



Shanghai Hong Qiao International School
Shanghai Rainbow Bridge International School
上海虹橋國際外籍人員子女學校
EXCELLENCE SINCE 1997

Inclusion Policy

At HQIS, we believe that all students can learn. We respect and celebrate each student as an individual and understand that he/she has specific learning needs and styles. HQIS provides support for its students with special educational needs and support for their teachers. Through collaborative planning and reflection, HQIS ensures differentiation for students' learning needs and styles. We understand the diversity of student needs and strive to create learning environments that accommodate all learners. Teaching and learning is differentiated to meet our students where they are socially, emotionally, and academically. "Taking shared responsibility for learning begins by establishing inclusive support structures that value diversity and support equal opportunity for all members. (IBO, 2018)"

Basic Rights of HQIS Community Members and Individual Students

- Students will be physically and emotionally safe.
- Students will be able to tell their side of a situation at an appropriate time.
- Students will receive fair and reasonable treatment from other students and adults.

Basic Rights for Classes

- Students will be physically and emotionally safe.
- The class will not be unduly encumbered by the needs of an individual child or small group of children.
- Students will be able to tell their side of a situation at an appropriate time.
- Students will receive fair and reasonable treatment from other students and adults.

Basic Rights for Teachers and Staff

- Teachers and staff will be physically and emotionally safe.
- The teacher will not be unduly encumbered by the needs of an individual child or small group of children.
- Teachers will receive fair and reasonable treatment from students and other adults.

Basic Rights for Parents

- Parents have the right to meet with their child's teacher at an appropriate time, during non-instructional time.
- Parents have the right to talk to the Leadership Team regarding any aspect of school.
- Parents will receive fair and reasonable treatment from students and other adults.

Learning Support Services

HQIS offers a Learning Support Services (LSS) program for students who experience significant challenges in the classroom setting. Learning Support provides alternative approaches to traditional methods of education in order to address the specific learning needs of individual students. The Learning Support Services (LSS) embrace the broader mission and



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values of HQIS by creating an environment that helps students fully function in our ambitious learning environment. The LSS Coordinator works with students, families, outside services, and teachers to assure each student is able to access the curriculum at their educational capacity.

The **LSS Mission** is as follows: Learning Support Services (LSS) at Hong Qiao International School assist students in realizing the school's mission and values through

1. Limited *pre-determined* educational support and services,
2. Creating inclusive learning environments that support diverse students, and
3. The promotion of academic independence.

While LSS can successfully meet the learning needs of most students, HQIS cannot accept all students who apply for enrollment into this program. As such, HQIS has been successful helping students beginning in Preschool through Grade 5 with diagnoses like:

- o Dyslexia
- o Dyspraxia
- o Dysgraphia
- o Assisted Mobility
- o Articulation
- o Hearing/Visual Impairments
- o Sensory Integration (Mild)
- o Speech/Language Disorders
- o Attention Deficit Disorder

Learning Support Services (LSS) at HQIS starts with the application process. HQIS applicants must disclose any previous diagnosis or concerns so that our LSS team can best support the child. Students will be supported through the creation of a collaborative plan involving teachers, LSS, parents, students and leadership. This plan may include limited shadow support. Below is information on the Child Study Team Referral Process

Once accepted as an LSS student, families meet with LSS personnel to finalize their individualized program moving forward. Some services may require additional cost. There are periodic meetings to provide general updates, and more formal meetings to provide more formal feedback. Annually, the LSS plan is re-evaluated and new goals are established. To best meet the needs of all students, HQIS expects that all parents will provide 100% disclosure as to a child's needs. If a parent withholds information that may impact enrollment into school or the LSS program, or the student does not fully participate in the program as determined by HQIS, the school reserves the right to withdraw the student as it sees fit.

The school will make every reasonable effort to accommodate the special needs of individual students; however, *some children may require services that are not provided at HQIS. In these*



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instances, the school will request that the child withdraw from HQIS and enroll in another educational institution. The HQIS refund policy will apply if this situation occurs.

On-Site Support from an Outside Agency

HQIS offers the opportunity for students who receive additional support from an outside agency to receive the support on campus. Additional support services may include, but are not limited to, speech and language support, physical therapy, occupational therapy, and counseling services. Parent interested in on-site support should contact the LSS to discuss possible options. Support services from an outside agency can be provided outside of instructional time. Special exceptions can be made for extreme circumstances. HQIS reserved the right to make all final decisions in regards to on-site support services from outside agencies.

English as an Additional Language (EAL)

The English as an Additional Language (EAL) program provides students support in English literacy. At HQIS the majority of our population is non-native English speaking with varying levels of development in English. The EAL team helps facilitate literacy learning in English to a student population with varying needs.

Child Study Team (CST)

What is a Child Study Team?

Hong Qiao International School Child Study Team is comprised of Learning Support Services, Literacy Coach, Reading Specialist, and EAL teachers. These professional educators collaborate with the Head of School, Principals, teachers, and parents to provide interventions, consultation, identification, and evaluation for any student who experiences significant challenges in the classroom. The members of the team work together to coordinate the evaluation process. The Child Study Team may recommend additional EAL support, reading interventions, or an *Individualized Education Program (IEP)* for students who are eligible for learning support and/or related services.

How does the identification process work?

The identification process of students in Kindergarten through Grade 8 can be initiated by a parent, but most often it is the child's teacher who initially shows concern about the lack of progress and informs the parent and the principal. The school, in collaboration with parents, then observes the student in several settings to gain a better understanding of the student's needs. After the observation period and teacher interventions, the student may be referred to the Child Study Team for further consultation.

How does the CST referral process work?

When a student is referred to the Child Study Team, the student's records and current levels of performance are reviewed. Members of the Child Study Team conduct individual evaluations based on their specialties. The Child Study Team will meet with teachers and parents to further

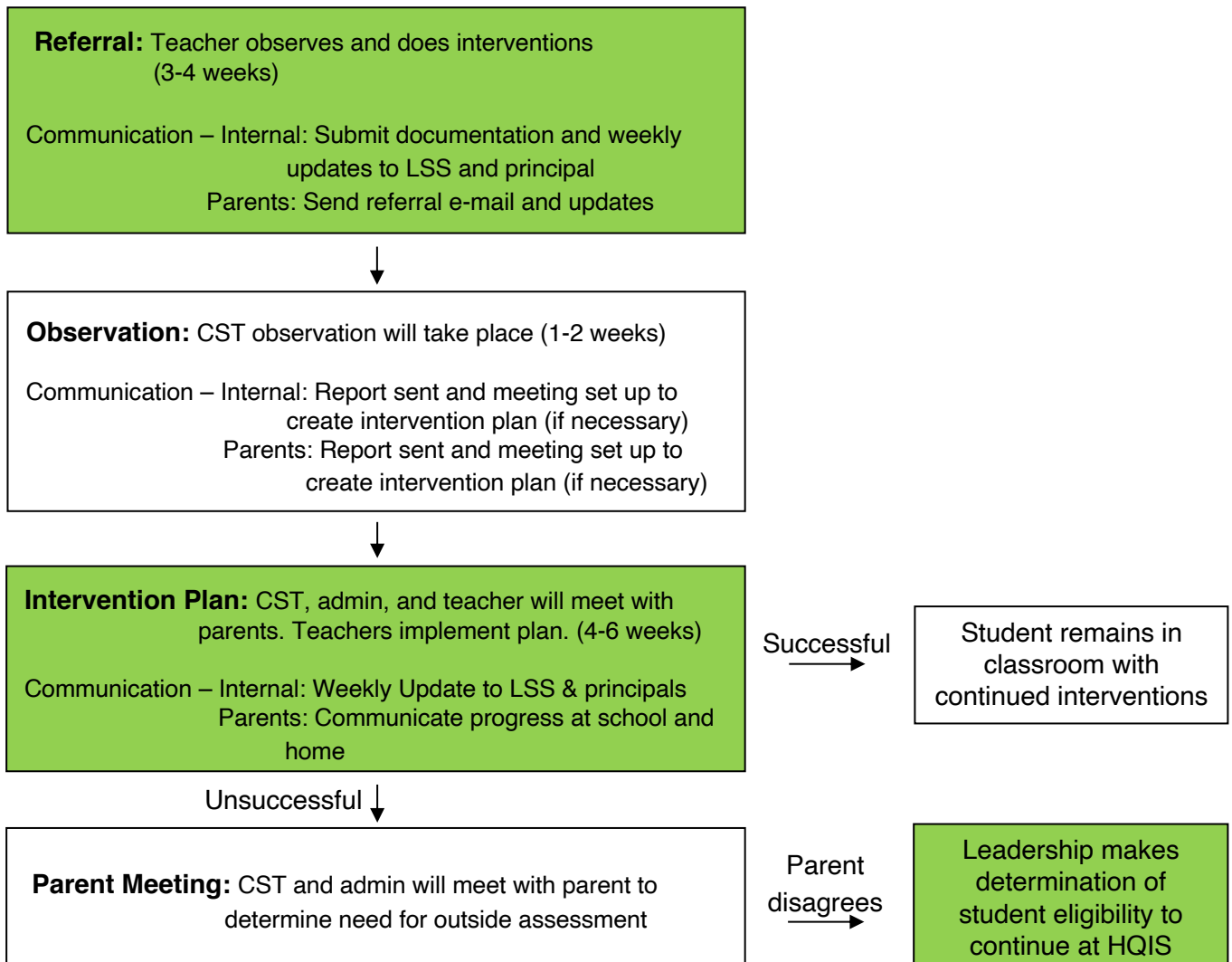


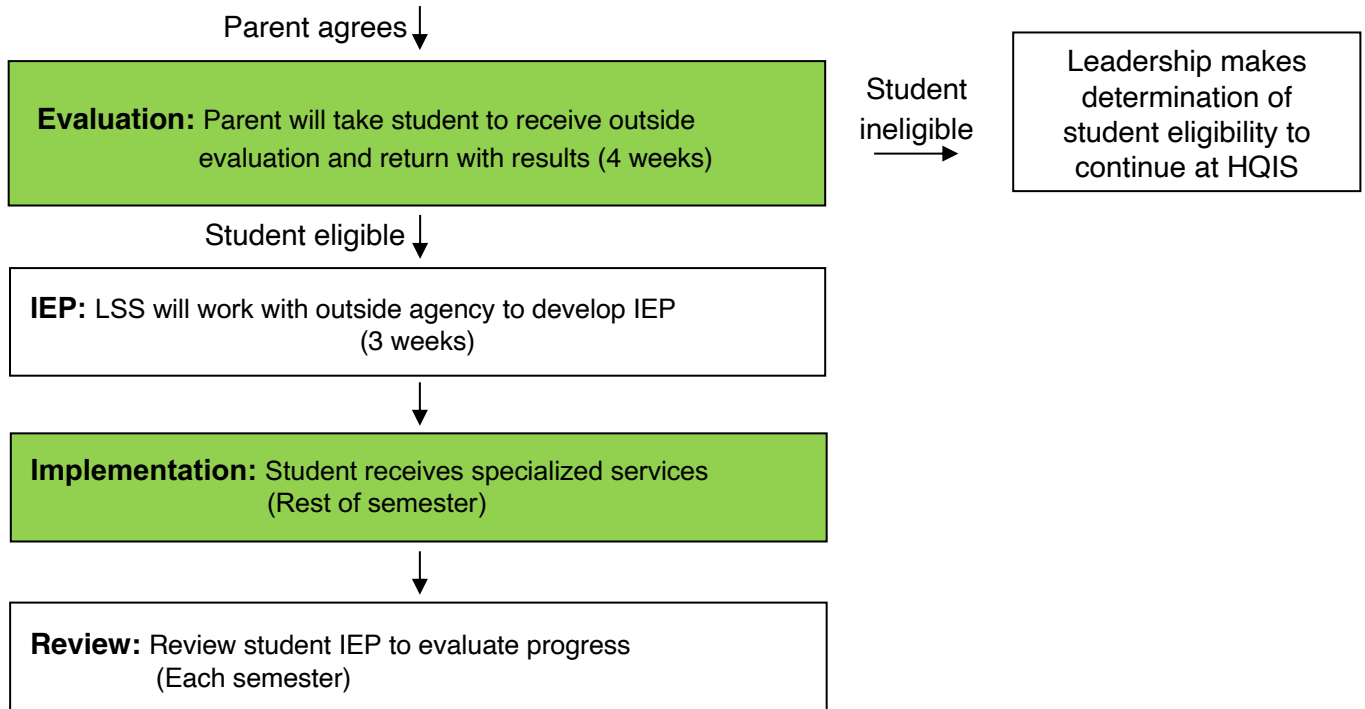
discuss areas of need and support. HQIS leadership determines whether or not a more formal evaluation is necessary.

What happens if my child needs a formal evaluation?

If a formal evaluation is found necessary, a meeting will be held to discuss all of the evaluations and recommendations from the Child Study Team. If a student is found eligible for learning support and/or outside services, a meeting will be held to address the student’s specific needs, including specialized instruction and recommended placement.

Child Study Team (CST) Referral Process





POLICY REVIEW - A representative group will review the HQIS Inclusion Policy regularly. The Senior Leadership Team will regularly review the implementation of the policy in classrooms and throughout the school

*Was reviewed May 15th, 2021 by Leadership.

IB Resources

IBO. (2018). PYP The learning community. Retrieved from https://resources.ibo.org/pyp/works/pyp_11162-51464?lang=en