



## **Approved Classroom Accommodations Description**

*Classroom accommodations are supports provided to make learning accessible to the student with learning differences. For accommodations to be provided there must be a current psycho-educational evaluation, occupational therapy evaluation or speech language evaluation on file and the accommodations must align with the student's learning profile.*

### **PRESENTATION AND INSTRUCTION Accommodations**

#### **Provide class notes that include key vocabulary and concepts**

- Teacher or peer notes are provided for student.
- Class notes from daily instruction, in some instances, are posted the school's learning platform, when this is the case, it is the student's responsibility to access these notes rather than relying on teacher or peer notes.
- If the information is not on the learning platform, then the student may receive a copy of the notes directly from a peer or teacher.
- Taking pictures of teacher notes, with teacher approval, on the board is also an acceptable way to obtain class notes.
- At a minimum the notes should include key vocabulary and concepts as it provides a preview of information that will be discussed in class and gives the student relevant, targeted vocabulary words to understand and "tune in to" during class discussion.

#### **Break lengthy assignments into smaller components with intermediate deadlines**

- Teacher will help a student to break down lengthy assignments into smaller, more manageable components.
- Teacher will also help the student set intermediate deadlines for the smaller components.

#### **Use audio books**

- Allows student to listen to books and textbooks.
- Allows student access to vocabulary and concepts above the student's reading level.

#### **Utilize a reader**

- This accommodation is used only during exams and standardize tests.
- In lower school this accommodation can be used for classroom tests for a child diagnosed with a reading disability.
- The reader may only read the directions and questions within the test.
- Parents obtain a "reader" to read exams to students with diagnosed reading disabilities. This request, and the reader, must be approved by the ERP Director and Division Head.

**Allow tape recording of lectures**

- Lectures or portions of lectures may be recorded via assistive technology (i.e., Livescribe pen, iPad app, etc.) or tapes.
- Student must make the teacher aware of the request **prior** to taping any portion of class lecture or discussion.

**RESPONSE Accommodations****Use technology for note-taking, assignments and tests**

- Provides students who have graphomotor, visual, and/or attention difficulties, a way to get information down via keyboarding, voice to text (outside of classroom environment), and additional approved technology tools. The ERP Director is responsible for the approval of any questionable technology tools.
- If this accommodation is used for tests and exams, the spelling and grammar function will be turned off (unless indicated as a separate accommodation).

**Use a calculator**

- A calculator may not be used if the primary purpose of the activity is to practice computational skills.

**Use a spell-check device**

- This accommodation is NOT offered when the student has the opportunity to study ahead for targeted spelling words.
- Please consult the ERP Directors regarding spell-check devices in foreign language class.

**Use a grammar-check device**

- When grammar is being tested specifically, then the grammar check device will be turned off. Errors will receive a slight deduction.

**Utilize a scribe**

- Allows a student who is unable to produce neat and/or expressive written work to orally give responses that are recorded by a scribe (preferably using scribe technology). The student must include punctuation in his/her responses.
- Voice to text technology can also be used for dictation.
- If student is using scribe technology, it must be used prior to testing situations.
- Scribes must be used for the entire written portion of the test/exam and is the responsibility of the student to arrange with the teacher ahead of test day.

**SETTING Accommodations**

**Provide preferential seating**

- Seat student away from environmental noises, such as an air conditioner, pencil sharpener, clock, etc.
- Seat student away from visual distractors such as windows and hallways.
- Seat student away from peer distractions.
- Seat student close to instructor if the lesson is presented from one location in class.

**Provide small group setting for testing**

- Allow student to remain in his/her classroom for testing as the small classes at Country Day are considered small group settings.
- During exams and standardize testing where testing situations are larger than a standard class size, student is allowed a smaller group setting.

**TIMING AND SCHEDULING Accommodations****Allow extended time (50% more on quizzes, tests, and exams)**

- In US, it is the student's responsibility to communicate to the teacher(s) when they need extended time.
- Student contacts teacher to schedule the additional time to occur as close to the regular testing time as possible. Teacher considers teacher and student schedules as well as space and proctor ability.

**Allow frequent breaks**

- Allows student to stretch, go to the restroom or water if needed as long as they are not disruptive to the class or will miss pertinent instructions.

**STANDARDIZED TESTING Accommodations**

*\*These accommodations are specific to testing such as the ERB, ACT and SAT where the boards make their own decisions regarding accommodations for their test and not the responsibility of Country Day.*

**Record answers in test booklet**

- Teachers are responsible for transferring information into test booklet when needed.

**Stop the clock breaks**

- If the student needs a break with this accommodation, the student will indicate the need for a break and the teacher notes the time away from the test (or stops the clock while they are on break), so the student gets the full amount of time for each test without penalty.

**Testing over multiple days**

- Testing occurs during a two-week window and is administered at school during regular school hours.
- The student is responsible for working with the teacher to obtain any missed notes, work or assignments covered in a class they miss due to standardize testing.
- Please refer to the standardize testing guidelines for specifics

*Updated 7/29/21*