



Support Persons in the Classroom PCA Agreement

Center for Accessible Resources (CAR)

Students occasionally request to have a support person (i.e. personal aide, care provider, friend, or family member) accompany them to class. The Center for Accessible Resources cannot authorize a friend or family member as an accommodation and does NOT take responsibility for a personal aide.

Student Responsibilities:

- Confirming with the instructor(s) if an additional person will be permitted in the classroom(s).
- Since the support person will be taking up a seat, it may be necessary for that person (PCA) to register for the class in order to attend.
- LCC does not provide PCA services. PCAs are hired, paid, and employed by the student they are assisting.
- PCAs are required to abide by all LCC policies, including but not limited to the Student Code of Conduct.
 - If a PCA fails to abide by such policies, regulations, rules, and procedures and/or causes a fundamental alteration in services, programs, or activities, then it may be determined that the support person will not be allowed to accompany the student in the classroom.
- Students must use a non-disruptive mode of communication with the support person in the classroom.
- The student must ensure the support person is acting as a non-academic participant in the classroom.

Support Person Responsibilities:

- Remaining available to assist the student with personal needs in the classroom, as needed.
- PCAs are only permissible in the classroom or lab when the student is present.
- PCAs must act as non-academic participants in the classroom.

- PCAs must refrain from participating in discussions or group work.
- PCAs must refrain from asking questions in class, unless it is a brief clarifying question needed for supporting the student's learning.
- PCAs must be unobtrusive and not disrupt other students in the class in any way.
- PCAs must refrain from doing the student's work for them.
- PCAs must refrain from taking up the instructor's time during class.
- When an educational environment requires students to meet certain criteria for health or safety reasons, such as a background check, inoculations, personal protective equipment, etc., the PCA must meet the same requirement(s).

Best practices for interacting with a support person in the classroom:

- Faculty will address the student directly rather than the support person.
- If the student's disability effects their communication, the support person may need to verbalize the student's questions or comments. The student and the support person should have established a non-disruptive mode of communication between themselves.
 - Example: the student may write their comments and questions for the support person to read aloud.

I have read and understand the agreement for students using alternate format accommodations requested through the Center for Accessible Resources (CAR) at Lane Community College.

Date: _____

Signature: _____

Print Name: _____

To request this information in an alternate format please contact the Center for Accessible Resources at (541) 463-5150 or accessibleresources@lanec.edu.