

Cordova High School & W.E. Mitchell Middle School  
International Baccalaureate Programmes Inclusion and Special Needs Policy

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### **Philosophy**

The faculty and staff of W.E. Mitchell Middle School (MtMS) and Cordova High School recognize that our student body is diverse and that the needs of students can and do vary. We believe it is our duty as educators to identify the needs of our students and to recognize that this diversity of needs is a strength and a resource and an opportunity to provide a stronger and more balanced education. At W.E. Mitchell Middle School and Cordova High School our goal is to increase access to learning for all students. We believe that it is our job to identify and remove the barriers that may prevent a student from fully accessing programs at MtMS and CHS, including the International Baccalaureate Middle Years, Career and Diploma Programmes (MYP, CP and DP).

### **Identification**

It is important that faculty teaching within the IB MYP, CP and DP at MtMS and CHS are aware of the needs of their various students. To meet this end, the MYP, CP and DP Coordinators will work with the Special Education Department and counseling to identify which students enrolling in the MYP, CP and DP are currently on an IEP or a 504 plan. Teachers of students with a 504 plan or IEP are given copies of the accommodations necessary for the student and are required to implement those accommodations. Parents of students with an IEP or a 504 plan attend annual meetings to discuss their student's progress and accommodations. Teachers with students on an IEP or a 504 plan are encouraged to attend these meetings so that they can better understand the nature of their student's accommodations.

### **Meeting Needs within the Classroom**

The MYP, CP and DP Coordinators act as a resource and intermediary for parents, students and teachers. To this end, the MYP, CP and DP Coordinators can and will conference with parents, students and teachers to discuss the best ways to meet the student's special needs within the classroom.

### **Meeting Needs with IB Assessments**

It is the Coordinator's duty to monitor a student's progress toward completion of programme specific assessments. It is the MYP Coordinator's duty to monitor the completion of the MYP Personal Project in year 5, the CP Coordinator's duty to monitor the completion of the CP Core and student's progress towards achieving the IB CP Certificate, and the DP Coordinator's duty to monitor a student's progress toward achieving the IB DP Certificate or Diploma. The Coordinator will be responsible for informing parents and students of the options available to them with the IB regulations. In addition, the Coordinator will inform the IBO of the special needs of students requiring accommodations such as extended time on examination papers. The Coordinator will inform parents, students and teachers of the decisions of the IB.

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**Review of policy**

A committee of volunteer teachers, representing all subject areas on campus, parents, and administrators will be tasked with evaluating and extending this policy. The committee will meet at least once annually, beginning in the 2018-2019 school year in order to review the effectiveness of the policy and discuss ways to educate faculty and students on the policy.

Last reviewed 5/21/2024.