



**CARROLLWOOD
DAY SCHOOL**

**Carrollwood Day School
Middle Years Programme
Special Needs Educational (SEN) Policy**

I. Purpose

- A. Each day we challenge and inspire students to foster learning and to shape a better world. The purpose of the Special Educational Needs Policy is to ensure that Carrollwood Day School students with identified learning needs are supported in ways that allow for the actualization of both the Carrollwood Day School and IBO mission statements. Carrollwood Day School is committed to providing an environment in which each child is loved, understood, and appreciated at his/her present level of development, and has an opportunity to develop in a meaningful fashion to succeed in an ever-changing world.

II. Definitions

- A. Accommodations – changes to instruction or assessment that allows an individual student to learn the curriculum and demonstrate that knowledge.
- B. Accommodation Plan – plan tailored to meet the individual needs of a learner through specific changes to instruction or assessment
- C. Differentiated Instruction – instruction in an inclusive setting that is tailored to the individual needs of a learner.
- D. Modification - significant changes to curriculum or content to ensure an individual is able to find success through a specific course, but requires notification on the transcript. (MYP Years 1-3)

III. Principles

- A. Carrollwood Day School is committed to providing the IB Middle Years Program to our students. Our regular education classrooms welcome diversity of learning styles. This Special Educational Needs Policy is designed to ensure that the special education needs of individual learners are met within this context.
- B. Students are screened at admission and are required to complete a learning assessment. The school seeks to admit those students who show the potential to grow significantly while at Carrollwood Day School. Students must be academically on or above grade level. Students who require specialized instruction or are unable to function adequately in the classroom are not considered for admission. Carrollwood Day School no longer participates in the McKay Scholarship Program.
- C. Carrollwood Day School is committed and dedicated to the task of providing the best education possible for every student enrolled regardless of family circumstances, for as long as the student can benefit from attendance and the student's conduct is compatible with the welfare of the entire student body. CDS admits qualified students of any race, color, and national or ethnic origin and is non-discriminatory in all policies and school-administered programs.

- D. Students with special educational needs who are on or above grade level are accommodated to provide equal access to the curriculum. As deemed appropriate, the MYP Counselor supports the classroom teachers to ensure that differentiated instruction is provided in the regular education classroom for special needs students. We understand that differentiated instruction is good practice and do not confine differentiation exclusively to identified students.
- E. We believe that every student is the responsibility of every teacher. This demands that our teachers take ownership of the students with special learning needs in their classrooms and differentiate their instruction to meet those needs.

IV. Review Committee

- A. The Special Educational Needs (SEN) committee, with the support of the IB Coordinator, Counselor and MYP Principals, will continue to review, support, refine, and build our SEN Policy once a year to ensure that we are meeting the needs of all of our students. We will provide a report to the entire staff and parents yearly.

V. Legal

- A. Carrollwood Day School is a private, not-for-profit organization. As such, it is exempt from statutory regulations regarding students with disabilities.
- B. Being a private school, we do not need to accept or follow IEP or 504 plans since we are not federally funded. We take those plans, along with formal testing and diagnosis and create an Accommodation Plan that considers the recommendations from an outside professional.

VI. Practice

- A. Teachers make observations and accommodations within the single-subject classroom setting. Teachers maintain communication with parents and alert them to specific concerns.
- B. Collaborative problem solving
 - 1. At Carrollwood Day School, the Collaborative Problem Solving Team is comprised of grade level teachers, counselors and administrators. They meet collaboratively to address the functioning needs (academic, cognitive and behavioral) of students.
 - 2. The Collaborative Problem Solving Team meets weekly on a consistent basis to discuss observations and concerns.
 - a) Parent involvement is considered an integral part of the problem solving process. Parents are involved as appropriate.
 - b) Based on the Counselor and Principal's decision, referrals may be made for counseling or testing services. Carrollwood Day School does not offer formal testing or diagnostic services. Once testing or counseling begins, the Collaborative Problem Solving Team then follows the same protocol with having the parents fill out a release of information and move forward with the Accommodation Plan process.
 - c) The option for the family to attend their designated public school for testing and services is available. In these instances, the public school procedures are followed in order to determine appropriate interventions which lead to specific recommendations or an evaluative process.

C. Accommodation Plan process

1. Accommodation Plans are created for students with identified disabilities based on recommendations from formal evaluations.
2. The Counselor works with parents to obtain a release of information so the Principal and Counselor have access to doctors, therapists, and other information that will help us support the student's needs.
3. In some instances a specific need may be beyond CDS resources. In these cases, recommendations will be made for outside resources or alternative school options when we cannot meet the needs.

D. The Principal and Counselor meet collaboratively to further explore unresolved concerns.

VII. Professional Development

- A. All certified teachers are required to meet the state standard requirement of one semester hour of college credit in teaching students with disabilities every renewal period.