

ILLINOIS MUSIC EDUCATORS ASSOCIATION

STUDENTS WITH SPECIAL NEEDS

POLICY AND PROCEDURES

The Illinois Music Educators Association (IMEA) is committed to providing access to Association sponsored events and activities for all students regardless of race, religion, ethnicity, gender, disability or economic standing. IMEA will make every good and appropriate effort to provide adaptation(s)/accommodation(s) for students with special needs.

To provide appropriate District and All-State audition opportunities for students with special needs, IMEA will administer a procedure as follows:

1. Request for adaptation(s)/accommodation(s) must be received by the District President on or before September 1 of the current school year.
2. The District President will provide, as soon as reasonably possible but not later than seven calendar days, the IMEA "Special Needs Request Form" (SNRF) to the music director or other designated authority at the student's school. The form may be provided in "hard copy" via USPS, as an e-mail "pdf" attachment, or via the IMEA web site (www.ilmea.org) at "Special Learners".
3. The local school authority must return the completed SNRF to the IMEA District President as soon as reasonably possible but not later than seven calendar days.
4. The District President will consult with the current Special Learners Special Area Chair for assurance and sanction of the proposed adaptation(s)/accommodation(s).
5. The District President will provide a copy of the completed SNRF to:
 - a. the State Office
 - b. the State Division Vice President
 - c. the District Division Representative
 - d. the District President
 - e. the Special Learners Special Area Chair
 - d. the local school authority
6. The State Division Vice President will take all necessary steps to provide the appropriate adaptation(s)/accommodation(s) that will best provide access for the student. The resources of the IMEA will be available to further this process.

Should circumstances prevent the complete and timely accomplishment of this process through failure of the student, parent/guardian, or school authority, the Illinois Music Educators Association shall be free of all liability related to this process. Notwithstanding, IMEA may attempt to make adaptation(s)/accommodation(s) in the best reasonable manner possible that maintains the integrity of the process and accommodates the student.

Approved: Board of Directors Spring Meeting, March 2006