

Personal Care Attendants

Personal needs that necessitate an attendant are the responsibility of the student. This may range from assistance in toileting and being repositioned in chairs to having medication placed in the mouth. Students who are requesting these types of services from peers, staff, or faculty will be requested to obtain a personal attendant. Failure to do so may result in an administrative hold being placed on future enrollment until such time that the student has obtained an attendant. Requesting such services from an untrained, random individual can be a safety threat to both the student with a disability and to the individual providing the assistance. The college cannot assume the liability of risk involved.

Students using personal care attendants (PCAs) will be asked to read the text below and sign an agreement to abide by the following provisions:

Parkland College makes every reasonable effort to accommodate individuals with disabilities as addressed by the Americans with Disabilities Act and Section 504 of the Rehabilitation Act of 1973. In keeping with this commitment, Personal Care Attendants (PCAs) may be necessary to address the personal needs of a student with a disability so that he/she can participate in the College's activities, services, and programs. In order for the student who requires PCA services to have the same independent experience as all other college students, it is in the student's best interest to hire an impartial PCA who is not a family member or close friend.

An otherwise qualified student who requires personal attendant services must make arrangements to provide for his/her own personal attendant service. The College does not assume coordination or financial responsibilities for personal attendant services.

It is the student's responsibility to:

- Submit appropriate documentation to the Office of Disability Services that supports the necessity of having a PCA.
- Secure a PCA prior to attending any college-related activity (i.e. placement testing, enrollment, or class attendance). The College will not be responsible for providing a PCA on an interim basis.
- Ensure that each PCA registers with the Office of Disability Services and signs the Personal Care Attendant Agreement form each semester.
- Ensure that if personnel changes occur during the semester, he/she and the new PCA register with the Office of Disability Services and sign a new PCA Agreement Form.
- Direct the activities of the PCA while at Parkland College.
- Have a back-up plan or alternative plan of action should the regular PCA not be available to work with him/her on a particular day or in a particular class.
- Follow the College's policies and abide by the Student Conduct Code.

- Pay for all PCA services or secure payment through a third party (i.e. DHS-DRS, DSC, etc.).

A Personal Care Attendant is expected to:

- Follow all applicable College policies, rules, regulations, and procedures.
- Allow the student to take responsibility for his/her own progress in class.
- Refrain from participating in class discussions.
- Refrain from engaging in or intervening in conversations between the student and faculty, staff, or other students.
- Refrain from discussing any confidential information about the student with faculty, staff, or students.

If a student or a PCA fails to abide by the above policies and procedures, the Office of Disability Services may make a determination that the PCA will not be allowed to accompany the student on campus.

Students who are vocational rehabilitation clients should check with vocational rehabilitation counselor for assistance with obtaining and paying for personal attendants.