

## **MIDDLEBURY INTERACTIVE LANGUAGES™ SUMMER ACADEMY DISABILITY ACCOMMODATION/ADA POLICY**

This document outlines Middlebury Interactive Languages™ Summer Academy's philosophy and provides information about accommodations and procedures pertaining to program participants who have disabilities/significant medical or psychological conditions, which may require assistance and support during an Academy program.

### **PHILOSOPHY**

Middlebury Interactive Languages™ Summer Academy offers a unique opportunity for language acquisition through a program of language immersion on campus in the United States and abroad. The Academy welcomes students with disabilities and is committed to making reasonable accommodations for students with disabilities that will impact their access and educational participation in Academy programs and services. We believe that disability contributes to the diverse and vibrant community of learners in our programs. The Academy complies with and is guided by the provisions of the Americans with Disabilities Act (ADA) and its amendments.

The Academy uses the Americans with Disabilities Act definition of disability: A disability is a physical or mental impairment that significantly limits one or more of the major life activities, a record of such an impairment, or being regarded as having such an impairment. In accordance with ADA regulations, reasonable accommodations are provided to persons with disabilities that significantly impact participation in the Academy but do not substantially alter the programs or cause undue financial burden.

Providing accommodations for a student's disability can only be done effectively when program staff is alerted to these needs in a timely manner. It is essential that requests for disability accommodations be received well before the student begins an Academy program. Waiting to discuss special needs until a student arrives at an Academy site is strongly discouraged. Doing so will cause delays in arranging accommodations, which can result in the student having a poor start and negative experience. Parents are advised to contact the Academy staff to discuss questions they have about whether their student may or may not need accommodations during an Academy program. This policy outlines the disability services available and the procedures to follow to request accommodations.

### **ACCOMMODATIONS AND AUXILIARY SERVICES**

Although students participating in the Academy programs are of the ages to be covered by the Individuals with Disabilities Education Act (IDEA), the Academy uses best practices for provision of reasonable accommodations for students with disabilities enrolled in higher education. It is noted that some supports, such as direct personal care, provided by K-12 schools are not provided at a post-secondary level nor will they be available during an Academy program.

All reasonable accommodations are determined by the learning or living needs of the individual student. Determinations are based upon thorough review of supporting information (documentation) about the student, his or her history of accommodation support, current

functional impacts of disabling conditions and other information that may be requested.

## **TYPICAL ACCOMMODATIONS**

### **INSTRUCTIONAL ACCOMMODATIONS**

College and university students with disabilities generally complete the same work, with or without accommodations, as do their peers, take the same tests and are expected to participate at the same level as all students. Academy program participants have utilized extended time for taking of tests, quiet testing locations, alternate format instructional materials and tests, special seating, extra clarification and review support from instructors, adaptive technology/equipment, and others – all determined by the needs of the individual student and the requirements of the instructional program and environment. In many instances, traditional academic accommodations are unnecessary due to the nature of the Academy program.

Instructional accommodations that are not suitable in the Academy setting include, but are not limited to, modified or reduced assignments and tests, reduced participation, study materials available during exams that are not available to all students, work extensions that are unreasonable, and others.

**Classroom Access:** Academy programs are held at a wide range of facilities, each having its unique campus. As a result, the accessibility of the entire campus will vary across these sites.

**Equipment Required by Disability:** Program participants are welcome to bring personal adaptive technology equipment with them but are requested to alert program staff to this in advance. An example would be a special keyboard used by a disabled student. The Academy will strive to provide any needed adaptive technology or other equipment that a disabled program participant might need; advance arrangements are essential to ensure availability of specialty items.

### **RESIDENTIAL ACCOMMODATIONS**

During the Academy, students live in dormitories or home stays and eat in communal settings or with their home stay families. Prior arrangements must be made for accommodations pertaining to type of room, location of room, features within a room, or special dietary needs. Parents are expected to convey housing related needs of their students at least one month prior to arrival at the student's summer Academy site to ensure that reasonable accommodations can be made.

**Types of Rooms:** In most instances, Academy students have roommates. Single rooms are generally not available for program participants. Air conditioning is not available at many dormitories and home stays; parents who have concerns about this should inquire with Academy staff about the residence features of the site(s) being considered.

**Types of Bathrooms:** Students will use communal bathrooms that may be down a hall from their sleeping room or in a suite that is shared by suite-mates. Private bathrooms are generally not available.

**Dietary Needs:** Adhering to a special diet may or may not be considered a disability. Notify the Academy staff of special dietary needs on your student health forms.

### **WHAT CANNOT BE PROVIDED DURING THE ACADEMY PROGRAM**

**Personal Services:** The Academy does not provide services of a personal nature. This would include personal learning assistants, personal care attendants or behavioral coaches. Students requiring personal supports of this nature will need to arrange for these services prior to beginning an Academy program and to inform Academy staff.

**Course Modifications:** The Academy does not reduce course expectations, tests or other program components due to special needs as all instructional elements are essential to the purposes and outcomes of Academy programs.

**Excessive Learning Supports/Re-Teaching:** The Academy program is very learning-rich and intense. While re-teaching is inherent in the program and instructors are very available to help students master their new language, an accommodation of individualized re-teaching will not be approved.

### **ACCOMMODATION REQUESTS**

Program participants and their parents must notify the Academy of any disabling condition(s) that is likely to impact program participation and for which accommodations are being requested. Use the Disability Identification and Accommodation Request Form to request disability accommodations of any nature.

Disability accommodation requests must be received in a timely manner to afford an opportunity for the Academy staff and the Health and Wellness Consultant to obtain needed information to evaluate the request and to arrange for reasonable accommodations.

### **PROCEDURES**

**Complete Form:** Parents are requested to submit the Disability Identification and Accommodation Request Form as soon as possible after their student has been accepted to an Academy program. The completed form should be accompanied by substantive information (documentation) about the student's disability.

**Submit Disability Documentation:** Documentation serves two purposes, to confirm disability and provide sufficient information about how elements of the Academy program and services will necessitate accommodation.

Please submit Accommodation Request Form and documentation via email to [MILSummerAcademy@k12.com](mailto:MILSummerAcademy@k12.com).

Documenting information will:

1. include information that establishes a disability;
2. include information on functional limitations in the area(s) related to the particular accommodation(s) being requested;
3. include history of accommodations;

4. be from an objective professional qualified in evaluation of such conditions;
5. be appropriately recent, e.g. prepared within the last several years. Please note that in most instances an IEP is insufficient documentation.

**Confidentiality:** Information about disability and accommodations will be shared only with those individuals involved in the coordination and facilitation of services and accommodations required to make Academy programs accessible for the participant with a disability.

**Review by Health and Wellness Consultant:** The Academy's Health and Wellness Consultant will review all accommodation requests as well as disability documentation. In most instances the Health and Wellness Consultant will contact a child's parent to best understand how disability has impacted the student. Decisions on accommodations will be made before a student begins their Academy program. Disability needs will be communicated to the Academy Summer Site Manager in sufficient time for necessary arrangements to be coordinated. Parents will be contacted by the Health and Wellness Consultant to confirm accommodations or discuss reasons that a particular accommodation will not be provided.

### **TEMPORARY IMPAIRMENTS**

On occasion an Academy student will become ill or injured to the degree that some type of temporary accommodation is needed. Temporary accommodations will be arranged if practical and appropriate with the student's condition. An example would be providing access assistance for someone with a broken limb.

### **DISABILITY-RELATED COMPLAINTS**

Students or others who feel they have been discriminated against or harassed due to disability while at the Academy program should follow the steps below to express their concerns and seek resolution.

1. Program participants who feel that they have been or are being discriminated against, based on disability are encouraged to seek informal resolution of their complaint with the Site Manager.
2. Additionally, program participants or their parents with grievances, based on disability, can contact the Director of Summer Academies through the Middlebury Interactive main office.

Students or parents who disagree with decisions regarding academic or residential disability accommodations for an Academy participant should direct grievances to the Director of the Summer Academies at the Middlebury Interactive main office. Any such grievances must be made in writing.

Middlebury Interactive Languages™ staff will thoroughly investigate all disability-related complaints in a timely manner and will report findings and any actions taken as a result of the complaint to the person lodging the complaint. The decision by MIL staff regarding a complaint will be final.

### **CONTACTS**

Director of Summer Academy, Amy Kluber  
[akluber@k12.com](mailto:akluber@k12.com)

Summer Academy Enrollment Manager,  
Theresa Bruns  
[MILSummerAcademy@k12.com](mailto:MILSummerAcademy@k12.com)

## **SUMMER LANGUAGE ACADEMY DISABILITY ACCOMMODATION REQUEST FORM**

*This form is for academic and/or residential accommodations for students with disabilities. Please refer to the Academy Student Handbook for medical information, including issues with medication.*

We would like to take this opportunity to welcome you and your child to the Middlebury Interactive Languages™ Summer Academy community and to ask that you inform us of any disabilities for which accommodations may be needed. The Middlebury Interactive Languages™ Summer Academy is committed to making reasonable accommodations for students with disabilities.

The Middlebury Interactive Languages™ Summer Academy endeavors to make its programs and facilities accessible to all participants and to arrange reasonable accommodations to afford access to and full participation in its programs and services. Disabilities can include, for example, visual impairments, hearing or mobility impairments, psychological conditions, medical conditions, and learning disabilities which substantially limit one or more of a person's major life activities and may necessitate accommodations or modifications to the facilities, programs, or services provided by the Academy. Accommodations and services ordinarily available at the Academy are described in more detail in the *Academy Student Handbook* available from the main office, and the full *Middlebury Interactive Languages™ Academy Disability Accommodation/ADA Policy*.

Middlebury Interactive Languages™ Academy recognizes and supports the standards set forth in Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA), as amended. Accommodations will not fundamentally alter the Academy programs or services nor impose undue financial burden to the Academy. Although students participating in Academy programs are of the ages to be covered by the Individuals with Disabilities Education Act (IDEA), the Academy uses best practices for provision of reasonable accommodations for students with disabilities enrolled in higher education.

The information that you provide regarding disability and requested accommodations will be shared only with those individuals involved in the coordination and facilitation of services and accommodations required to make our programs accessible. To confirm a disability and need for accommodation, the Academy will request current documentation of physical and/or mental conditions. Documentation requirements are described on the following page and discussed in more detail in the *Disability Accommodation/ADA Policy*; these documents are available in alternate formats upon request.

Please note that the Middlebury Interactive Languages™ Summer Academy is not responsible for services of a personal nature. Students with needs in this area are encouraged to consider obtaining a personal assistant or personal care attendant if they are unable to function independently on the Academy campus.

\* Providing reasonable accommodations requires timely notification. If accommodations are not requested in a timely manner, it may be impossible for the Academy to provide them at the

time they are needed, which could significantly and perhaps irreparably impair a student's ability to participate.

Please complete the form on the next page and submit as directed with required documentation.

**MIDDLEBURY INTERACTIVE LANGUAGES™ DISABILITY ACCOMMODATION REQUEST FORM**

Student Name: \_\_\_\_\_

Parent/Guardian Name(s): \_\_\_\_\_

Home Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_

Parent/Guardian Cell Phone: \_\_\_\_\_

Parent/Guardian Email Address: \_\_\_\_\_

Academy Language and Location: \_\_\_\_\_

1. Please name and describe the student’s disability in terms of the limitations it might place on his or her ability to participate in all aspects of the Academy program.
2. After reading the full description of the Academy’s residential language program available online at [www.middleburyinteractive.com/summer-language-academy](http://www.middleburyinteractive.com/summer-language-academy) and in the *Academy Student Handbook*, please list the academic and/or residential accommodations being requested. Please be as specific as possible regarding the functions or activities that are limited by their disability. Attach additional pages as needed.
3. Briefly state how long the student has been identified with his/her disabling condition(s) and any accommodations, auxiliary aids or services in place during the last two school years.
4. If the student’s condition will or could necessitate assistance with emergency evacuation from buildings or the campus, please describe and explain the type of assistance that would be needed.
5. Please provide any and all related and required disability documentation. Documentation serves two purposes, to confirm disability and provide sufficient information about how elements of the Academy program and services will necessitate accommodation. Documenting information will:
  - a. include information that establishes a disability;
  - b. include information on functional limitations in the area(s) related to the particular accommodation(s) being requested;
  - c. include history of accommodations;
  - d. be from an objective professional qualified in evaluation of such conditions;
  - e. be appropriately recent, e.g. prepared within the last several years.

Please note that in most instances an IEP does not provide sufficient documentation of the above required elements. Please direct all questions or concerns about this information and form to [MILSummerAcademy@k12.com](mailto:MILSummerAcademy@k12.com).

Submit this completed form and all required documents by email to [MILSummerAcademy@k12.com](mailto:MILSummerAcademy@k12.com).