

Saint Benedict School Accommodation Policy and Process

Generally speaking, the purpose of students accommodations is to give students with disabilities equitable access to school programs and activities.

A student's parent/guardian is responsible for

1. Notifying the Dean of Students of the disability and requesting accommodation.
2. Providing documentation of the disability from qualified professionals.
3. Informing the school of all educational test.
4. Authorizing access to all IEPs, 504 Plans, or similar documents from previous schools.

The Dean of Students will assemble a team to review the request and make a determination. The principal will meet with the parent(s)/guardian(s) to inform them of the determination and agree upon a periodicity for review (at least annually).

The school will provide accommodation(s) that are expected to be effective without fundamentally altering the program or creating an undue burden on the school.

The school is responsible for

1. Providing the accommodations that have been approved.
2. Monitoring the effectiveness of accommodations and reviewing at least annually.
3. Notifying parent(s)/guardian(s), through the Principal students that are suspected of having a disability that interferes with their full participation in the school's programs and activities and supporting the parent(s)/guardian(s) in obtaining professional evaluations either through the public school system or privately at the parent's cost.

Designation of Responsible Employee (and contact information)

Per our Non-Discrimination Policy and Process, Brian Wingfield, Director of Finance is the designated individual who responds to actual notice of an allegation of discrimination and serves as the Responsible Employee under that policy to oversee its implementation. She is also designated to response to actual notice of allegation of non-compliance with this policy and serves as the Responsible Employee to oversee its implementation as well. The Responsible Employee shall make specific and continuing steps to notify students, parents/ guardians, employees, applicants for admission and employment, and the public of where and how to initiate the grievance process described in this policy.

Responsible Employee Contact Information

Allegations of violations of this policy, or questions about this policy, may be made internally to:

Brian Wingfield

Title IX Coordinator/504 Coordinator

Business Office

300 N Sheppard St.

Richmond, VA 23221

(804) 254-8810 x 103

bwingfield@saintbenedictschool.org

Inquiries may also be made externally to:

Office of Catholic Schools
Diocese of Richmond
7800 Carousel Lane
Richmond, VA 23294

Office of Diversity, Inclusion & Civil Rights (ODICR)
U.S. Small Business Administration 409 3rd Street, S.W. Suite 6400 Washington, DC 20416
Phone: 202-205-6750 TTY/TTD: 1/800-877-8339
Web: <https://www.sba.gov/offices/headquarters/odicr>

Grievance Procedure

Any student, parent, guardian, or employee or feels that this policy has not been followed should report their concern promptly in writing to the Responsible Employee. Individuals who are unsure whether the policy has been followed, or who need assistance in preparing a written complaint, are encouraged to discuss the situation with the Responsible Employee.

This policy will follow the grievance policies and procedures set out in Saint Benedict School - Non-Discrimination Policy and Process.

Complaint Handling and Investigation

This policy will follow the Complaint Handling and Investigation policies and procedures set out in Saint Benedict School - Non-Discrimination Policy and Process.

Related Policies:

Saint Benedict School – Non-Discrimination Policy and Process
Working with Exceptional Students – Diocese of Richmond

Adoption date: June 10, 2020