# Student Handbook

Any College of the Siskiyous student who has a documented disability and demonstrates a need for a service that is directly related to their educational limitations qualifies for the program's services. This handbook outlines the rights, responsibilities, and accommodation procedures students should be aware of. Please review this handbook thoroughly. You are responsible to know what your rights and responsibilities are. If you have questions, please call the Disability Services Office at (530) 938-5297, email: DS@siskiyous.edu, or come by our office. We are located on the Weed Campus, Eddy Hall 1.

## Mission

The mission of Disability Services is to ensure equal access to the educational experience for otherwise qualified students with disabilities. We strive to assist students to achieve their academic goals by augmenting their existing strengths and abilities and developing their independence.

## Disability Services Responsibilities

Disability Services appreciates the diversity and individuality of students' disabilities and promotes educational opportunities for students requesting accommodations and services within the college community; promotes positive images of persons with disabilities; promotes support of accommodations while maintaining high academic standards; and promotes a positive educational experience for faculty, staff, and students. We will strive to make the most appropriate and reasonable accommodations based on a student's disability and the educational limits it presents.

The following is a brief overview of the responsibilities that students using Disability Services must follow and the service limitations within Disability Services.

- Students must possess the ability to respond appropriately to questions, follow directions, and demonstrate the potential to profit from instruction.
- Students are expected to follow the Student Code of Conduct as established by the College. (See specifics in the section of this handbook titled Board Policies and Administrative Procedures).

- Students are expected to show the proper respect for faculty, staff, and other students. Rudeness, name-calling, and obscene language or gestures will not be tolerated.
- Students must demonstrate disability-related appropriate adaptive behavior (Title 5 Regulations, Section 56004).
- Students receiving special services and accommodations (e.g., interpreting, test assistance) must be aware and follow the specific requirements for each of these accommodations and services. Failure to do so may result in the suspension of these special services or accommodations.
- Students must demonstrate annual measurable academic progress (Title 5 Regulations, Section 56024). Failure to do so may result in the suspension of service.
- Students are to assume personal responsibility for taking any medications.
- The individual student and/or other non-college agencies shall be responsible for the provision of personal attendant care. Disability Services staff will not provide this service (Title 5 Regulations, Section 56000-d).

## Disability Groups Served by Disability Services

### Physical Disability

Students with a limitation in locomotion or motor functions.

### Deaf and Hard of Hearing

Students with a total or partial loss of hearing function.

### Blind and Low Vision

Students with a level of vision that limits the student's ability to access the educational process.

### Learning Disability

Students with an average to above-average intellectual ability who exhibit one or more deficits in processing.

### Intellectual Disability

Students exhibiting below average intellectual functioning and potential for measurable achievement.

### Acquired Brain Injury

A verified deficit in brain functioning which results in a total or partial loss of cognitive, communicative, motor, psycho-social and/or sensory-perceptual abilities.

### Attention-Deficit Hyperactivity Disorder

Students with a persistent deficit in attention and/or hyperactive and impulsive behavior that limits the student's ability to access the educational process.

### Autism Spectrum

A neurodevelopmental disorder that causes limitations in social, academic, occupational, or other important areas of current functioning.

### Mental Health Disability

A persistent psychological or psychiatric disorder, emotional, or mental disorder.

### "Other" Health Conditions and Disabilities

This category includes all other verifiable disabilities and health-related limitations that adversely affect education performance but do not fall into any of the other categories. Other Challenges include: Conditions having limited strength, vitality, or alertness due to chronic or acute health problems. Some examples are: Epilepsy - Heart conditions - HIV/AIDS - Cancer.

## Necessary Documentation for Eligibility

Students requesting services through Disability Services must provide documentation of their disability. If it is an observable disability the verification may be made by the Disability Services Director or Counselor/LD Specialist. Otherwise, the disability documentation must be provided by and be signed by a licensed, or certified professional. Documentation should describe the disability and explain any educational limitations. The documentation must come from an appropriate professional or agency.

Students who wish to participate in Disability Services must:

1. Apply for services online
2. Upload your documentation of your disability
3. When documentation of the student's disability has been received, an appointment with the Director/Counselor of Disability Services will be made to discuss individual needs and accommodations and to develop a student’s Academic Accommodation Plan (AAP).

All accommodations **must be pre-approved** by the Director or Counselor/LD Specialist of Disability Services each semester.

Disability Services staff will maintain a current confidential e-file on each student receiving services.

## Note-Taking Service

When a student's disability inhibits them from taking notes in class, a note-taking accommodation may be provided. To encourage independence with note-taking, the Alt. Media specialist will train students with recording software or devices, which generate a written transcript of the lecture for the student to review and create their own notes.

### Disability Services Student Responsibilities

Remember all accommodations **must be pre-approved** by the Director or Counselor/LD Specialist of Disability Services each semester.

- The student participates in the eligibility determination for note-taking services by completing the appropriate Disability Services paperwork.
- Recording the class lecture may be given as an accommodation by the Disability Services office. The student is expected to take notes to the best of his/her/their ability and use the recording to compensate for any inadequacies in the note-taking process. Students are required to sign a recording agreement prior to using a digital recorder device in an instructor's class.
- Student must carefully maintain and protect loaned recording equipment. Equipment must be returned as specified in the Disability Services Equipment Loan Contract established at the time the equipment is loaned.
- Student will be responsible to replace damaged or lost equipment that has been checked out to them. A financial hold will be placed on the student's account until the equipment is returned, replaced or paid for.

## Test Accommodations

Sometimes a student's disability prohibits them from taking their test in a classroom setting. When this occurs, the Disability Services office provides test accommodations. The type of accommodation may include any of the following based on the student's disability and education/functional limitations:

- Additional time
- Distraction-reduced setting
- A reader for the test
- A scribe for the test
- Enlarged print
- Adapted computer equipment

## Disability Services Student Responsibilities

Remember, all accommodations **must be pre-approved** by the Director or Counselor/LD Specialist of Disability Services each semester.

If you will be using the test taking service in the Disability Services office, please make sure that you use this guide to make your testing experiences as successful and stress-free as possible.

- As soon as you know a test has been scheduled, **make an appointment** with any Disability Services staff member. **Three** (3) school days notice is needed. **Five** (5) school days at Midterms and Finals.
- A staff member will fill out the top part of the envelope with your personal accommodations.
- **Take the test envelope to your Instructor** after you have made the appointment in the Disability Services office.
- **If you use extended time**, make sure that your appointment will not run into your next class.
- **Be on time** for your appointment.
- **Bring any supplies** that are allowed and/or required to your test appointment.
- **Show up at your scheduled time, if you need to change your appointment**, arrangements will have to be approved by your Instructor and Disability Services staff.
- **Completed paper tests will be given to a DS Staff member who will return it to your Instructor.**
- Tests not taken will be returned to the Instructor.

Remember: Your success is our goal!

# High Tech Center, Adaptive Technology and Alternate Format of Printed Materials

## High Tech Center

Disability Services provides adaptive educational equipment to assist disabled students in compensating for functional limitations imposed by their disabilities. For example, Zoom Text is an adaptive program available to assist visually impaired students who need to read printed materials in an enlarged format. Another example is Dragon Dictate, a voice-activated word processing program designed for individuals with disabilities that impact keyboarding abilities. Digital recorders or Livescribe pens may be available for loan to students for note-taking and reader purposes. Genio software* or JamWorks software*, which generate transcripts of recorded lecture may also be given.

*Software licenses expire at the end of each semester.

Hearing Helpers and Closed Captioning may be available for those with hearing loss for classroom lectures.

## Disability Services Student Responsibilities

Remember all accommodations **must be pre-approved** by the Director or Counselor/LD Specialist of Disability Services each semester.

1. The student completes appropriate paperwork for Disability Services HTC/Equipment Loan.
2. The student uses adaptive equipment only after receiving formal instruction in its use.
3. The student adheres to schedules for using equipment as established by Disability Services/HTC staff. Loaned equipment must be returned at the date and time established at the time of the loan.
4. The student must carefully maintain equipment by following instructions for its use and protecting it from damage.
5. Students will be responsible to replace damaged or lost equipment that has been checked out to them. A financial hold will be placed on your account until the equipment is returned, replaced, or paid for.

## Alternate Format of Printed Materials

In order to make instruction accessible to all students, Disability Services will provide all required instructional materials in an alternate format to eligible students requesting such accommodations when necessary to compensate for functional/educational limitations imposed by the student's disability. Alternate formats include large print, electronic text, Braille, tactile graphics, and/or audio. It may be necessary to cut the spine of the textbook being reproduced. The book will be returned to the student in spiral bound form.

## Disability Services Student Responsibilities

Remember all accommodations **must be pre-approved** by the Director/Counselor of Disability Services each semester.

1. Request the required alternate format as early as possible (3 weeks is recommended) prior to the semester starting.
2. Late requests will be honored. However, the timeline for completion of the work may be delayed.
3. Purchase the textbook and bring your receipt, to show proof of purchase, to the HTC/Alternative Media/Disabilities Specialist in the Disability Services Office.

   **Note:** This step must be completed before the text book can be provided in alternative format. If the book is not readily available for purchase at the time of the request, contact the HTC/Alternative Media Specialist for Disability Services to determine another procedure.
4. Provide a course syllabus and chapter deadlines to the HTC/Alternative Media Specialist for Disability Services.
5. Sign an agreement indicating that you will not share e-text or other alternate format materials with others and that you will adhere to all pertinent copyright laws.
6. Student agrees that Disability Services may cut the spine of the textbook if it is necessary for Disability Services to scan the text in-house. The text will be returned to the student in spiral bound format.
7. Students requiring materials scanned into e-text must also make an appointment with Disability Services staff.

8. Students are responsible for picking up their materials in a timely manner, notifying HTC/Disability Services if they are no longer attending the class and do not need the service, or if there is any problem with the material produced.

## Services for Deaf or Hard of Hearing Students

Some of the appropriate accommodations for students with a documented hearing loss may be:

- Real time captioning
- ASL interpreter
- Hearing Helpers

### Utilizing Interpreter Services

Interpreting services are approved by a Disability Services Director/Counselor as part of a student's Academic Accommodation Plan (AAP). Services are provided when they are reasonable, effective, and appropriate accommodations. Scheduling interpreters requires advance notice (see below).

When the most appropriate accommodation is an ASL interpreter the Disability Services will provide interpreter services for all academic activities. This includes in-class activities and required out-of-class activities such as field trips, workshops, support hours, labs, etc. for classes in which the student is currently enrolled.

### Disability Services Student Responsibilities

1. Provide documentation, if necessary, from appropriate professional regarding disability.
2. Meet with Disability Services Director/Counselor to map out class schedule and interpreter needs including field trips. Request the required ASL interpreting service as early as possible (6 weeks is recommended) prior to the semester starting.

   **Note:** Notify Disability Services as early as possible when additional interpreting is necessary for unscheduled field trips, meetings with your instructors, etc. A minimum of five days notice is preferred, but we will do our best to fill your request on short notice
3. Attend all scheduled classes or call the Disability Services office to give advance notice if you are going to be absent. If the interpreter appointment/class is missed three times without sufficient notification, your interpreter service may be suspended and will only be reinstated following the procedures in the Suspension or Termination Policy (also located in this handbook). If you know you are unable to attend class, you must call

Disability Services at the earliest possible time (24 hours is preferred). We will communicate your absence to the interpreter/interpreter service. Disability Services office number: (530) 938-5297. Email: DS@siskiyous.edu

4. If you are late arriving to class, your interpreter will wait 20 minutes, they will then report your absence to the Disability Services office.

   **Note:** If you have more than one class in a day and miss a class, the interpreter will not automatically attend the later classes. You must notify us and the interpreter if you expect to attend the remaining classes.

5. Report any interpreter problems to the Disability Services office immediately so they can be resolved promptly.

## Registration Assistance

Registration assistance enables the disabled student to participate in the registration process with a minimum of difficulty. At College of the Siskiyous, assistance is provided to disabled students throughout the registration process.

### Disability Services Student Responsibilities

1. Apply to College of the Siskiyous
2. Contact Counseling and schedule and complete a SOAR session. You may then make a counseling appointment with the Disability Services office to discuss your goals and classes. You can then go to your mySiskiyous portal to register (add/drop) classes. If you need assistance, please call us! Disability Services is dedicated to help! (530) 938-5297 or DS@siskiyous.edu
3. As soon as you have registered for your classes, call the Disability Services office (530) 938-5297 to schedule your appointment to request your accommodations.

## Liaison with College Staff

At times, disabled students need Disability Services staff to advocate on their behalf with college staff. For example, a student in a wheelchair may find that a class in which he/she/they are enrolled does not accommodate his/her/their chair. In this case Disability Services staff would contact the instructor and the Academic Affairs office to explain the need for a room change for the class. If a student is having difficulties communicating their needs to an instructor, Disability Services may advocate on the student's behalf.

### Disability Services Student Responsibilities

1. The student notifies the Disability Services staff of a need for advocacy.
2. The student complies with the Disability Services staff's evaluation of the situation and the method of intervention recommended.
3. If, for example, alternative test-taking situations are recommended, the student will complete appropriate Disability Services Forms for Test Taking Accommodations, and coordinate with the appropriate instructors and Disability Services Specialist.

## Liaison with Community Agencies

At times, disabled students need Disability Services staff to advocate on their behalf with community agencies, such as requesting disability documentation.

Disability Services staff works closely with the Department of Rehabilitation (DOR) Counselor to coordinate services to disabled students.

### Disability Services Student Responsibilities

1. The student meets with the Disability Services staff to evaluate a situation and the need for a referral to a community agency.
2. The student follows through by acting on a referral made by Disability Services staff. If a student is unable to make an appointment related to a referral, he/she/they notifies the agency and Disability Services of the inability to make the appointment.

## Personal Counseling

Sometimes a disabled student experiences a personal crisis that impacts his/her educational performance or goals. In such cases Disability Services offers a limited amount of personal counseling to assist the student in examining the impact of the crisis on school performance and their well-being. The Disability Services Director/Counselor may be able to assist the student with identifying priorities and exploring options when dealing with the crisis and/or to make suggestions for appropriate agencies or counselors in the community to whom the student might go for additional counseling.

### Disability Services Student Responsibilities

The student schedules appointments for personal counseling as needed. If the student feels the situation needs immediate attention, he/she/they indicate this to the Disability Services staff

and requests the first available appointment or referral to the appropriate agencies or counselors in the community to whom the student might go for immediate counseling.

## Suspension or Termination of Services

In accordance with the Services Agreement you signed, you agree to meet the student responsibilities outlined in the Student Handbook. If you fail to meet those responsibilities the service may be terminated by the Disability Services staff.

You will be notified in writing that a service will be terminated due to inappropriate use of service. If you believe the service has been terminated unjustly then you may follow the steps stated in the policy to try to reinstate the service.

1. Make an appointment to see the Director/Counselor of Disability Services or Learning Disability (LD) Specialist. State that the reason for the appointment is to appeal a suspension or termination of service.
2. When you come to the appointment be prepared to explain the valid reasons for your failure to meet established responsibilities. If possible, bring evidence or documentation to substantiate your reason. For example, you may have had a flat tire that prevented you from making an appointed Stage or carpool connection. You might want to bring a receipt to verify the flat tire repair.
3. Following the discussion with the Director/Counselor of Disability Services your service may not be reinstated. If you still believe you had valid reasons for not meeting your responsibilities, you may make an appointment to appeal this decision with the designated administrator.

There are two ways that eligible students may be denied services through Disability Services:

1. Lack of measurable progress, and
2. Inappropriate use of services.

### Measurable Progress

A lack of measurable progress may be defined in any of the following ways and may result in a complete loss of disability services:

1. Failure to meet College of the Siskiyous' academic standards established by the College.
2. Two consecutive semesters of failure to follow Disability Services policies.

3. Failure to make progress toward the goals outlined in The Academic Accommodation Plan (AAP) for two consecutive semesters.

### Inappropriate Use of Services

Inappropriate use of services is defined as a failure to comply with the policies and procedures of individual services that students are using.

Eligible students with disabilities who are receiving services through Disability Services must adhere to the procedures for student responsibilities outlined for each service in this Student Handbook in order to ensure uninterrupted provision of services. Failure to comply with student responsibilities may result in suspension or termination of that service.

1. Only services that have been used inappropriately may be terminated during a given semester.
2. Prior to the termination of a service, the student will be notified in writing that a service is going to be terminated, and the reason for the termination will be explained.
3. In order for the service not to be automatically terminated one week from the notification, the student must make an appointment and meet with the Director/Counselor of Disability Services or LD Specialist to discuss the area of concern.
4. At the time of the meeting the student will need to sign a Suspension or Termination Contract that outlines the guidelines for continuing services.
5. If the service is terminated, it will be terminated for the current semester only.
6. Terminated services may be reinstated during the current semester only on the authorization of the Director or Counselor/LD Specialist of Disability Services and only if there are extenuating circumstances which warrant the reinstatement of the service. If the student still feels dissatisfied with the decision of the Director or Counselor/LD Specialist of Disability Services, they may appeal to the designated administrator.
7. Reinstatement of services for subsequent semesters will be considered on a case-by-case basis.

## Know Your Rights and Responsibilities

### Students With Disabilities Have the Right to Expect

- Full and equal participation in the services and activities of College of the Siskiyous (College) and Disability Services office.

- Reasonable accommodations, academic adjustments and/or auxiliary aids and services in response to documented disabilities.
- Confidential information about their disability will not be shared without their prior consent unless permitted by law and then only on a "need-to-know" basis.
- Limited access to anecdotal information maintained by Disability Services.
- Information about Disability Services policies, procedures, accommodations, and services will be readily available in alternate formats upon timely request.

## Students With Disabilities Have the Responsibility to

- Meet qualifications and maintain essential institutional standards for courses, programs, services, jobs and activities.
- Read the current College of the Siskiyous catalog section entitled College Behavior Standards. All College of the Siskiyous students, including students with disabilities, will be held to the same standards of personal conduct, decorum, and behavior.
- Self-identify and self-advocate for accommodations, services, and auxiliary aids.
- Provide Disability Services acceptable documentation of disability prior to the authorization for any accommodation, service, or academic adjustment.
- Demonstrate and/or provide documentation how their disability limits their participation in courses, programs, services, jobs and activities.
- Follow established policies and procedures for obtaining accommodations, services, auxiliary aids or when requesting the removal of an architectural barrier.

## College of the Siskiyous has the Right to

- Establish essential functions, abilities, skills, knowledge, and standards for courses, programs, services, and activities.
- Determine the appropriate standards in developing, constructing, remodeling, and maintaining physical facilities.
- Confirm disability status on a student (for accommodation purposes) after requesting, receiving, and reviewing current and appropriate documentation. The documentation must support any request for accommodations, academic adjustments, auxiliary aids, and services.

- Discuss and develop accommodation strategies for students with disabilities.
- Deny a request for an accommodation, academic adjustment, auxiliary aid, or service, if the student's documentation of disability does not corroborate the need or support the student's request.
- Select among equally effective accommodations, academic adjustments, auxiliary aids, and services.

## The College has the Responsibility to

- Develop an Academic Accommodation Plan (AAP) for each student who provides documentation and is eligible for services with Disability Services.
- The College delegates to Disability Services the responsibility for developing AAP's. The AAP will authorize certain accommodations, academic adjustments, auxiliary aids, and service that may mitigate the impact of a student's disability in the major life activity of learning.
- Provide readily accessible information to faculty, staff, students, and community agencies regarding disability policies mandated by law (state and federal) and implementing procedures available by the College and Disability Services.
- Ensure that courses, programs, services, jobs, activities, and facilities, when viewed in their entirety, are accessible in the most integrated and appropriate settings.
- Evaluate student performance based on ability, not disability.
- Respond to requests for accommodations, services, academic adjustments, and auxiliary aids in a timely manner.
- Maintain all documentation verifying disability in a secure environment that ensures confidentiality.

## After the Receipt of Appropriate Documentation, an AAP Will be Developed Based on the Following Criterion

1. Does the student have a disability? "Disability" is defined in the Americans with Disability Act 1990 (ADA) as a physical or mental impairment that substantially limits one or more major life activities. A physical impairment is a physiological condition, cosmetic disfigurement, or anatomical loss that affects one or more of the basic body systems (e.g., neurological, musculoskeletal, respiratory, cardiovascular, etc.). A mental

impairment is a "mental or psychological disorder such as an intellectual disability, organic brain syndrome, emotional or mental illness, and specific learning disabilities."

2. Does the disability substantially limit a major life activity? (e.g. walking, seeing, speaking, hearing, breathing, learning, performing manual tasks, caring for oneself, working, sitting, standing, lifting, reaching, thinking, concentrating, interacting with others, and sleeping).
3. Is the student "otherwise qualified" for the course, program, or activity?
4. Did the student initiate a request for an accommodation, academic adjustment, auxiliary aid, or services?
5. Did the request for an accommodation, academic adjustment, auxiliary aid, or services follow established Disability Services policy and procedure?
6. Is the request reasonable and readily achievable? Does it impose a financial or administrative burden on the college?
7. Does the requested accommodation fundamentally alter the nature or expectations for a course, program or an activity?

**You have the right to appeal**

Should Disability Services not approve an accommodation or later suspend an authorization.

To initiate your right to appeal, contact:

Patrick Walton, Vice President of Student Services
ADA Compliance Committee Point Person
College of the Siskiyous
800 College Avenue, Weed CA 96094
Office: (530) 938-5347
TTD-TTY: (530) 938-5358
Email: StudentServices@siskiyous.edu

## Discrimination Complaint Procedures for Students with Disabilities

In the event that a student believes that they have been discriminated against or that their civil rights have been violated because of a disability, they may initiate a complaint against the individual or the College of the Siskiyous District (District) by electing to:

1. Informally resolve the alleged discrimination;

2. Complete an ADA Compliance Committee Complaint form, and filing it with the appropriate office;
3. Filing a formal complaint with the US Department of Education, Office for Civil Rights.

By electing options 1 or 2, the complainant does not give up their right to file a formal complaint with the Department of Justice, US Department of Education, or Office for Civil Rights.

## Informal Complaint Resolution

A student may choose to informally resolve an issue of alleged discrimination or failure to provide an authorized accommodation by speaking directly with the alleged perpetrator (e.g., classroom instructor, college representative). No formal record of the meeting or the resolution of the complaint will be maintained by Disability Services or any other District office.

## ADA Compliance Committee Complaint Form

The College of the Siskiyous District supports the statement that "no otherwise qualified individual with a disability shall, solely by reason of a disability, be excluded from participation in, be denied the benefits of or be subjected to discrimination." In support of that statement, the District has adopted procedures, including an ADA Compliance Committee Complaint form, for the prompt and equitable resolution of a grievance alleging discrimination, harassment, or the violation of civil rights. (Section 504 of the Rehabilitation Act of 1973; Title II of the Americans with Disabilities Act of 1990)

If a student believes that they have been discriminated against because of a disability, they can download the ADA Compliance Committee Complaint form or it can be requested from:

Vice President of Student Services
College of the Siskiyous
800 College Avenue, Weed, CA 96094
Phone: (530) 938-5374
Email: StudentServices@siskiyous.edu

A record of the complaint will be maintained in the Office of the Vice President for Student Services. The ADA/Section 504 Compliance Officer for the appropriate issue or the ADA Compliance Committee will mediate a resolution of the complaint.

## U.S. Department of Education Complaints

U.S. Department of Education, Office for Civil Rights, California

Office for Civil Rights, San Francisco Office
U.S. Department of Education
50 Beale Street, Suite 7200
San Francisco, CA 94105-1813
Phone: (415) 486-5555
Fax: (415) 486-5570
Email: OCR.SanFrancisco@ed.gov

## Board Policies and Administrative Procedures

Board Policies and Administrative Procedures are in place for College of the Siskiyous programs to ensure fair and appropriate processes for students and other stakeholders of the institution. Below are the links to the Board Policies and Administrative Procedures that are specific to the Disability Services and students with disabilities. Please take some time to familiarize yourself with these policies and procedures and contact the Disability Services office regarding questions or clarification of these policies and procedures. Additionally, the BPs and APs related to student conduct/behaviors/expectations are also listed as these are also related to your status as a student of College of the Siskiyous.

### Policies and Procedures

| Board Policy | Administrative Procedure | Title |
|---|---|---|
| BP 3410 | AP 3410 | Nondiscrimination |
| BP 5140 | AP 5140 | Disabled Student Programs & Services (DSPS) |
| | AP 5141 | Personal Care Attendants / Life Coaches for Students with Disabilities |
| BP 5500 | AP 5500 | Standards of Student Conduct |
| | AP 5520 | Student Discipline Procedures |
| | AP 5530 | Student Rights & Grievances |