

REASONABLE ACCOMMODATION POLICY PROCEDURE

Policy Statement: OWS is committed to providing reasonable accommodation for persons with disabilities when necessary to provide reasonable access to all our programs including Summer Camp, Extended Care, Parent & Tot, Preschool, Kindergarten, and Grades.

Accommodation will be provided in accordance with the principles of dignity, individualization, and inclusion. OWS will work cooperatively, and in a spirit of respect, with all partners in the accommodation process.

Any accommodation granted should be reasonable to avoid undue hardship on OWS or change the fundamental nature of the Waldorf curriculum and program.

Procedures:

Parents/Guardians of a Child with a Disability: When parents/guardians reveal to an employee of OWS that their child has a disability and may need reasonable accommodation, the following shall occur:

A meeting between parents/guardians, Administrator (Dean of Education, Head of School), and the relevant faculty member(s) shall be scheduled providing an opportunity for parents/guardians to discuss options that might allow the child to participate in the OWS program without undue hardship. The OWS Reasonable Accommodation Team shall assess the request to determine if the accommodation is reasonable and fits within guidelines stated in this policy. The Administrator shall communicate the decision of the team to the parents/guardians.

Other persons requesting reasonable accommodation (i.e., employees, applicants, parents/guardians, etc.): The process shall be the same noting that the OWS Reasonable Accommodation Team shall include the relevant OWS faculty and/or staff.

OWS Reasonable Accommodation Team

Regular Program:	Faculty Member of relevant grade or program, Administrator, Education Support Teacher
Extended Care:	Extended Care Coordinator, Administrator
Summer Camp:	Extended Care Coordinator, Administrator
Employment:	Administrator, Direct Supervisor, Business Manager (HR Manager)

The Administrator reserves the right to invite any OWS employee to the reasonable accommodation meeting who may provide expertise and insight into reasonable accommodation.

Discrimination Complaint Procedure

OWS is committed to providing reasonable accommodation for persons with disabilities. In the event that a person believes discrimination has occurred, the following complaint options are available:

1. Contact the OWS Board President at oversight@olympiawaldorf.org;

OR

2. Contact the Washington Human Rights Commission directly at 1-800-233-3247 or at www.hum.wa.gov.