Kenyon College Student Personal Care Assistant Policy

The Kenyon College Student Personal Care Assistant Policy is designed to help students who use personal care assistance services engage fully in a Kenyon College education as the College complies with the Americans with Disabilities Act and Section 504 of the Rehabilitation Act.

In compliance with section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990, public institutions are required to provide reasonable accommodations, which may include permitting qualified persons with a disability to retain personal care services to access programs, activities and services. Kenyon College permits qualified students who require the assistance of a personal care attendant (PCA) to use these services to access all programs, activities and services.

Under this policy, Kenyon does not provide individuals with personal devices or services of a personal nature including assistance with personal care services (i.e., dressing, bathing, feeding, transfers, errands, etc.). The responsibility for hiring, compensating, training, and supervising these services belongs to the student needing care.

Please note that the College strongly recommends that in order for a student who needs a PCA to have a college experience that is closest to the Mission of the College, the student’s PCA should not be a family member, a friend, or another student.

Definitions:
• “Director” (unspecified) in this document heretofore refers to the Director of SASS. All other Directors who are referred to will have the office included in the text.
• “The student” is the student with a disability, unless otherwise indicated.

It is the student’s responsibility to:
Contact the Director prior to attending the College to discuss reasonable accommodations, including the role of the PCA on campus. A meeting should occur with the Director during each semester that the student is enrolled, and it is the responsibility of the student to schedule the same.

Secure a PCA and Relief PCA(s) prior to attending College and to have a plan for when the primary PCA(s) is not available. Student must also indicate the need for a PCA on the residence hall application form and submit a medical housing accommodation request form as soon as possible. Every effort will be made to accommodate students in appropriate residence hall spaces in order to provide a typical residential living experience, including the option to have a roommate. Students must ensure that PCA(s) meets with the Director and signs an Agreement/Expectations form for Personal Care Assistants prior to providing service on campus.

*All residential life policies apply. Please see attached Use of PCA(s) in College Residences
Share room space with the PCA if the PCA is required to remain overnight. In the event that the PCA is of the opposite sex of the student, they must live on a co-ed or gender neutral floor. If the live-in PCA is not a current Kenyon College student, only the student will pay a room charge (the PCA, in essence, lives on campus in the same room for no charge). If the PCA is a student, each student will pay a room charge.

Ensure that the PCA responsibly uses any access to college facilities, equipment, resources, and network activities.

Arrange for someone to provide transportation from one class to another, if necessary. (It could be the PCA.) If exceptions to current policies and procedures are needed for transportation and/or parking, these exceptions must be discussed and approved in advance with the Director as well as the appropriate persons of the Physical Plant and Security staff.

Pay all expenditures of the PCA if the student chooses to participate in an off-campus study program.

Directly negotiate with the appropriate department or office, in advance, regarding the admittance of the PCA to College activities or events which require additional expense (e.g. theater performance).

Follow the College’s policies and procedures, and abide by the student handbook.

**The College’s responsibilities - usually via the Director - are to:**
Request, review and evaluate 3rd party documentation in a timely manner and be available for individual consultation as necessary. The Director will also determine which, if any, accommodations are warranted based on the conversation with the student and the documentation provided by the student.

Coordinate appropriate academic/classroom accommodations such as note-taking, in-class scribing, or audio text and also refer the student to services available to all students, such as tutoring, as appropriate.

Confer with the student, the PCA, and the relevant faculty and staff to determine the specific role of the PCA in the classroom(s) (if applicable) and on campus.

Act as an intermediary between the student and the relevant offices (physical plant, residential life, library, etc.) when appropriate and necessary. However, this does not eliminate the student’s responsibility to advocate and/or negotiate for himself or herself when appropriate.

Issue non-student PCAs Kenyon Courtesy ID cards once the PCA has passed the required background check, signed the Agreement/Expectations form, and presented him or herself to the Campus Safety Office for a photo ID. (Note: Relief PCAs who are not current students are subject to the same expectations as primary PCAs, including background checks.)
The PCA responsibility is to:
Undergo a background check via the Human Resources Office at Kenyon College at the expense of the student or the PCA if the PCA needs to remain on campus overnight and is not a current Kenyon College student.

Assist in the completion of homework, if applicable (e.g. type a paper or write out a proof). **However, no PCA may provide intellectual content assistance or tutoring.** The student who accepts the intellectual assistance of a PCA may be considered in violation of the Academic Honesty Policy.

Allow/permit the student to take responsibility for his/her own behaviors and choices. The PCA is not to take initiative in negotiations or to advocate on behalf of the student. PCAs are to refrain from interceding or intervening on behalf of any student unless someone is in immediate danger or the PCA is acting on his/her own as a good citizen.

Refrain from participating in or disrupting classes. Generally, unless the student has a documented need for the PCA to be in the classroom with the student, the PCA should remain outside of the classroom. The specific determinations in this area are made on an individualized and class-by-class basis in consultation with the Director and, when appropriate, with the faculty member.

Carry the Kenyon Courtesy ID card with him/her at all times that s/he is on campus. Events which are open to all students will be available to the PCA when accompanying the student. Non-student PCAs may use their Kenyon Courtesy ID card for personal access to college athletic facilities, attendance at college events and use of college resources (including network activities). Access to college residence halls and services will be determined by the Director and the Director of Residence Life.

Arrive and depart campus as agreed upon for assisting the student, unless attending an event which is open to the public.

Obtain a parking permit & follow all parking regulations unless explicit, advance exceptions are made by the security office in consultation with the Director.

Follow all College rules, regulations, policies and procedures and abide by the expectations listed above and are agreed upon in consultation with the Director.
Kenyon College – Student Accessibility and Support Services
Personal Care Assistant for Students with Disabilities
Agreement/Expectations

Name of Student __________________________________________________________
Preferred Method of Contact ________________________________________________
Permanent address __________________________________________________________________________
Campus address __________________________________________________________________________

Name of Personal Care Assistant _____________________________________________
Current Address __________________________________________________________________________
Address during academic year __________________________________________________________________________
Cell phone __________________________________________________________________________
Email __________________________________________________________________________

The following agreements/arrangements have been made:
_____ The PCA is not a Kenyon College student and has undergone a background check and the
Kenyon College HR office has reported the results to the Director of SASS.
_____ The PCA is not a Kenyon College student and will be living on campus.
_____ The PCA is not a Kenyon College student and will want to purchase a meal plan (the
details to be arranged with housing and food service).

I have read and agree to abide by the Kenyon College Student Personal Care Assistant policy. I
understand that I must abide by all expectations, regulations, policies and procedures and if I
do not, I may be sanctioned and/or may be barred from performing the function of a PCA on
this campus.

________________________
Signature of Personal Care Assistant

________________________
Signature of student

________________________
Signature of Director
Use of PCA(s) in College Residences

To live in Kenyon college housing, students with a disability who require the service of a PCA to assist with activities of daily living must secure these services **FOUR (4) WEEKS** before the start of classes. Students should follow these guidelines to arrange PCA services.

A. Submit a copy of Medical Documentation from a physician or medical professional to verify these arrangements are necessary to accommodate a student’s current medical condition.

B. Complete a Medical Housing Accommodation Request Form and submit to the Office of Housing and Residential Life by the listed due date (http://www.kenyon.edu/student-life/residence-life/office-of-housing-residential-life/housing-lottery/housing-accommodations-application-and-information/)

C. Register PCA with the Student Accessibility and Support Services office by submitting a copy of the contractual agreement the student has executed or entered into with the PCA or agency employing the PCA. This documentation could cover a specific person, or an agency providing services if such services are to be provided by more than one person. The contractual agreement must identify the nature of the services required by the student and stipulate that the same will in fact be provided by the PCA.

D. Submit a copy of their criminal background checks, which can be obtained from OH State Background Check or from the contracting agency in situations where the student is working with an agency.

E. Submit the name and telephone number of their PCA(s) to the Student Accessibility and Support Services and Campus Safety offices.

F. All registered PCA(s) are required to carry and when requested to show a Kenyon Courtesy ID card that will allow them to enter the student’s residence hall and designated academic buildings. The Kenyon Courtesy ID card will be issued by the College once PCA information is approved by Student Accessibility and Support Services.

G. Should students fail to properly register PCA(s) with Student Accessibility and Support Services office, PCA(s) will be denied entry into all College facilities until appropriate documentation is received and the proper Kenyon Courtesy ID card is issued.

H. Kenyon Courtesy ID cards are valid for one semester only. Kenyon Courtesy ID cards should be returned to the Campus Safety office at the end of the semester or termination of the student’s contract with the PCA, whichever comes first.

I. Students are responsible for providing a copy of the PCA policy to their PCA(s).

J. PCA(s) are required to follow all College rules, regulations, policies, and/or procedures while on college property or sponsored sites. PCA(s) found in violation of any of these rules, regulations, and/or procedures, including this policy will be asked to leave campus immediately, regardless of the contractual arrangement they have with the student.
III. Appeals Process

If a student’s personal care attendant is asked to leave campus for a violation of any College rules, regulations, and/or procedures, including the PCA policy, the student receiving services may file an appeal and request a review of the alleged violation in accordance with the following procedures.

A. Appeals under the PCA policy must be made in writing and submitted to the Student Accessibility and Support Services within ten (10) working days from the date of the alleged violation.

B. Appeals must contain the name, address, phone and email of the person(s) filing it.

C. Briefly describe the circumstances and argument in defense of allowing the PCA to return to campus.

D. An investigation conducted by the Director of Student Accessibility and Support Services office and the Director of Housing and Residential Life, as may be appropriate, shall follow the filing of an appeal. The investigation shall be informal but prompt and thorough, and it should afford all interested persons and their representatives, if any, an opportunity to submit evidence relevant to the appeal.

E. A written determination on the appeal shall be issued by either Director and/or staff representative and forwarded to the student within ten (10) working days after the written appeal is submitted.

F. The directors of SASS and/or Housing and Residential Life shall maintain files and records relating to appeals for a period of three (3) years.