



GREEN BAY WEST
An IB World School

*Empowered learners
dedicated to integrity*

IB Programme Admissions Policy

Green Bay West High School

Purpose

Green Bay West High School is an IB World School with an open access admissions policy. Freshmen and Sophomores are automatically enrolled in the years 4 and 5 of the Middle Years Program (MYP) during registration. During the MYP years students are guided in course selection that both expands their world view and provides students with the most options for their individual learning goals. Juniors and Seniors select their Diploma Candidate status based on their course selections and faculty guidance during their MYP year 5. The Diploma Program (DP) requires enrollment procedures and Stakeholder agreements that are submitted during Sophomore year. These requirements are delineated in the DP Application Agreement Packet.

I. Enrollment Procedures (In accordance with Board Policy 424)

The District participates in Wisconsin's full-time open enrollment program in accordance with applicable state laws and relevant District policies and rules. This policy is administered in accordance with the Wisconsin public school open enrollment laws and implementing rules.

Applications for admission from interdistrict students shall be submitted online by the student's parent/guardian no earlier than the first Monday in February or later than 4:00 p.m. on the last weekday of April of the school year immediately preceding the school year in which the student wishes to attend. The application must be submitted online through the DPI website at <http://https://dpi.wi.gov/open-enrollment/applications> and may include a specific school or program request offered by the District. An interdistrict applicant is not guaranteed placement in the preferred school or program requested. Paper applications shall be date stamped upon receipt. Although the District may make an effort to allow an applicant to revise an incomplete application, it is the applicant's sole responsibility to ensure that his/her application is timely. Any applications received prior to or after the deadline dates, other than those submitted pursuant to the alternative application procedures specified in state law, are to be returned to the applicant with a notice of the proper application dates. Central Registration can be contacted at cr@gbaps.org for enrollment questions or technical assistance with online registration.

II. Responsibilities of all Stakeholders based on GB West IB Inclusion Policy

West IB Parents/Guardians will

- communicate to the school all information and documentation regarding their child's inclusion needs.
- communicate to the school regarding any changes in their child's inclusion needs.
- request for needed services from the school and/or the IB Program in a proactive manner.
- provide documentation for IBO inclusive assessment arrangement requests.

West IB Students will

- ask for assistance from the IB coordinator and staff members.
- request inclusive assessment arrangements.
- self advocate for inclusive needs based upon accommodations delineated within IEPs and 504 accommodation plans.

West IB Staff will

- comply with all federal and local laws regarding inclusion needs.
- identify struggling learners and refer said learners to the West High School counseling department and/or the West IB DP coordinator.



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- access and become familiar with IEP and 504 information.
- provide the appropriate accommodations and differentiated instruction as outlined in IEP and 504 documents.
- maintain accurate records of students' progress
- maintain discretion and confidentiality in providing inclusion services.

West IB Coordinators will

- apply to the IBO for students' accommodations in assessment type and circumstances.
- work collaboratively with the IB staff to support students with inclusion needs.
- provide examination accommodations as needed and approved by the IB.
- maintain discretion and confidence in providing inclusion services.

West IB Program will

- work with the Special Education Department of West High School to make sure the program is in compliance with federal and local laws regarding students with access needs.
- adhere to the rules and guidelines for inclusive assessment arrangements as set forth by the International Baccalaureate Organization (IBO).
- guide students with access needs to help them make informed decisions concerning participation in the West IB Diploma Program.

West IB School Counselors will

- collaborate with the West Special Education department to provide program staff with access to all IEPs and 504 plans. Program staff may request hard copies of the aforementioned documents if needed.

West IB Review Committee members will

- collaborate with departmental support to review, support, refine, and build our Admissions Policy.
- review the policy annually to ensure the needs of all community members are met.

III. Green Bay Area School District's Policies Regarding Admissions

This document was written in accordance with the Green Bay Public School Board policies below.

Green Bay Area School District Board Policy 342.1 (revised: December 14, 2015)

Green Bay Area School District Board Policy 342.3 (revised June 20, 2005)

Green Bay Area School District Board Policy 342.8 (revised: August 15, 2016)

Green Bay Area School District Board Policy 411 (revised: May 15, 2017)

Green Bay Area School District Board Rule 424 (Revised: October 15, 2018)