

Local Accessible Design Plan—Fy19—Right to Read/Immigrant and Refugee Center of Northern Colorado

Each year our lead instructor or assistant director also serves as the Accessible Design Coordinator and works with local staff and our partners at DVR along with our board members who are trained in ADA compliance to ensure that we are following procedures and in compliance with the law. The ADC fulfills the functions of the job as described in the job description provided by the AEI office of CDE, including providing staff with necessary support for differentiated instruction and strategies to include all learners.

All students have equal access to services at the time of enrollment and registration as well as during classes or navigation services. Enrollment facilitators and assessment administrators use strategies and tools to communicate effectively with individuals with disabilities. DVR and D6 support staff are also available and willing to assist in these instances if necessary. All learners are informed of their legal rights to request accommodations and the process for requesting accommodations prior to any assessments being administered. Signs that state we are an equal opportunity education provider and the ADC name and contact information are posted at the front desk where initial enrollment and orientation take place. Students are not required to or asked to disclose disability in any forms; however, he/she can self-disclose any needs, provide documentation, or request assistance at any time during service delivery. No test is administered until student has had sufficient time and to provide documentation, at which point we follow our assessment policy in providing the accommodations. These documents and requests are confidential and are stored securely in a separate folder of the individual's student file, which is locked in the file cabinet behind the front office staff in accordance with CDE regulations. No information is shared without prior written consent from the individual. If a student requests assistance and documentation of a disability is needed to provide that accommodation, the student is referred to a case manager who works with the student and the local DVR office (conveniently located 1 block away) to make sure we get the LADP must include statement that the grantee maintains an up-to-date list of resources in the community that support or provide services for individuals with disabilities. Documentation needed to provide accommodations. This organization is not an official testing center for the HSE tests, but all testing policies are followed in accordance with CASAS policies when delivering our in-house assessments.

All students are informed of their rights and provided access to both the local DVR office, employment services, and the ADC's contact information. All written material also includes the rights students have to equal access and the contact information for supplemental support and resources, which are updated every semester and readily available for all students and staff and includes the contact information of the ADC.

Academic Progress Policy Statement: Services may be discontinued for a learner under very specific circumstances including if a student is not benefiting from instruction (this would have to be documented by both lack of progress on all formal and informal assessments, both standardized and non-standardized, as well as documentation from the instructor and tutor working with the learner noting that no progress was made after all approved accommodations, supports, and scaffolding efforts were made with the learner). The documentation provided by the instructor and tutor must contain specific and diverse examples of strategies and activities employed over a duration of at minimum 1 semester of study and the non-effectiveness of those. After this has been submitted to the ADC and ED, a decision will be made on whether the program can continue to serve the learner. If other methods can be employed or other supports can be brought on-site, those options must be exhausted before exiting a student from the program. If executive staff determines the learner cannot benefit from our services, a referral process begins. These referrals may be to any number of agencies, but the primary resources are North Range and DVR.