer
- Counselor's request

University Placement and Career Counseling

The guidance counselor provides assistance with the college/university placement process to students throughout their high school years. The guidance counselor presents university/college information through various means. Classroom sessions for the students, individual conferences and a university information class are provided to the students. The guidance counselor also has resources for preparation for university available for both students and parents.

Grade 9 and 10

- Enroll in classes that are required to achieve the high school diploma
- Preliminary Scholastic Aptitude Test (PSAT) will be administered to tenth grade
- Explore and define long term educational goals
- Start securing information about various post secondary institutions and career options

Grade 11

- Continue to enroll in classes which are necessary to meet the graduation requirements
- Take the PSAT and or SAT, as needed
- Check graduation requirements to make sure that school records are complete
- Meet with the guidance counselor and begin to consider universities/colleges options
- Continue to search and narrow choices of post secondary institutions

Grade 12

- Continue to enroll in the classes that are needed to fulfill graduation requirements
- Start applying to universities and colleges that have been selected
- Take SAT, TOEFL and other achievement tests as needed
- Follow up on all admissions results

Student Government and Leadership

Student Council Grade 1 to 5

A primary student council will operate for the 2006/2007 school year. Each class will elect one representative who will be responsible to bring ideas from the primary school. The grade 5 representative will automatically act as chairperson.

Student Council Grade 6-12

Students from Grade 6 to Grade 12 have the opportunity to serve on the student council. Elections for the executive and class representatives are held every August in accordance with the constitution. The BIS Student Council is responsible for initiatives in community service and school spirit activities. Students serving on the student council are required to attend regular meetings and volunteer a significant part of their time.

School Library PS to Grade 12

'Be you writer or reader, it is very pleasant to run away in a book' (Jean Craighead George)

Bali International School's library provides a welcoming learning environment that supports the school's curriculum, offers equity of access, and encourages recreational reading as a life-long habit.

Our purpose is to provide centralized access to resources that support the school's teaching and learning programs and promotes students' recreational reading interests. The most up-to-date materials on curricula topics are actively acquired to support the school's curriculum and to fulfill the research needs of all students. This is further supported by the provision of a number of electronic databases and a computerized system for locating books that can be easily accessed at home or school. A teacher librarian and two library assistants provide support from 7.30a.m to 3.30pm each day.

The broad collection of resources at the Bali International School library reflect the diverse cultures, opinions and lifestyles of the world we live in.

With over 38,000 volumes, the BIS library maintains and promotes the following:

- A high quality, up-to-date collection of recreational reading material from around the world
- An extensive non-fiction and reference material collection
- Classic works
- International Baccalaureate reference material
- An all embracing audio visual collection
- International newspapers and magazines
- Wireless internet and access to computers
- Latest on-line databases

Health Services: BIS School Clinic

The BIS school clinic was added to the already outstanding facilities here at the school in the last six years. The clinic has all the basic essentials needed for its operations and staffed by a locally trained Registered Nurse (Nurse Surya) on a full time nurse, who is based on the school clinic. Indra Praekanata, will be assisting us on a part time basis who will provide first aid on the sport activities from 3:00pm until 7:00pm five days per week. Our aim is to promote health and safety throughout the campus area, and maintain a high standard of health care and allied services to all. We will offer the following services to all our students.

1. Provide initial treatment for all injured or ill students and staff, referring cases on to other facilities should further treatment be required.
2. Contribute to the control of communicable disease through immunization record keeping, tuberculosis screening, potable water testing, and the surveillance and isolation of students with contagious diseases.
3. Oversee administration of medicines for children requiring daily medications.
4. Provide developmental screening, covering areas such as basic vision assessment (including color blindness screening), hearing assessment, physical development, learning disabilities, dental health, etc.

5. Prepare adequate first aid supplies for field trips and special events.
6. Liaise with students, parents and teachers regarding pertinent health issues.
7. Be involved with health teaching on campus.

Here are some tips for taking responsibility for your own health:

- ❖ Wash your hands thoroughly, frequently and with soap. Hands are the most common means of disease transmission.
 - ❖ Get fresh air and exercise. Go outside for breaks; don't stay inside and work on the computer or do your homework. Your brain as well as your bodies need break periods to relax and de-stress.
 - ❖ Cover your sneezes and not with your hands. Use disposable tissues or sneeze into your arm or shoulder. Remember, your hands will spread germs!
 - ❖ Drink plenty of water, don't wait to feel thirsty. This means 2-3 liters a day (more when you spend time out in hot weather) Drinks with caffeine make you lose more liquid than you take in, so they don't count. In addition, remember that if you feel thirsty, you are already DE-HYDRATED!
 - ❖ Eat a good breakfast. Your body hasn't had any fuel since the night before. Give your body and brain what it needs to work hard and stay healthy.
 - ❖ Get a good night's sleep. Sleep is important to our physical, mental and emotional well-being.
- Take heed of these simple tips, and they really will help to keep you on top! Take the time to be healthy.

Student health record

Health records for your child are a very important information for school nurse to know whether your child has an ongoing medical condition such as Asthma, Epilepsy, Rheumatic, Diabetic, Hemophilia, congenital heart condition, also if the have any allergies. It's also important for us to know your child's blood group and rhesus. **Please send your child's health information and vaccination update to the school nurse or if you change your house or hand phone number, it will be easier for us to contact you whenever there's an emergency.**

Health Guidelines and Policies

Administering medication during school day

Medication sent to the school with a student should be accompanied by a note to the nurse, explaining how the medication is to be administered.

In the event of an emergency, the school has an arrangement with the international clinics (SOS or BIMC) for emergency treatment. If parents do not wish the school to use either of these services, the school must be notified in writing of the parent's preferred medical clinic.

Unnecessary absence from school may have a negative effect on a student's attitude, work habits and progress. You do not want to keep a child home if they are not really sick; but you do **not want to send a sick child to school.** One of the problems confronting parents occurs when a child complains of not feeling well on a school day. A decision must be made as to whether the child stays home or goes to school.

The school must be informed immediately of any type of communicable diseases so that parents of other children in the class may be notified and appropriate measures taken. **Please refer to the chart, Appendix RECOMMENDATIONS FOR STUDENTS WITH DIAGNOSED INFECTIOUS DISEASE,** which outlines in detail when you need to keep your son/daughter at home due to health issues.

This information sheet is designed to provide guidelines to be followed until your doctor or health advisor can be contacted. Become familiar with the symptoms outlined below and use your own common sense.

FEVER

- A fever is a warning that not all is right with the body. The best way to check for fever is with a thermometer, which every home should have. No child with a temperature over 37.8 C (100 F) should be sent to school.
- The fever should be normal 24 hours before returning to school.

COLD, SORE THROAT, COUGH

- A child with a "mild" cold, but otherwise feeling well, may go to school.

- A child with a “heavy” cold and a hacking or productive cough belongs at home, even if there is no fever.
- A child complaining of a mild sore throat with no other symptoms may go to school. If white spots can be seen in the back of the throat, or if fever is present, keep the child at home.

PAIN

- Toothache – contact your dentist
- Earache – consult your doctor
- Headache – a child whose only complaint is a minor headache usually need not be kept home. Frequent or persistent headaches may indicate a serious health problem.

RASH

- Rash or spots may cover the entire body or appear in only one area.
- Keep your child home, if she/ he has unknown skin rash.
- Call your physician or school nurse if you are uncertain about whether to send your child to school with a rash.

STOMACH ACHE, VOMITING, DIARRHEA

- Consult your doctor if your child has a stomach ache, which is persistent or severe enough to limit their activity.
- If vomiting occurs, keep your child home until he can keep food down.
- A child with diarrhea should be kept home.

CONJUNCTIVITIS (PINK EYES)

- A child with a pinky eye burning, tearing, redness, and itching of one or both eyes should be kept home.
- Consult your doctor.
- Keep your child home during acute stage or 24 hours after therapy has been commenced.

If your child becomes ill at school, or if they have discharge that is other than clear from the noses, mouths, ears, eyes or any other areas, or if they have unknown skin rash the school nurse will, if necessary, contact parents and arrange for the child to be taken home.

The information provided is not intended as a substitute for appropriate medical intervention. For further questions, please contact the, school nurse, or your local doctor.