

Children with Special Needs: Intaspordia's: Enrolment and Management Protocols.

Preamble

Welcome to Intaspordia's ***Enrolment and Management Protocols for Children with Special Needs***. We are committed to providing an inclusive and supportive educational environment where every child, regardless of their abilities, has the opportunity to learn and thrive. Recognizing the diverse needs of our student population, we have developed these protocols to guide the enrolment and management process for children with special needs in our school community.

At Intaspordia, we firmly believe in the right of every child to access quality education in a mainstream school setting. We are dedicated to creating an inclusive culture that celebrates diversity and embraces the unique strengths and talents of each individual student. These protocols are designed to ensure that children with special needs receive the necessary support and accommodations to achieve their full potential academically, socially, and emotionally.

Our enrolment and management protocols are grounded in the principles of equity, inclusivity, and collaboration. We recognize that successful inclusion requires a collective effort involving parents/guardians, educators, support staff, and other relevant stakeholders. By working together, we can create a learning environment where every child feels valued, supported, and empowered to succeed.

These protocols outline the procedures and guidelines for assessing, admitting, and supporting children with special needs in our school. They provide a framework for collaboration, communication, and decision-making to ensure that the individual needs of each child are met effectively. Whether it involves developing individualized education plans, providing specialized support services, or fostering a culture of acceptance and understanding, our goal is to create an inclusive school community where every child can thrive.

We encourage all stakeholders to familiarize themselves with these protocols and to actively participate in the enrolment and management process for children with special needs. Together, we can make a meaningful difference in the lives of our students and ensure that every child has the opportunity to reach their full potential at Intaspordiasm.

Protocols.

1. Pre-enrolment Assessment

Purpose: To determine the specific needs of the child and assess whether the school can adequately meet those needs.

Process:

- **Initial Inquiry:** Parents should submit a detailed inquiry form, including any existing documentation (e.g., medical reports, IEPs, or assessments) that outlines the child's needs.
- **Pre-enrolment Meeting:** Schedule a meeting with parents, the child, and relevant school staff (e.g., principal, special education coordinator, school psychologist) to discuss the child's needs and expectations.
- **Observation Session:** Arrange for the child to visit the school for an agreed period of time as recommended by internal assessors to observe how they interact in a school environment.
- **Assessment Review:** The school's special education team reviews all documents and observations to determine if the school can meet the child's needs without significant disruption to regular operations.

2. Decision on Enrolment and Influencing Factors

Factors Considered:

- **School Resources:** Availability of specialized staff, equipment, and resources to support the child's needs.
- **Impact on Other Students:** Ensuring that the admission of the child will not adversely affect the learning environment for other students.
- **Safety:** Evaluating any potential safety concerns for the child and others.
- **Legal Compliance:** Ensuring compliance with local and national laws regarding the education of children with special needs.

Decision Process:

- A multidisciplinary team, including special education professionals, will make the final decision on enrolment.
- Parents will be informed of the decision in writing, with a detailed explanation if the application is declined, and conditions for enrollment.

3. Conditions for Enrolment

Requirements:

- **Formal Agreement:** Parents must sign an agreement acknowledging the school's policies and the specific plan for their child's education.
- **Ongoing Communication:** Parents must commit to regular communication with the school regarding their child's progress and any changes in their needs.

4. Internal Management of Children with Special Needs

Support Plan:

- **Individualized Education Plan (IEP):** Develop a detailed IEP outlining specific educational goals, accommodations, and support services.
- **Regular Monitoring:** Establish regular intervals for reviewing the child's progress and adjusting the IEP as necessary.
- **Inclusive Practices:** Ensure that the child is included in general classroom activities to the maximum extent appropriate, with necessary supports.

5. Onboarding Children with Special Needs

a. Pre-Integration Planning:

- **Initial Meeting:** Schedule a meeting with the child's parents/guardians, relevant school staff, and any external support professionals to discuss the child's needs, preferences, and strategies for integration.
- **Teacher Preparation:** Brief the child's teacher(s) and classmates about the child's special needs, strengths, and accommodations to promote understanding and acceptance.

b. Classroom Introduction:

- **Warm Welcome:** Greet the child warmly upon arrival and introduce them to their teacher(s) and classmates in a friendly and inclusive manner.
- **Classroom Tour:** Provide a brief tour of the classroom, highlighting important areas such as the desk, restroom, and classroom materials.
- **Assigned Buddy:** Assign a peer buddy to support the child during their first days in the classroom, helping them navigate the environment and participate in activities.

6. Parent Obligations

Expectations:

- **Participation:** Parents must participate in IEP meetings and follow through on agreed-upon actions.
- **Communication:** Maintain open lines of communication with the school and inform them of any changes in the child's needs or circumstances.
- **Support:** Provide necessary support at home to reinforce school-based interventions and strategies.

7. School Obligations

Responsibilities:

- **Provision of Services:** Provide all agreed-upon accommodations and services outlined in the IEP.
- **Training:** Ensure staffs are adequately trained to support children with special needs.
- **Safe Environment:** Maintain a safe and supportive learning environment for all students.

8. Liabilities and Indemnity

Legal Considerations:

- **Liability Waiver:** Parents will be required to sign a waiver acknowledging the limitations of the school's liability in the case of accidents or unforeseen incidents related to the child's special needs.
- **Indemnity Clause:** Include an indemnity clause where parents agree to hold the school harmless for any issues arising from the child's special needs that are beyond the school's control.

9. Emergency Protocols and Response Procedures

Medical Emergencies

- **Assessment:** Assess the situation calmly and promptly. Ensure the safety of the student and others.
- **First Aid:** Administer appropriate first aid based on the nature of the medical emergency, following established protocols.
- **Activate Emergency Services:** If necessary, call emergency services (e.g., paramedics) and provide them with relevant information about the student's condition and medical history.

- **Notify Parents/Guardians:** Inform parents/guardians of the situation and provide updates as necessary.

Behavioral Crises

- **De-escalation:** Utilize de-escalation techniques to defuse the situation and minimize the risk of harm to the student and others.
- **Staff Support:** Provide additional staff support as needed to safely manage the situation.
- **Use of Restraint:** Use physical restraint only as a last resort and in accordance with school policies and legal requirements. Ensure that restraint is applied safely and minimally necessary to prevent harm.
- **Communication:** Communicate with parents/guardians and relevant professionals to provide updates on the situation and coordinate interventions.
- **Post-Crisis Support:** Provide post-crisis support and debriefing for staff and students involved in the incident.

Documentation and Reporting

- **Incident Report:** Document all aspects of the emergency, including the nature of the emergency, actions taken, and outcomes.
- **Communication Log:** Maintain a communication log to track all communications related to the emergency, including notifications to parents/guardians, emergency services, and other stakeholders.
- **Review and Analysis:** Conduct a thorough review and analysis of the incident to identify any areas for improvement and implement necessary changes to emergency protocols.

Review and Training

- **Regular Review:** Periodically review emergency protocols and procedures to ensure they remain current and effective.
- **Training:** Provide ongoing training and professional development opportunities for staff to enhance their knowledge and skills in responding to medical and behavioral emergencies involving children with disabilities.

10. Protocol's Review and Revaluation:

The school reserves the right to reevaluate the child's placement if it is determined that the child's needs can no longer be met adequately.

11. Conflict Resolution Process for Parents and the School

a. *Informal Discussion*

- *Initiation:* Either party (parent or school representative) may initiate informal discussions to address the conflict or dispute.
- *Meeting:* Arrange a meeting between the involved parties, including the parent(s)/guardian(s), relevant school staff (e.g., teachers, special education coordinators), and any other relevant stakeholders.
- *Facilitator:* A neutral facilitator, such as a school counselor or administrator, may be present to help facilitate the discussion and ensure a constructive dialogue.

b. *Clarification of Issues*

- *Open Communication:* Encourage open and respectful communication between the parties to clarify the underlying issues and concerns.
- *Active Listening:* Each party should listen actively to the perspectives and concerns of the other party without interruption.
- *Documentation:* Take notes during the discussion to document key points and agreements reached.

c. *Collaborative Problem-Solving*

- *Identify Solutions:* Brainstorm potential solutions or compromises that address the needs and interests of both parties.
- *Consideration of Child's Best Interest:* Prioritize the best interests of the child with special needs in all discussions and decisions.
- *Flexibility:* Be open to flexible arrangements or modifications to the child's education plan to accommodate diverse needs and preferences.

d. *Agreement and Implementation*

- *Agreement:* Reach a mutual agreement on how to resolve the conflict or dispute, including any specific actions or changes to be implemented.
- *Written Agreement:* Document the agreed-upon solutions or outcomes in writing, including timelines and responsibilities for implementation.
- *Signatures:* Both parties should sign the written agreement to signify their commitment to the agreed-upon resolution.

e. Follow-Up and Monitoring

- *Follow-Up Meetings:* Schedule follow-up meetings as needed to monitor progress and address any challenges or concerns that arise during implementation.
- *Feedback Mechanism:* Establish a feedback mechanism for ongoing communication between the parties to ensure that the agreed-upon solutions are effective and sustainable.
- *Modification as Needed:* Be prepared to modify or adjust the agreement if circumstances change or if new issues arise over time.

f. Escalation to Formal Resolution

- *Mediation:* If informal discussions fail to resolve the conflict, consider engaging in formal mediation with the assistance of a neutral third party to facilitate communication and negotiation.
- *Formal Grievance Procedure:* If mediation is unsuccessful, either party may choose to initiate a formal grievance procedure in accordance with the school's policies and procedures.

Inquiry Form for Enrolment of a Child with Special Needs (Integrated to the IMS)

<i>Preliminary Information will be the same as for all other applicants in the LMS. For a child with special needs provide this additional information.</i>	
Nature of Special Needs:	Please provide details about the specific condition or needs of the child, including any medical diagnoses, developmental delays, physical disabilities, sensory impairments, learning difficulties, behavioral challenges, or other concerns.
Medical History:	Provide a brief medical history of the child, including any relevant medical conditions, allergies, medications, or treatments.
Educational History:	Describe the child's educational background, including any previous schooling, interventions, therapies, or support services received.
Assessment Reports:	Attach copies of any assessment reports, evaluations, Individualized Education Plans (IEPs), or other relevant documentation related to the child's special needs.
<i>Additional Information:</i>	What are your expectations for your child's education at our school?

Consent and Declaration: I, [Parent/Guardian Name], hereby declare that the information provided in this form is true, accurate, and complete to the best of my knowledge. I understand that providing false information may affect the enrolment process.

Signature of Parent/Guardian:

Date:

Liability Waiver (To be signed online)

I, [Parent/Guardian Name], hereby acknowledge and understand that Intaspordiasm is committed to providing a safe and inclusive educational environment for all students, including those with special needs. I am aware that my child, [Child's Name], has specific needs and requirements that may necessitate additional support and accommodations.

In consideration of Intaspordiasm accepting my child for enrolment, I hereby waive any and all claims, liabilities, damages, or causes of action against Intaspordiasm, its administrators, staff members, and affiliates, arising out of or related to accidents, injuries, or unforeseen incidents that may occur while my child is enrolled at the school, including but not limited to:

- Accidents or injuries occurring on school premises, during school-sponsored activities, or while participating in school-related events.
- Unforeseen medical emergencies or health-related incidents necessitating medical treatment or intervention.
- Acts or omissions of other students, staff members, or third parties that may result in harm or injury to my child.

I understand and acknowledge that while Intaspordiasm will take all reasonable precautions to ensure the safety and well-being of my child, it cannot guarantee absolute protection from accidents, injuries, or unforeseen incidents. I further understand that Intaspordiasm may not be held liable for damages or

losses arising from such incidents to the fullest extent permitted by law.

I agree to indemnify and hold harmless Intaspordiasm, its administrators, staff members, and affiliates from any claims, demands, or actions arising out of or related to incidents involving my child while enrolled at the school.

I have read and fully understand the terms of this liability waiver, and I voluntarily agree to its terms and conditions.

Parent/Guardian Signature:

Date:

Witness Signature (School Representative):

Date:

[School Name] acknowledges receipt of this signed liability waiver and will retain it in the student's file for the duration of their enrolment at the school.