

Los Medanos College Disabled Students Programs and Services

STUDENT HANDBOOK

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FROM OUR STUDENTS

Dear Student,

Welcome! As a student at LMC, I wish you all the encouragement, success and support necessary for you to achieve your academic goals. Many individuals realize that setting and achieving academic goals are key elements not only in surviving the nineties, but also for procuring a fulfilling future. I am glad you agree that investing in yourself, by way of education, is a profitable endeavor.

Remember to maintain your endurance, patience, motivation and studiousness, since these qualities will help assure the successful completion of your goals. I encourage you to talk to students who already receive services from DSPPS. Other students can provide support and encouragement as well as share information about learning strategies and accommodations. I know from personal experience that students help shape the program, so be sure to communicate your needs to the program specialists, staff members and instructors and provide them with accurate feedback about the services you receive and need. Also, check into the other programs and services available on campus.

Most importantly, become a self-advocate; this is the primary life skill that will facilitate your success in all areas of your life.

Sincerely,

Helen R. Geddes



The LMC Disabled Students Programs and Services (DSPPS) has made a tremendous impact on my life. When I first came to LMC, I had an undiagnosed learning disability which caused anxiety and frustration in dealing with the pressures of school. However, after I was tested and began receiving services from the program, my studies greatly improved as did my self-confidence. In addition, I have found the staff and fellow students in the program to be supportive and friendly. Therefore, I highly recommend this program to all students, for I feel it can have the same type of impact on your life.

Jim Kothoff



Just Because I'm Handicapped

Just because I'm handicapped
It doesn't mean that I am not capable.
It doesn't mean that I don't have a mind.
It doesn't mean that I don't have feelings.

Just because I'm handicapped
It doesn't mean that I should be ignored,
Or that I am blind to others,
Or that I don't have a caring heart for my true friends.

Just because I'm handicapped
It doesn't mean that I don't have my own unique voice or
that I can't speak my very own thoughts.

Just because I'm handicapped
It doesn't mean that I can't learn,
Or that I can't get a job and support myself.

Just because I'm handicapped
It doesn't mean that you can't look me straight in the eye
and come up and talk to me.
I won't bite!

Just because I'm handicapped
It doesn't mean that I need your pity....
I especially do not want your pity.

Just because I'm handicapped - don't stereotype me.

Gina Terranova



INTRODUCTION & OVERVIEW OF PROGRAM

The Disabled Students Programs and Services (DSP&S) provides support services, adaptive equipment and computer technology, adaptive physical education, specialized instruction through the English and Math Departments and educational accommodations to students with disabilities. The purpose of this handbook is to describe the support services provided by the DSP&S Program, program policies and the procedures for arranging these services with a DSP&S Specialist.

Students are referred to DSP&S in a variety of ways. Instructors, counselors and staff often refer students to this program. Additionally, high school teachers and agencies, such as the California State Department of Rehabilitation also refer students to the program. Students may also request services without a referral.

How can the DSP&S Program help you, the student? By participating in the DSP&S Program during LMC enrollment, students may benefit by having better access to the total college experience. Also, students can increase their chance of success in meeting their vocational or academic goals at LMC!

Academic accommodations are based on the student's area of disability. All accommodations recommended are reasonable and appropriate for the student and for the purpose of allowing the student access.

PROGRAM PHILOSOPHY AND GOALS

It is the mission of the Disabled Students Programs and Services to facilitate access for students with all disabilities to the educational programs, student services, and activities of Los Medanos College.

Our primary goal is to help students achieve their educational/vocational goals while promoting self-advocacy and independent learning. We believe that students with disabilities should be an integral and vital part of the college community.

In addition, we are committed to providing the faculty and staff of Los Medanos College with the knowledge and support they need to provide appropriate adaptations and quality instructional experiences for individuals with disabilities.

ELIGIBILITY REQUIREMENTS

Students receiving services through DSP&S must have a physical, learning, communication, psychological disability or other chronic disabling condition verified by an appropriate professional and/or a physician.

Students who wish to participate in the programs and services offered through DSP&S should complete an intake interview with a DSP&S Specialist and, if appropriate, additional testing to establish eligibility.

Students meet each semester with a DSP&S Specialist to develop a Student Educational Contract (SEC) which includes:

- An educational/vocational goal
- A plan of courses to meet the goals
- Recommended support services/academic accommodations

DESCRIPTION OF SUPPORT SERVICES AND ACADEMIC ACCOMMODATIONS

Support Services are services such as academic advising or tutoring which assist you in developing and achieving your educational goals.

Academic Accommodations are adjustments to regular educational practices that are customary for most students, but which need to be modified to accommodate the needs of an individual with a disability. For example, the use of adaptive equipment, enlargement of printed materials, or alternative arrangements for taking exams are academic accommodations.

To arrange support services and accommodations, students should make an appointment with a DSP&S Specialist. Coordinating these services may take some time and it is advised that students make these arrangements when they complete their Student Educational Contract (SEC) with a DSP&S Specialist.

The following is a description of the support services/academic accommodations offered through DSP&S:

Academic Advising

Students meet with a DSP&S Counselor each semester to develop a Student Educational Contract (SEC). During this meeting, the counselor recommends courses for the following semester and appropriate support services/academic accommodations. The counselor will also refer the student, as needed, to other programs and services on and off campus.

Students are advised to meet with an academic counselor, prior to meeting with a DSP&S Specialist, to plan their educational goals.

Priority Registration

Upon completion of the SEC, students may choose to participate in advanced registration for courses. This priority registration allows additional time for coordinating support services and ensures that you will be able to enroll in the course sections you have planned with your DSP&S Specialist.

Assessment for Learning Disabilities

Following an initial meeting with a DSP&S Specialist, it may be determined that a learning disabilities assessment is appropriate. This assessment is done at no cost to the student, on an individual basis and is confidential. A DSP&S Learning Disabilities (LD) Specialist will discuss the results of the assessment with you and make recommendations for classes and support services, which will help you deal with learning difficulties. Having a learning disability does not mean that you cannot achieve your goals. There are many strategies for success!

If a student has never been tested for learning disabilities, the testing process requires several appointments and takes approximately six to nine hours to complete. The last appointment will include assessment results and a written report for the student.

Students in high school special education programs or 504 programs may also be asked to complete some testing. You should meet with the DSP&S LD Specialist at the beginning of the semester to discuss eligibility.

Please note that students with some physical disabilities, such as Multiple Sclerosis (MS), which affect brain activity cannot be tested for Learning Disabilities.

Liaison with Instructors

A DSP&S Specialist may make recommendations for academic and classroom accommodations for a student with disabilities. The purpose is to communicate learning needs and to outline support services or academic accommodations to instructors. In order to promote self advocacy and good communication with instructors, a DSP&S Specialist may assist students with disabilities prepare a "Memo to Instructor" form during the SEC appointment. It is recommended that students schedule an appointment with each of their instructors he/she wishes to inform about his/her learning needs or accommodations. Instructors can contact the DSP&S Specialist for more information if necessary, however, students must have given DSP&S permission to release this information.

Specialized Instruction in Reading/Writing/Math

DSP&S offers specialized classes in reading, writing and math. These courses are designed to use multimodality strategies to strengthen basic skills in these areas. These courses are taught by a DSP&S Specialist.

Specialized Tutoring

Special support tutoring services are available from DSP&S. These services are provided in addition to the regular college tutoring offerings. A DSP&S Specialist may recommend students for special support tutoring.

Students must complete a "Tutoring Services Request" form available in the DSP&S tutoring center, Room 626, each semester. Tutoring is dependent upon student need and tutor availability.

Tutoring from DSP&S is not a required accommodation under the Americans with Disabilities Act (ADA) and is not guaranteed for all students who request tutoring.

Adaptive Physical Education Classes

The Adaptive Physical Education course is designed to meet the needs of the physically limited student. This course can provide activities in three major areas:

- General Strengthening/conditioning
- Hydrotherapy/swimming
- Cardiovascular conditioning

Technology

The DSP&S Assistive Computer Technology Lab provides training for adaptive software and hardware so students can access class materials. Students may take the Learning Skills (LRNSK) 70 Adaptive Computer Technology class to gain knowledge of basic computer skills and adaptive equipment. Students may make individual appointments with the High Tech Center Specialist for additional assistance.

Interpreters

Qualified sign language interpreters are available to provide interpretive services for students. Students must request interpreter services from a DSP&S Specialist.

Notetaker Services

Most often, notetakers are students enrolled in your class who volunteer to take lecture notes on special duplication paper provided by DSP&S. Students are also advised, whenever possible, to tape record course lectures.

Disabled Parking Services

There are parking spaces designated for disabled persons' vehicles that display a specialized plate or placard as per California Vehicle Code. Temporary disabled parking permits may be issued for persons with minor injuries that require disabled parking for brief periods of time (not longer than five days). These can be obtained from the DSP&S office. Temporary disabilities requiring disabled parking for longer periods of time may be obtained from the California Department of Motor Vehicles according to the California Vehicle Code.

Service Animals

It is the policy of the Los Medanos College to permit qualified individuals with disabilities the use of service animals on the Los Medanos Campus and any of its extension facilities.

Writer Services

DSP&S will hire a scribe for those students who require assistance writing in their classes or for course work. Students must request a scribe from a DSP&S Specialist.

Alternate Media/Readers

If assistance is needed in reading due to a visual impairment or severe reading disability, a student may request recordings of course material or textbooks from the High Tech Center. Further assistance in requesting textbooks in an alternative media format can be provided for by DSP&S. Please make these arrangements as early as possible.

Mobility Assistants

Students that may need assistance with mobility must request mobility assistance at the SEC conference with a DSP&S Specialist. This will not include any non-instructional activities.

Alternative Arrangements for Exams

Students that may need extra time for taking tests in a quiet location may arrange these accommodations with a DSP&S Specialist. These accommodations need to be arranged in advance and agreed to by the instructor. Students must complete a Test Accommodations form for each course they are requesting alternate arrangements for exams and make arrangements at least two days prior to each exam.

Depending on the student's educational limitations, accommodations may include extended time for exams, distraction reduced setting, a reader, use of a calculator, multiplication tables, spell checker or computer, testing breaks, testing with formulas or notes or testing given orally. Please note that the accommodation of testing with notes/formulas is only recommended for students with a verified educational limitation that requires this accommodation.

Enlargement of Educational Materials

DSP&S will provide duplication services to students who may need enlarged course materials. It is advised that you make these arrangements in advance.

Absence Notification

A student should notify his/her instructors if he/she is unable to attend class. Notification by voice mail or email is available for students. This information is generally located in an instructor's first day handout.

ACADEMIC ADJUSTMENT PROCEDURES AND STUDENT RIGHTS APPEAL PROCESS

ACADEMIC ADJUSTMENT AND AUXILIARY AID REVIEW PROCEDURES FOR LOS MEDANOS COLLEGE

Background

After a review of Section 5602 7 of Subchapter I of Chapter 7 of Division VI of Title 5 of the California Code of Regulations (preliminary draft, March 30 1992) and Section 504 of the Rehabilitation Act of 1973, it was determined that the following policy should be recommended:

- 1. Students with verified disabilities have the right to receive academic adjustments and auxiliary aids.**
- 2. Student Responsibilities - Academic Adjustments and Auxiliary Aids.**

Students with verified disabilities who will be using academic adjustments and auxiliary aids are responsible for identifying themselves to the appropriate instructors and, it is recommended that they make use of the services of Los Medanos College DSP&S Counselor/Specialist. The student will provide verification of his/her disability. Students who choose to consult with the LMC DSP&S Counselor/Specialist regarding specific academic adjustment and auxiliary aid requests will be required to meet time lines and procedural requirements established by the LMC DSP&S Office.

Summary

It should be noted that, by law, a student with a verified disability is not required to go through Disabled Students Programs & Services (DSP&S) to be allowed academic adjustments and auxiliary aids. In this case, the faculty member who is asked to provide an academic adjustment and/or auxiliary aid by a student with a disability is encouraged to consult with a DSP&S Counselor/Specialist regarding the procedure for verification of the disability and the ways in which to implement academic adjustments and/or auxiliary aids.

POLICY FOR SUSPENSION OR TERMINATION OF DSP&S SERVICES LEGAL RESPONSIBILITIES OF DSP&S

Title V Section 50101b of the California Code of Regulations indicates that a district may adopt a written policy providing for the suspension or termination of DSP&S services

when a student fails to comply with responsible use of DSP&S services, service provision policies and measurable progress policies. Such policies shall provide for written notice to the student prior to suspension or termination and shall afford the student an opportunity to appeal the decision. Each student shall be given a copy of this policy upon first applying for services from DSP&S. In meeting its responsibility to wisely utilize resources so that all students can receive equitable services, Disabled Students Programs & Services (DSP&S) at Los Medanos College (LMC) has a charge to see that services are used in a responsible manner. Accordingly, policies must be established that determine the eligibility status of students receiving services. Likewise, DSP&S has the responsibility of establishing requirements for measurable progress. If students do not adhere to the established policies or if a lack of measurable progress is observed, the student will be notified of the possibility of cessation of DSP&S services. If the student continues not to adhere to policies or make measurable progress, DSP&S is responsible to discontinue service and refer the student to more appropriate services or to a more appropriate learning environment. There are two ways that eligible students may be denied services through DSP&S: 1) lack of measurable progress, and 2) inappropriate use of services.

Measuring Progress

A lack of measurable progress may be defined in any of the following ways and may result in complete loss of DSP&S services:

1. Enrollment in LMC courses with appropriate accommodations for three consecutive semesters, but unable to pass them (i.e., receiving W and/or NC and/or D&F grades for all courses).
2. Failure to meet LMC's academic standards as defined by reaching a college status of Academic Dismissal or Progress Dismissal.
3. Failure to conform to the LMC student conduct standards. Student conduct is governed by rules designed to preserve both individual and community freedoms. The individual student, in order to learn and grow, must enjoy freedom of expression and action. The academic community, if it is to properly serve the student, must enjoy freedom from disruption. Students enrolling in the College assume an obligation to conduct themselves in a manner compatible with the College's function as an educational institution. The following acts constitute misconduct for which College students are subject to discipline and suspension. Such misconduct, whether committed while on campus or off campus, at functions supervised or sponsored by the College, is subject to disciplinary sanctions Ed. Code 76032 and 76033 administered by the College.

- Continued disruptive behavior, continued willful disobedience, habitual profanity, or vulgarity, or the open and persistent defiance of the authority of, or persistent abuse of, college personnel.
- Assault, battery, or any threat of force or violence upon a student or college personnel.
- Willful misconduct which results in injury or death to a student or college personnel or which results in cutting, defacing, or other injury to any real or personal property owned by the District.
- The use, sale, or possession on campus of, or presence on campus under the influence of, narcotics, other hallucinogenic drugs or substances, or any poison classified as such by Schedule D in Section 4160 of the Business and Professions Code.
- Willful or persistent smoking in any area where smoking has been prohibited by law or by regulation of the Governing Board.
- Persistent, serious misconduct where other means of correction have failed to bring about proper conduct.
- Dishonesty, such as cheating, plagiarism, or knowingly furnishing false information to the College.
- Forgery, alteration, or misuse of College documents, records, or identification.
- Theft or damage to property of the College, of members of the college community or of college visitors.
- Unauthorized entry to or use of college facilities.
- Violation of College policies or regulations, including regulations concerning the formation and registration of student organizations, the use of college facilities, or the time, place and manner of public expression.
- Gambling on College property.
- Conduct off campus inimical to the welfare and well-being of the College community.

Student Conduct Standards, 2002 - 2003 Los Medanos College Catalog, p. 29

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4. Failure to make progress toward the goals outlined in the student's Student

Educational Contract (SEC) for two consecutive semesters.

Inappropriate Use of Services

According to Title II of the Americans with Disabilities Act (ADA) and the Office of Civil Rights (OCR) guidelines for Personal Aids and Services, LMC is not required to provide services of a personal nature for students. "Personal attendants and individually prescribed devices are the responsibility of the student who has a disability and not of the institution. For example, readers may be provided for classroom use, but institutions are not required to provide readers for personal use or for help during individual study time. (OCR Auxiliary Aids and Services for Postsecondary Students with Disabilities)".

Services such as readers, writers and mobility aids provided outside classroom and examination time are considered personal attendants.

Inappropriate use of services is defined as a failure to comply with the policies and procedures of individual services that students are using. Failure to comply with the terms stated within each specific service area may result in the termination of that service.

1. Services that have been used inappropriately may be terminated at any time.
2. Prior to the termination of a service, the student will be notified in writing of the manner in which she/he has used the service(s) inappropriately and of his/her right to meet with the DSP&S Specialist/Counselor to discuss the area of concern.
3. As a result of this meeting or where the student declines participation, the Specialist/ Counselor may propose options, which include but are not limited to a termination of service, a continuation of service, a continuation subject to review. At the time of the meeting with the Specialist/Counselor, the student will be asked to sign off on the Warning of Suspension or Termination Contract which outlines the guidelines for continuing services.
4. If the Specialist/ Counselor proposes termination, the student will be advised of his/her right to appeal to the College's Affirmative Action Officer and will be given information about this process. If the student does not appeal or appeals but fails without good reason to use the appeal process, the service will be terminated within 10 days after the date of appeal.
5. Terminated services may be reinstated during the current semester only on the authorization of a DSP&S Specialist /Counselor, and only if there are extenuating circumstances which warrant the reinstatement of the service.
6. Reinstatement of services for subsequent semesters will be considered on a case-by-case basis.

Students with a disability may qualify for accommodations and auxiliary aids. This is a summary of the qualifications and the appeal process. If you wish to have more detailed information about these procedures, please request a copy of the complete document from a DSP&S Specialist/Counselor.

When you request an academic adjustment or auxiliary aid:

1. You must have a professionally verified disability.
2. You must disclose that you have a disability to your instructor when you request an academic adjustment or auxiliary aid but you are not required to provide specific information about the nature of your disability. You must allow the instructor a reasonable length of time to implement your accommodation request and make the necessary arrangements.
3. You or your instructor may choose to consult with a DSP&S Specialist/Counselor regarding verification and arrangements.

Should a problem arise about your request for accommodations, complete the following steps:

1. Meet with the DSP&S Specialist/Counselor. She/he will advise and assist in clarifying any question you may have.
2. If/when appropriate, you may wish to file a written request for intervention with the ADA Coordinator.
3. If appropriate, a decision will be made by the appropriate administrator to approve or not approve the adjustment or auxiliary aid.
4. If you feel that the situation is still unresolved, you may wish to contact the Director of Educational Support Services, 925-439-2181, for information regarding formal complaints procedures for LMC.

WARNING OF SUSPENSION OR TERMINATION OF DSP&S SERVICES

I have reviewed these procedures and policy with

Name of Student

SSN

and have warned the student, that further failure to meet one or more of the requirements listed below may lead to suspension or termination of some or all DSP&S services.

Signature of DSP&S Specialist/Counselor

Date

DSP&S has informed me that I have not met one or more of the following requirements:

Appropriate use of DSP&S services and adherence to written service provision policies adopted by DSP&S.

Explanation: _____

Make measurable progress toward the goals established in my Student Educational Contract or meet academic standards established by the College, and/or meet the Code of Conduct established by LMC.

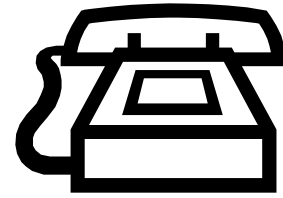
Explanation: _____

I understand that if I fail once more to meet one or more of these requirements, DSP&S services may be suspended or terminated.

Signature of Student

Date

Important Phone Numbers DSP&S Program Staff



LOS MEDANOS COLLEGE	439-2181 439-5709, TDD
LOS MEDANOS COLLEGE BOOKSTORE	439-2056
DORRIE FISHER, COORDINATOR/COUNSELOR	439-2181, ext. 3353
CAROL LOVE, INSTRUCTIONAL ASSISTANT DSP&S Tutor Center	439-2181, ext. 3106
JIM KOLTHOFF, ALTERNATE MEDIA SPECIALIST DSP&S High Tech Center	439-2181, ext. 3279
FRANCES MOY, COUNSELOR	439-2181, ext. 3136
GINNY BUTTERMORE, LD SPECIALIST (VIRGINIA)	439-2181, ext. 3221
KATHLEEN PETERSON, ADMIN. ASSISTANT DSP&S Program Office	439-2181, ext. 3133
DSP&S COUNSELING APPOINTMENTS	439-2181, ext. 3133
LEARNING DISABILITIES TESTING APPTS.	439-2181, ext. 3221

Student Services

ASSESSMENT CENTER	439-2181, ext. 3252
EMPLOYMENT CENTER	439-2181, ext. 3330/3331
EOP&S	439-2181, ext. 3138
FINANCIAL AID	439-2181, ext. 3292/3291
TRANSFER CENTER	439-2181, ext. 3124
GENERAL COUNSELING APPOINTMENTS	439-2181, ext. 3334

