**SPECIAL NEEDS AND INCLUSION POLICY**

**IN THE CLASSES**

**IMPLEMENTING THE INTERNATIONAL BACCALAUREATE DIPLOMA PROGRAMME AT THE XXXV LICEUM OGÓLNOKSZTAŁCE Z ODDZIAŁAMI DWUJĘZYCZNYMI IM. BOLESŁAWA PRUSA**

**IN WARSAW**

The community of the XXXV Liceum Ogólnokształcące z Oddziałami Dwujęzycznymi im. Bolesława Prusa creates an atmosphere that facilitates learning and is based on cooperation, mutual respect   
and support. The entire school community is involved in solving the occurring problems, and special care is given to students with special educational needs.

**RULES OF GRANTING AND FORMS OF AID**

1. Helping students with special educational needs is about recognition and meeting   
   the individual developmental and educational needs of the students and recognizing   
   the individual psychophysical abilities of the students and environmental factors influencing their functioning at school, in order to support the developmental potential of the students and create conditions for their active and full participation in school life and in the social environment.
2. The need to provide a student with assistance may be in particular a consequence of :
3. disability;
4. social maladjustment;
5. the risk of social maladjustment;
6. behavioral or emotional disorders;
7. exceptional aptitude;
8. specific learning difficulties;
9. competence deficits and language skill disorders;
10. a chronic disease;
11. crisis or traumatic situations;
12. educational failures;
13. environmental negligence related to the living situation of the student and his family;
14. adaptation difficulties related to cultural differences.
15. Help is provided by teachers, psychologist, pedagogue and career counselor.
16. Each student enrolled on the International Baccalaureate Diploma Programme is provided with psychological and pedagogical assistance in accordance with the rules stated   
    in the School Statute. Such assistance may be offered based either on the request of the student or on the recommendation of a teacher or other staff member listed in the Regulation   
    of the Minister of National Education regarding the rules for granting and organization   
    of pedagogical supervision at public kindergartens, schools and other facilities.
17. Special assistance is offered to students with exceptional aptitude by:

1) organizing lessons to support the preparation of students for competitions and contests;

2) cooperation with universities in order to enrich the teaching process;

3) organizing internal knowledge competitions for students of the school;

4) the use of a motivational system of rewarding students who achieve outstanding success.

1. Methods of working with a student with specific learning difficulties are developed   
   by the coordinator in cooperation with the school pedagogue, the class teacher and teachers   
   of individual subjects. The basis for the development of these methods are   
   the recommendations indicated in the documents confirming the student's deficiencies,   
    the methods of working with students used in the Polish education system and documents issued by the International Baccalaureate Organisation: Learning diversity and inclusion in IB programmes. Removing barriers to learning 2016, updated 2020 and Access and inclusion policy 2018, updated 2021.
2. A student suffering from a long-term illness, especially in the second year of the International Baccalaureate Diploma Programme, may, if that illness has resulted in failure to fulfill one   
   of the obligatory tasks, apply to the coordinator with a request to the International Baccalaureate Organization for special solutions. The application must be accompanied by all documentation along with its translation into English made by a sworn translator. Any details on the scope of this documentation and the procedure for submitting it to the International Baccalaureate Organization are specified in the documents of the International Baccalaureate Organization.
3. A student who is in a difficult financial situation resulting from low income, family problems or other contingencies, is entitled to financial assistance of a social nature. The rules   
   for granting material benefits to students are stated in separate regulations.
4. A student enrolled on the International Baccalaureate Diploma Programme who, on the basis of an opinion / decision of a psychological and pedagogical counseling center (poradni psychologiczno – pedagogicznej), has been granted assistance in the form of specific assessment conditions, may apply for similar conditions during the examination session.
5. In justified cases, the International Baccalaureate Organization may decide on the following and other adjustments:

1) extending the deadline for sending a work to the examiner;

2) granting assistance in solving practical tasks;

3) exemption from a task.

1. Adaptation of the conditions during the final exams to individual needs of a student may be granted on the basis of a formal request of the student and / or his parents (legal guardians) addressed to the program coordinator, where the student/ legal guardians apply for the school to request such adjustments from the IBO.

The application must be accompanied by all documentation issued by the psychological   
and pedagogical counseling center (poradna psychologiczno – pedagogiczna), along with   
its translation into English by a sworn translator.

The documentation submitted by the student is supplemented with all the evidence   
of psychological and pedagogical assistance in the possession of the school.

1. Complete documentation, together with an application for adaptation of the examination conditions, must be submitted to the International Baccalaureate Organization by November 15th in the second year of programme implementation at the latest. This means that  
   the application, together with the translated certificates, opinions and decisions, must be submitted to the coordinator by 1st October in the second year of programme implementation. All detailed information on the scope of the documentation and the procedure for submitting it to the International Baccalaureate Organization is specified in International Baccalaureate Organization documents, especially in Diploma Program Assessment procedures 2021   
   and in Access and inclusion policy 2018, updated 2021.
2. Depending on the needs, the International Baccalaureate Organization may decide about granting the student the following adjustments:

1) access to additional time for taking the exam;

2) granting the right to a rest break during the examination;

3) enabling solving the worksheet on the computer;

4) permission to use devices or persons supporting the student while performing examination tasks - reading, writing, communicating with him;

5) adjustment of the examination sheets;

6) exemption from one or more components of the examination;

7) other conditions recommended by the commission and approved by the International Baccalaureate Organization.

This document has been prepared and modified as a result of the analysis of students' needs   
and expectations by a team of teachers involved in the IB DP.

In the preparation of this document, Rozporządzenie Ministra Edukacji Narodowej z dnia   
9 sierpnia 2017 r. w sprawie zasad organizacji i udzielania pomocy psychologiczno-pedagogicznej w publicznych przedszkolach, szkołach i placówkach (the Regulation of the Minister of National Education of 9th August 2017 regarding the rules for granting and organization of pedagogical supervision at public kindergartens, schools and other facilities.), as well as the following IBO publications have been used: Diploma Programme Assessment procedures 2021 (Cardiff Peterson House, 2020, updated 2021), Learning diversity and inclusion in IB programmes. Removing barriers to learning (Cardiff Peterson House, 2016, last updated 2020), Meeting student learning diversity in the classroom (Cardiff Peterson House, 2019), Access and inclusion policy (Cardiff Peterson House, 2018, updated 2021).

(─) Koordynator IB DP (─) Dyrektor

w XXXV Liceum Ogólnokształcącym XXXV Liceum Ogólnokształcącego

z Oddziałami Dwujęzycznymi im. Bolesława Prusa z Oddziałami Dwujęzycznymi

im. Bolesława Prusa