



SCOTT COUNTY CONSERVATION BOARD
INCLUSION POLICY CONCERNING PEOPLE WITH DISABILITIES
STANDARD PROCEDURE

PURPOSE

To establish procedures and guidelines for the participation of children and adults with disabilities in the programs and services offered by the Scott County Conservation Board. The SCCB will make every effort to evaluate how to provide program access through any number of methods

POLICY

The Scott County Conservation Board (SCCB) welcomes and encourages the participation of children and adults with disabilities in all of its programs. In order for individuals with disabilities to participate as fully as possible, reasonable modifications are provided. Reasonable modifications are individualized techniques and resources used to enhance program participation without fundamentally altering a program. Reasonable modifications will be attempted for all programs and the SCCB will make every effort to ensure that its services, programs and activities, when viewed in their entirety, are readily accessible to and usable by qualified individuals with disabilities.

PROCEDURE

1. To ensure appropriate modifications are met, participants in need of reasonable modifications must register at least two (2) weeks in advance of a class or program's start date. At that time, individuals requesting modifications or auxiliary aids/services shall provide the SCCB with notice that they seek a modification for their disability by submitting the "Inclusion Questionnaire". Notice allows the SCCB to evaluate and make all reasonable modifications in the event of logistical difficulties in obtaining certain services for individuals who can meet essential eligibility requirements.

What does "reasonable modification" mean?

- a. Reasonable modifications are program changes made to assist a person with a disability to meet essential eligibility requirements. A modification is "reasonable" when it does not result in a fundamental alteration in the nature of the activity.
- b. Reasonable modifications specifically include but are not limited to the following:
 - Extra staff: providing additional employees or trained volunteers to assist the participant.
 - Additional staff training.
 - Auxiliary Aids or Services
 - Changes to Rules and Policies: When a rule can be changed without resulting in a fundamental alteration of the service, it must be modified for the person with a disability.
 - Adaptive Equipment: Many vendors make adaptive sports equipment, adaptive game pieces, adaptive card holders, special eating utensils, and adaptive musical

instruments. The SCCB shall make every effort to acquire adaptive equipment, if requested.

- Removal of Architectural Barriers.
- Other Effective Modifications.

c. The SCCB will not exclude a qualified participant from a recreation program unless it cannot make a reasonable modification for that person's disability. In the attempt to achieve a reasonable accommodation, SCCB staff shall take the following steps:

- Determine whether the participant qualifies for the program.
- Assess the participant's skills (done by staff with disability awareness training). Assess each individual on an individual basis ensuring that modifications will be individualized to each person.
- Identify any possible hazards or risks that may occur from participation and document solutions.
- Develop ideas for possible modifications. This will be done through a team approach including but not limited to the parent, caregiver, or legal guardian and recreation staff.
- Create a program plan which may or may not include a behavior plan.
- Complete a task analysis, if necessary.
- Implement accommodation(s).
- Evaluate and make changes if necessary, while documenting findings.

d. Safety & Risk Issues

A modification is not reasonable if it compromises the safety of staff and/or participants. Safety issues must be formally identified and recorded.

The Director of the SCCB must issue a memo to the participant and/or his or her legal guardian or caregiver if a modification is denied. The memo must include what was requested, what the agency considered or attempted, why the agency denied the request, and any alternatives that were made available instead of accommodating the request.

In the event that a participant's behavior causes an unsafe situation to arise, a behavior plan must be developed. Appropriate SCCB staff, in consultation with other SCCB departments if necessary, will develop the plan.

e. Undue Burden

When a modification causes extreme difficulty for SCCB staff or incurs unreasonable SCCB expense, it need not be made. SCCB shall abide by the three legally identified categories to evaluate the determination of an undue burden:

- Undue Administrative Burden: When all existing and available resources are applied and a modification cannot be found, SCCB complied with the ADA.
- Undue Economic Burden: When the cost of a modification will result in a substantial financial burden to the SCCB, a finding of economic burden is justified.
- Fundamental Alteration: When the modification could be made, but would fundamentally change the activity or the policy, it need not be made.

2. A participant shall request modifications by checking the box on the registration form and submitting the Modification Form for each activity / program the individual is registering to participate in.

3. SCCB staff members shall evaluate each request for modification and may contact the

registrant and/or his or her family for additional information.

4. SCCB staff shall determine what reasonable modifications to implement, complete a Participant Profile, and direct copies to the program coordinator and/or manager and other appropriate staff.
5. Although the SCCB will give primary consideration to an individual's choice of auxiliary aid/service, the SCCB may choose to not provide auxiliary aids if to provide such aids would result in a fundamental alteration in the nature of a service, program, or activity or in an undue financial or administrative burden. However, in such instances, the SCCB will reasonably attempt to furnish another auxiliary aid that does not result in a fundamental alteration or undue burden.
6. If staff is not notified that a participant who requires a modification is enrolled in a class the following steps shall be followed:
 - a. If a participant is deemed to be disruptive or unsafe, the program coordinator or manager will inform SCCB staff of its concerns.
 - b. Staff will then observe and assess the participant in the program, write a report, and make recommendations for modifications, meet or speak to parents (if necessary), and direct copies to the program coordinator and/or manager in a timely manner.