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Student Services Team

Faculty Handbook 2011-2012

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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 - Process **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\SST (current year).

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 and / or observation, 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 that may be external. 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.

Student Support Service

Bali International School shall provide learning needs support for up to 4 periods per week at no extra charge for mission appropriate students, whom have been identified as requiring support beyond that available in the regular education 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 English Language (EAL) and the needs of the gifted and talented students. Procedures and practices are articulated differently in the primary and secondary school curricula respectively.

Bali International School at all times 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.
- the family has failed to notify the school of any preexisting learning needs.
- the family does not comply with the request of the school to provide testing for learning needs.

The Student Services Team are responsible for all decisions with regards to the entry, the scope of services to be offered and on issues regarding continuance at the school.

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 maybe placed on a modified schedule.

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. 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
- Pull out from regular lessons if deemed appropriate by the SST
- Technology assisted programs including but not limited to Lexia Program
- After-school support classes offered four afternoons per week
- Academic and social support for non-native English speakers

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

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 the school follows a general policy of inclusion the SST may determine that some

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students may receive additional support during regular class time. 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. 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
- 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.

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.

Academic and Pastoral Counseling Support Program

Bali International School has a careers and university counselor and a pastoral counselor. We 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)

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.

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

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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.

PROCEDURE FOR ATTENDING THE CLINIC

Primary Students - During class time the TA will escort the student to the clinic and depending on Ibu Surya'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)

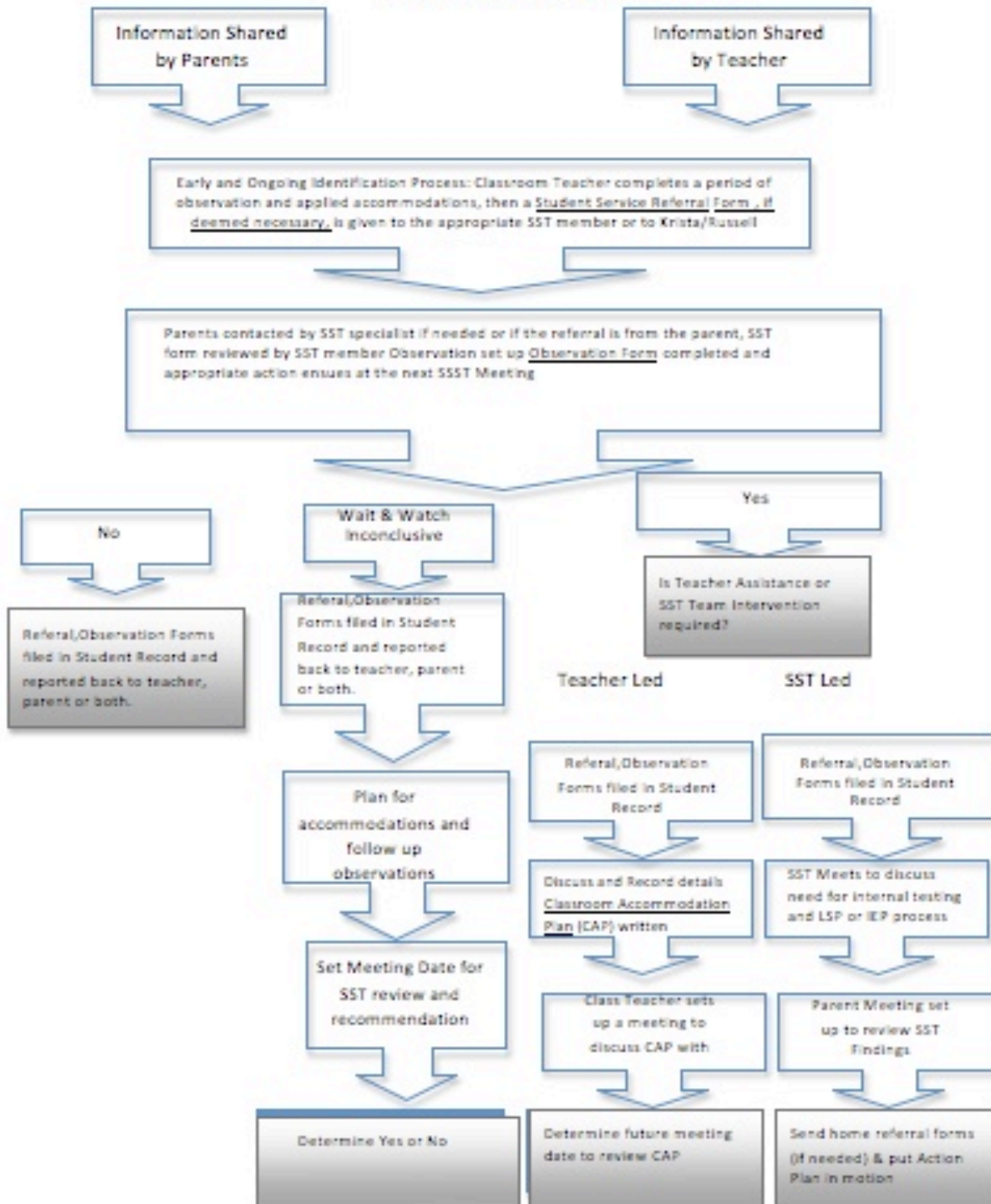
Secondary Students - During class time secondary students must have a permission note from their teacher before attending the clinic. Ibu Surya will sign the note with a time of treatment which the student will present to their teacher on return. If the student does not return to class the teacher will 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 expediently as possible.

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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Phase I: Teacher Referral

Please complete the following information and provide copies to your sectional Principal.

Student Name: _____ Date Referred (yr/mo/day): _____

Grade: _____ Teacher: _____

Primary Middle School Secondary

Area of Concern (please check where appropriate)

Learning Support

Reading Concerns Attention Difficulties Processing Skills

Other Please Specify-

Pastoral Care

Emotional Behavioral Family Concerns

Other Please Specify-

Academic

Homework Study Skills Time Management

Other Please Specify-

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Phase II: SST Member Observation/Follow Up

To be completed by the SST Member identified above with copies provided to the building level supervisor (Primary- Krista Zavits/ Secondary Russell McGrath) and classroom teacher.

Date of Observation/ Follow Up (yr/mo/day):

Observer:

Observations

Recommendations

Continue with regular classroom support

Wait & Watch A follow up observation will be held to determine further action.

Teacher Intervention Continued

SST Intervention Required

Meeting Date

Teacher(s) informed and presence requested

SST Decision

Actions:

Phase III: SST Meeting- Classroom Accommodation Plan (CAP)

This form is to be used when the SST determines no SST intervention required. Accommodations are suggested for classroom teacher's use with observations over a specified period. The classroom teacher will then set a meeting with the parents to review the AAP. The SST member will set a follow up date with the classroom teacher to review student progress.

Student Name: CAP Start Date (yr/mo/day):

Grade: Teacher:

Primary Middle School Secondary

Date for Parent Meeting to review CAP (yr/mo/day):

Date for Follow Up Meeting with SST Member (yr/mo/day):

1. Accommodations:

Student Specific Outcomes:

Performance Objectives	
Instructional Strategies	
Materials/ Resources	
Start Date	
Review Date	
Evaluation and Review Observations	

2. Accommodations:

Student Specific Outcomes:

Performance Objectives	
Instructional Strategies	
Materials/ Resources	
Start Date	
Review Date	
Evaluation and Review Observations	

3. Accommodations:

Student Specific Outcomes:

Performance Objectives	
Instructional Strategies	
Materials/ Resources	
Start Date	
Review Date	
Evaluation and Review Observations	