Course of Action Regarding Students Diagnosed
with a Particular Learning Disability

1. The course of action for a student to receive special accommodations for a learning disability at Saint Mary’s High School is as follows:
   
a. Submit official Saint Mary’s High School application for admission.
   
b. A guidance counselor will contact the student’s parent/legal guardian to verify the student’s official diagnosis of a learning disability.
   
c. The guidance counselor will review the diagnosis and will file the evaluation in the student’s academic folder.

2. The guidance counselor will then initiate the following course of action:
   
a. The counselor will schedule a formal meeting with the parent/legal guardian and the student. The purpose of the meeting is to make clear what accommodations will be made to provide the student with the resources necessary for personal and academic success.

     The guidance counselor will request the parent/legal guardian to submit a release form signed by the parent/legal guardian and all those affiliated with the student’s testing and evaluation.

     The parent/legal guardian may waive the right to receive special accommodations at Saint Mary’s provided a “Right to Waive Special Accommodations” form is kept in the student’s academic folder. No further course of action will take place unless the parent/legal guardian contacts the student’s guidance counselor.

b. The guidance counselor will inform the student’s respective teachers that we met with the parent/legal guardian and have verified the official diagnosis of the student’s learning disability. The guidance counselor will request that each teacher contact the student’s parent/legal guardian. The purpose of the phone call is for each teacher to explain the specific nature of the course, his/her student expectations, as well as the accommodations that will be most beneficial to the student’s success.

c. If the student’s parent/legal guardian wishes further information, the student’s respective guidance counselor will serve as the school’s liaison.

*All standardized tests (e.g., PSAT, SAT-I/II, ACT, AP) require more formal and current documentation of a learning disability. See the student’s respective guidance counselor for more information.*
Teacher Responsibilities Regarding Students Diagnosed with a Learning Disability

*Students with learning disabilities have potential. As with all students, young men and women diagnosed with a learning disability must be provided with instruction and other services needed for future success.*

The accommodations listed below are the responsibilities of Saint Mary’s teachers regarding students diagnosed with a learning disability.

Saint Mary’s teachers will, to the best of their ability:

- be available outside of class for additional help (i.e., mandatory school hours)
- seat the student either near the teacher or near positive role models, unless classroom makeup does not allow for such a move
- stand near the student when giving directions or presenting lessons (when the situation allows for such mobility)
- write key points on the board or overhead projector
- provide organizational skills development
- make sure directions are understood while simplifying complex instructions
- give extra time to finish in-class tasks (assignments must be completed and turned in the same day, unless prior arrangements have been made with the teacher)
- provide specific guidelines in written form for papers and/or other major projects
- shorten assignments by breaking work into smaller segments
- allow typewritten or computer printed assignments
- provide extra time for taking tests (the student is allowed up to double the standard testing time, and must complete the test the same day it is started unless prior arrangements were made)
- check homework assignment books when asked by the student
- praise specific behaviors as a form of positive reinforcement
- cue students to stay on task through nonverbal means of communication
Responsibilities of a Student
Diagnosed with a Learning Disability

Students with learning disabilities have potential. As with all students, young men and women diagnosed with a learning disability must provide a sense of responsibility and commitment to themselves and to those who assist them.

The characteristics listed below are the responsibilities of a Saint Mary’s student. It is recognized that such behavior will empower students to achieve their highest potential.

Students will, to the best of their ability:

**Work and Study Habits**

- establish short and long term objectives
- organize and budget time
- identify the essential elements of a task
- sustain effort on a task
- take complete and accurate notes
- attempt to control test anxiety
- integrate information from other sources
- use a dictionary and other reference tools
- use library resources
- remain in contact with the guidance counselor

**Social Skills**

- establish effective relationships with others
- maintain appropriate family relationships
- interact responsibly within a given environment
- maintain appropriate personal appearance

**Emotional Development**

- establish a positive self-concept
- adjust to new situations
- avoid overdependence
- establish a sense of competence
- accept objective criticism
- manage frustration
- curb impulsive behavior

Students taking medication in accordance with a physician’s prescription must adhere to policy set forth by Saint Mary’s High School. The policy regarding medication is found in the Parent and Student Handbook.

Students taking tests will receive no more than double the original testing time and must complete tests the same day started unless prior arrangements were made. It is the responsibility of the students to contact their respective teacher(s) to make these prior arrangements.
Saint Mary’s High School views the parent/legal guardian as the most influential person in the student’s life. The parent/legal guardian needs to take an active interest in all facets of the student’s education.

The responsibilities of the parent/legal guardian are listed below. It is recognized that such behavior will reinforce the ongoing commitment among student, faculty, staff and the parent/legal guardian.

The parent/legal guardian will, to the best of his/her ability:

• remain a source of guidance for the student and keep open all lines of communication among all family members
• find quality time to spend with the student and be involved in the student’s academic and extra-curricular activities
• provide a suitable learning environment outside of Saint Mary’s High School
• provide a suitable home environment
• remain in contact with the counselor to oversee general activities and issues involving the student (these activities and issues include but are not limited to: general academic progress, issues involving the use of drugs and alcohol, social and personal concerns, and other typical adolescent issues)
• maintain open communication with faculty members
• recognize that grandparents may play a vital role in the lives of adolescents, and also may play a greater role in mediating family relationships