



Guidelines for Addressing Personal Care Attendant Needs

J. Sargeant Reynolds Community College makes every reasonable effort to accommodate individuals with disabilities as addressed by the Americans with Disabilities Act. 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. Therefore, PCAs who accompany individuals with disabilities documented through the Office of Student Accommodations (OSA) will be allowed entrance into the classroom. An otherwise qualified student who requires personal attendant services must make arrangements to provide for his/her own personal attendant service. It is in the student's best interest to hire an impartial PCA who is not a family member or close friend. The College does not assume coordination or financial responsibilities for personal attendant services.

It is the student's responsibility to:

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

A PCA is expected to:

- Follow all applicable College policies, rules, regulations, and procedures.
- Allow the student to take responsibility for his/her own progress or behavior.
- Refrain from contact with or asking questions of faculty, staff, or others on behalf of the student.
- Refrain from 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.
- Refrain from actively participating in the class except when facilitating communication.
- Refrain from actively participating in the testing or assessment process.
- Refrain from carrying on conversations with the student during class.

If a PCA fails to abide by the above policies and procedures, the OSA Counselor may make a determination that the PCA will not be allowed to accompany the student to the classroom and/or other College sites.