The Alamo Colleges are committed to providing all students equal access to its programs, facilities, and services. In keeping with this commitment, the Alamo Colleges recognize that a Personal Care Attendant (PCA) may be necessary to address the personal needs of a student with a disability in order for that student to fully participate in the college's offerings.

Students who require personal care attendant services are encouraged to provide a PCA to assist the student with personal needs as well as to facilitate as full integration into the college experience as reasonably possible. It is not the responsibility of the Alamo Colleges to provide personal care attendant services to meet the personal needs of the students. It is the sole responsibility of the student to provide a PCA to assist the student should an attendant need to be hired.

**Personal Care Attendant Procedure:**

An otherwise qualified student who requires personal care attendant services must make arrangements to provide for his/her own personal care needs, including hiring, training, supervising, and paying (or securing funding) for a PCA to provide these services. The Alamo Colleges do not assume any responsibility for locating a PCA for a student or for coordination or financial obligations for personal care attendant services.

**Responsibility of the College**

It is the responsibility of the college faculty, staff, and administration to provide academic or program access accommodations for a student with severe physical impairments. Reasonable accommodations will be provided to address the student's disability within the classrooms and service areas of the college. Accommodations are determined through the disability services office. Appropriate accommodations, for example, may include providing a note taker for class lectures or a scribe to record responses or complete forms, providing adaptive equipment within the classroom or lab setting, assuring building and college accessibility, or providing other types of reasonable assistance that will allow the student equal access to the college and its programs.

**Responsibility of the Student**

Proper planning and early notification are crucial components to making the transition to the Alamo Colleges successful. It is the student’s responsibility to have any needed Personal Care Attendant in place prior to participation in any college-related activities, i.e., testing, advisement, registration, and class attendance. Approval of a PCA’s presence in a classroom or event is subject to available space and seating capacity; therefore students should notify the Disability Services office at least 10 days prior to the end of registration or before the anticipated event.

Examples of PCA services may include transfer from a car/van to a wheelchair; transportation around the campus or to/from the classroom; administering medication; and addressing toilet,
f.1.1.1 (Procedure) Personal Care Attendant

Responsible Department: Vice Chancellor for Student Success

Based on Board Policy: F.1.1 – Equal Educational Opportunities

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feeding or dressing needs. The Alamo Colleges’ employees, including but not limited to the
disability services offices and health centers, are not responsible for providing personal care
attendant services on an interim basis until the student secures a PCA.

Direction of the activities of the PCA while on campus is the student’s responsibility. The PCA
must abide by the college’s Student Code of Conduct. PCAs will not be allowed to proctor
tests. If the student requests the PCA to provide note taker or tutorial services, the Alamo
Colleges will not pay the PCA for those services. PCAs will not actively participate in a class
unless appropriately directed by the student and approved by the faculty instructor.

It is essential that the student have a back-up PCA or an alternative plan of action should the
regular PCA not be available to work with the student on a particular day or within a particular
class.

Student and Personal Care Attendant Responsibilities

It is the student's responsibility to:

- Secure any needed PCA prior to attending any college-related activity, i.e., orientation,
placement testing, registration, and class attendance. (The Alamo Colleges will not be
responsible for providing a PCA on an interim basis.)
- Sign the Personal Care Attendant Agreement & ID Request form each semester/session.
- Ensure that each PCA registers with the disability services office and signs the Personal
Care Attendant Agreement each semester/session.
- Ensure that if PCA personnel changes occur during the semester, the student and the new
PCA register with the disability services office and sign a new Personal Care Attendant
Agreement form.
- Direct the activities of his/her PCA while at the college.
- Have a back-up plan or alternative plan of action should the regular PCA not be available
to work with the student on a particular day or in a particular class.
- Follow the Alamo Community College District’s (District) policies and abide by the
Alamo Colleges Student Code of Conduct.

The PCA is expected to:

- Adhere to the Alamo Colleges Student Code of Conduct, as well as any and all other
District and college policies, rules, regulations, and procedures.
- Conduct him/herself in a courteous and professional manner while on campus.
- Not discuss any confidential information about the student with faculty, staff, or other
students.
- Allow the student to take responsibility for his/her own progress and/or behavior. The
PCA is expected to:
• 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, unless the student is incapable of communicating directly with the faculty member or other individual, the student requests the PCA’s assistance, and a classroom assistant or appropriate communication aid is not immediately available to the student.
• Refrain from working on or completing any of the student's academic assignments.
• Complete and sign the Personal Care Attendant Agreement each semester/session and adhere to the requirements therein.

In order for the PCA to be approved by the Alamo Colleges, the student should download a copy of the Personal Care Attendant Agreement and make an appointment with the disability services coordinator to have the form validated. Both the student and the PCA should attend this appointment.

Any PCA who fails to abide by the above policies and procedures and/or those outlined on the Personal Care Attendant Agreement may be subject to removal from the campus, loss of all privileges and/or any other action the District considers appropriate in the event the District determines that the PCA has acted in a manner inconsistent with District policies and/or these procedures.

Appeals Process

If a student’s PCA is asked to leave the campus for a violation of the Personal Care Attendant Agreement or other misconduct, the student receiving services may file an appeal and request review of the PCA’s alleged violation/misconduct, under the following procedure:

• An appeal under this Personal Care Attendant Policy must be submitted in writing to the disability services coordinator within ten (10) working days from the date of the removal from campus.
• The appeal must contain the name, address, telephone number, and email address of the person(s) filing the appeal.
• The appeal should briefly describe the circumstances and set out any arguments in support of allowing the PCA to return to campus.
• Upon the filing of an appeal, an investigation will be conducted by the disability services coordinator and the Vice-President of Student Success/Affairs or designee. The investigation shall be thorough, although informal, and it shall afford all interested persons and their representatives, if any, an opportunity to submit evidence relative to the appeal.
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- A written determination shall be issued upon completion of the investigation and forwarded to the student within ten (10) class days after the written appeal and all supporting evidence are submitted, or as soon thereafter as feasible under the circumstances. This determination shall be final.
- The disability services coordinator and Vice-President of Student Success/Affairs or designee shall maintain files and records relating to appeals under this Personal Care Attendant Policy for a period of three (3) years.

Criminal Background Check:

While not mandatory, the Alamo Colleges encourage students who hire or otherwise receive services from a PCA to conduct a criminal background check on the PCA prior to hiring or using the services of an individual to provide personal care attendant services. Generally, if a student obtains a PCA through an agency, the agency can provide a criminal background check on the individual being considered as a PCA, subject to the PCA’s consent to the criminal background check. Alternatively, a student can contact the Texas Department of Public Safety and request criminal background information on a particular individual being considered as a PCA. Information on how to obtain a criminal background check on an individual is available at www.txdps.state.tx.us.