



Policy:	In-School Specialist Service Policy
Date Published:	August 2025
Evaluation & Review:	Academic Year 2025-2026
Rationale:	At Excellence Global School we are committed to providing inclusive education that supports the diverse needs of all students, including students of determination and those requiring specialist services. This policy outlines the guidelines and procedures for accessing and providing specialist services within the school, in compliance with ADEK requirements and the School Inclusion Policy.
Roles of Responsibility:	Inclusion

Purpose

- Ensure students requiring additional support can access appropriate services within the school environment.
- Clearly define the roles and responsibilities of all stakeholders involved in providing specialist services.
- Ensure compliance with ADEK regulations regarding the provision and monitoring of external or internal specialist services.
- Promote collaborative planning between school staff, parents, and service providers to meet student needs effectively.

Scope

- All students enrolled at Excellence Global School who require specialist support.
- All school staff, including inclusion teams, senior leadership, and teaching staff.
- External and internal specialist service providers working within the school.
- Parents and guardians of students receiving specialist support.



Al Dhannah



Definitions

1. **Specialist Services:** Services provided by qualified professionals to support students' academic, behavioral, social, emotional, and physical development. These may include, but are not limited to:
 - Speech and Language Therapy (SLT)
 - Occupational Therapy (OT)
 - Behavioral Therapy (ABA or similar)
 - Educational Psychology Assessments
 - Counseling and Mental Health Support
 - Physical Therapy (PT)
2. **Students of Determination:** As per ADEK's definition, students identified with special educational needs and/or additional learning needs require additional support to access the curriculum and participate fully in school life.

Policy Guidelines

1. Identification and Referral Process

- 1.1. Students requiring specialist services are identified through:
 - Teacher observations and referrals.
 - Parental requests.
 - Screening and assessment conducted by the Inclusion Team.
- 1.2. The Inclusion Support Team will review and assess the need for specialist intervention and develop an Individualized Education Plan (IEP) if required.

2. Approval and Coordination

- All specialist services provided within the school must receive prior approval from the school principal and Inclusion Lead in compliance with ADEK policies.
- External specialists may only work with students after completing the school's approval and clearance process, including background checks and verification of qualifications.
- Parent consent must be obtained before any specialist intervention is initiated.



Al Dhannah
2



3. Roles and Responsibilities

3.1. School Inclusion Team:

- Monitor and coordinate all in-school specialist services.
- Ensure the integration of specialist recommendations into classroom practices.
- Maintain communication with parents and specialists to review progress.

3.2. Specialist Service Providers:

- Provide professional services in alignment with ADEK and school guidelines.
- Collaborate with classroom teachers and the Inclusion Team to implement strategies.
- Submit regular progress reports and recommendations to the Inclusion Team.

3.3. Parents/Guardians:

- Participate in meetings and provide consent for services.
- Collaborate with the school and service providers to support their child's development.

4. Confidentiality and Data Protection

- All information regarding students receiving specialist services will be handled with strict confidentiality in line with school policies and ADEK guidelines.
- Specialist reports and records will be securely stored and only accessible to authorized personnel.

5. Monitoring and Review

- The Inclusion Team will monitor the delivery and effectiveness of specialist services through regular review meetings, observations, and feedback from teachers, parents, and students (where appropriate).
- This policy will be reviewed annually to ensure compliance with ADEK regulations and alignment with best practices.

6. Compliance with ADEK Requirements

- All specialist services provided within the school will adhere to ADEK guidelines, including licensing requirements for external service providers.



Handwritten signature



- The school will ensure that all service providers working on campus comply with ADEK's policies related to safeguarding, professional conduct, and student wellbeing.



Al Dhannah