**W. P. Davidson High School**

**School Code 3330**

**Special Needs Policy**

**Purpose**

This document intends to:

* Communicate to stakeholders in our community, school, and International Baccalaureate Diploma Program (IB DP) network, that W.P. Davidson High School will meet the requirements and regulations of the state of Alabama, the Mobile County Public School System, and the International Baccalaureate Organization (IBO) regarding the educational rights of students with special needs.
* Identify roles and responsibilities of stakeholders for meeting the requirements and regulations.
* Provide a plan for the ongoing revision of this policy.

**Philosophy**

School Mission Statement:

“Davidson High School’s primary function is to insure that all students acquire both the knowledge and the skills necessary to become responsible, contributing, democratic American global citizens. We offer a challenging, relevant curriculum, taught by a qualified and caring faculty working in collaboration to help students succeed. Our goals can best be accomplished in a positive school atmosphere characterized by high expectations, attractive and comfortable surroundings, and the support of our parents and community.”

For an IB DP student with identified special needs, our school will consider reasonable adjustments to assessment and instruction in an effort to provide equal and appropriate educational opportunities.

**Requirements and Regulations**

W.P. Davidson High School adheres to the Alabama Administrative Code regarding the definition and recognition of special needs. The code can be found at [www.alsde.edu/sec/ses/Pages/policy-all.aspx?navtext=Policy](http://www.alsde.edu/sec/ses/Pages/policy-all.aspx?navtext=Policy).

W.P. Davidson High School, as a school within the Mobile County Public School System, follows the district-wide procedures and policies regarding identifying, referring, and accommodating students with special needs. Specifically, IB DP teachers are required to be a part of the school’s Problem Solving Teams which meet regularly to monitor and manage accommodations and referrals for students with special educational needs. Additional information about the school district’s plan can be found at [www.mcpss.com](http://www.mcpss.com).

W.P. Davidson High School understands and follows the procedures outlined by the IBO for pursuing assessment accommodations for IB DP students with identified special needs. We will use the following publications to guide the development of our special needs policy and our actions regarding students with identified special needs:

* The current *Handbook of Procedures for the Diploma Programme*
* *Candidates with Special Assessment Needs*
* *Special Educational Needs within the International Baccalaureate Programmes*

**Roles and Responsibilities**

For the purpose of this document, we consider stakeholders to be IB DP Administrators, the DP Coordinator, Teachers, Students, and Parents.

Administrators will:

* Know and understand the regulations and requirements to support students with identified special educational needs.
* Provide teachers with resources and support for meeting the needs of students with identified special educational needs.

DP Coordinator will:

* Meet with stakeholders as needed to monitor and manage accommodations and referrals for IB DP students with special educational needs.
* Inform parents and students of the IBO requirements for assessment accommodations.
* On behalf of the student, apply to the IBO for accommodations on assessments by the deadline of November 15 of the testing year provided the DP Coordinator received the request from the parent no later than November 1 of the testing year.
* Coordinate and manage the logistics of providing IBO approved accommodations for assessment.
* Be a liaison for parents, students, and teachers in the IB DP regarding legally required accommodations in the classroom setting.
* Meet with our school’s special needs department chair as needed to stay abreast of changes in requirements, regulations, and procedures.

Teachers will:

* Be a part of the school’s Problem Solving Teams to monitor and manage accommodations and referrals for students with special educational needs.
* Collaborate with the IB DP Coordinator, parents, and students regarding legally required accommodations in the classroom setting and anticipated IBO approved assessment accommodations.

Students will:

* Meet with other stakeholders as needed to monitor and manage accommodations.
* Follow the procedures for accommodations approved by the school and/or the IBO.

Parents will:

* Inform the IB DP Coordinator or Administrators of the need for accommodations for identified special educational needs no later than November 1 of the testing year.
* Meet with stakeholders as needed to monitor and manage accommodations.

**The Special Educational Needs Policy as a Working Document**

The DP Coordinator will review the special educational needs policy each year to determine if revisions are needed. When they are, the coordinator will form a group of faculty to review and revise the policy. We anticipate the policy will need revision every other year.

The policy will be available to all faculty, parents, and students via the school website. We encourage feedback, commendations, and recommendations from all of those stakeholders.

Following the self-study, we created a working special needs policy. The following contributed to the creation of the policy as members of the steering committee:

Lydia Edmonds, DP Coordinator  
Stephanie Hunn, Special Education Department Chair  
Dr. Lynn Cleveland, Assistant Principal  
Van Golden, Parent of two former IB DP candidates; IB Film, Latin, and Journalism teacher

The committee met in March 2019. We reviewed literature and documents relevant to our process, developed a school special needs philosophy, analysed our school’s data to understand the special needs represented in our school and in our IB DP, and lastly, composed the special needs policy. The policy will be made available to the school faculty, students, and parents via the school website.