

Disability Services

Maria G Botello
Senior Coordinator
(210) 486-2199
mbotello@alamo.edu

Margaret Houser
Certified Advisor
(210) 486-2411
mhouser@alamo.edu

Office Locations:
MLK Campus
Sutton Learning Center (SLC)
Suite 102

Southwest Campus
Building 1
A-135
Tuesday and Thursdays
8am - 5pm

Statistics:

- ▶ Students with disabilities at St. Philip's College
 - ▶ Fall 2016
 - ▶ 138 students served
 - ▶ 395 accommodation letters to 174 faculty
 - ▶ Spring 2017
 - ▶ 211 students served
 - ▶ 615 accommodations letters to 223 faculty
 - ▶ Fall 2017
 - ▶ 242 students served
 - ▶ 756 accommodation letters to 240 faculty

The Law

- ▶ **Americans with Disabilities Act of 1990 (ADA)**
 - ▶ Disability - any public entity (elementary, secondary, state colleges and universities)
 - ▶ Prohibits discrimination against individuals with disabilities
- ▶ **Section 504 of the Rehabilitation Act of 1973**
 - ▶ Disability - applies to recipients of federal funds
- ▶ **Section 508**
 - ▶ All electronic and information technology must be accessible to people with disabilities
- ▶ **Enforcer**
 - ▶ Office of Civil Rights (OCR)

Definition of a disability:

- ▶ An individual who has a physical or mental impairment that substantially limits one or more major life activities.
- ▶ Major life activities: What are those? The things we take for granted...walking, talking, seeing, hearing, sitting, standing, sleeping, eating, breathing, focusing, concentrating, reaching, thinking, reading, learning, interacting with others, etc.

Types of Disabilities:

- ▶ Most are hidden disabilities...those you can't see...
 - ▶ Psychological: PTSD, other anxiety disorders, depression, bi-polar, learning disabilities, neurological impairments, traumatic brain injury, etc.
- ▶ The obvious disabilities: Those you can see...
 - ▶ Blindness, missing limbs (arms, legs), uses a wheelchair, scooter, walker,
- ▶ Over 135 different types of disabilities identified among our students.

We must provide reasonable accommodations”

- ▶ What are “Reasonable Accommodations”?:
 - ▶ Things that will minimize the impact of the disability. Doesn’t make the disability go away...just minimizes the impact of the disability on the activity.
 - ▶ Things that are not an undue/administrative burden
 - ▶ Not too expensive for the Alamo Colleges...not your department budget...but the Alamo Colleges budget!
 - ▶ Things that will not fundamentally alter the essential functions of the course, program, good, service, activity, etc.

Academic Standards: Same Standards

- ▶ Students with disabilities have to reach the same academic standards as students without disabilities.
 - ▶ We don't alter the standards for students with disabilities.
 - ▶ We alter the method with how the student reaches the standards.

Intake Process

- ▶ Students need to be approved for disability support services before the services will be provided.
 - ▶ Student completes an ‘intake process’...
 - ▶ Provides documentation, Request accommodations, discuss helpful accommodations
 - ▶ Be approved for accommodations
 - ▶ Letter of Accommodation (LOA) created and sent to faculty upon student’s request
 - ▶ If student chooses to renew services, they must do so every semester
 - ▶ The LOA is electronically sent to instructor.
 - ▶ LOAs do not cross over to other campus

Letter of Accommodation

Disability Services
Sutton Learning Center, Ste 102
O: (210) 486-2199 / F: (210) 486-9892
Southwest Campus, Building 1, A-135
O: (210) 486-7175 / F: (210) 486-9892
mbotello@alamo.edu



ALAMO COLLEGES DISTRICT
St. Philip's College

CONFIDENTIAL

LETTER OF ACCOMMODATION

August 2017

Student:
Banner ID #:

Semester: Fall 2017
Subject: Pre-Algebra
Class: MATH 0320-003
Instructor: Mr. Math

Dear Student and Instructor:

The above-named Student is registered with Disability Services ("DS") as a student with a disability as defined by the Americans with Disabilities Act (ADA) of 1990 and the Rehabilitation Act of 1973, Section 504. The Student has requested one or more academic accommodations for the above-referenced class.

Approved Accommodations

DS has approved the following academic reasonable accommodation(s) for the Student for the above-referenced semester and class:

1. 2x standard amount of time for exams and quizzes, with the standard time being determined by the Instructor.
2. Testing in a quiet, non-distracting location. Instructor may identify a location at their site or deliver exam to the Tutoring and Technology Center, NTB 116.
3. Access to Instructor notes/handouts/PPTS (provide copies ahead of time to student when possible).
4. Use of a "Fact Sheet" for exams. Instructor may provide or student may create. Instructor must have final review and approval.
5. Use of a "Formula Sheet" for exams. Instructor may provide or student may create. Instructor must have final review and approval.
6. Use of a "Word Bank" for exams. Instructor may provide or student may create. Instructor must have final review and approval.
7. Do not count against spelling if not essential part of exam. Evaluate student's knowledge orally.
8. Use of a basic 4 function calculator.
9. Use of a recording device for lecture.
10. Priority Seating.
11. Written step-by-step instruction at student's request.
12. Use of Kurzweil software program for outside classroom use.
13. Use of a Reader for exams. Student must arrange with Disability Services office.
14. 1-1 MATH 0310 tutoring. Student's responsibility to arrange.

Notice to Student

The Student should consult with DS initially about any alternate testing arrangements at the beginning of the semester and thereafter with the Instructor. The Academic Integrity Policy will apply to an alternate

testing arrangement. The Tutoring and Technology Center, NTB 116, is available for those who need a more quiet, less distracting environment. The Student must comply with the guidelines for testing.

The Student is required to do the following to promote his/her academic success:

- Attend class regularly and arrive timely.
- Complete all class & homework assignments.
- Communicate regularly (including email/phone) with the Instructor(s).
- Arrange 1-1 Math tutoring by contacting James Satchell at jsatchell@alamo.edu, 210-486-2527, or by visiting with him at NTB 116.
- Reserve a private room at least 3 days in advance by visiting NTB 116 or reserving a private room online at <http://spcweb.alamo.edu/essforms/testreservation.aspx> (if applicable)
- Contact the Disability Services office to schedule a Reader for exams 3 days in advance as needed.
- Contact the Disability Services office for Kurzweil access and training as needed.
- Contact the Disability Services office (486-2199) early in the semester concerning issues related to the accommodations.

The Student is notified that he/she must comply with the Alamo Colleges Policies and Procedures approved by the Board of Trustees and applicable to students, including the Student Code of Conduct Policy and Procedures at F.4.2, F.4.1, and F.4.2.

The Student is notified that approved accommodations are per class, per semester. The Student has provided professional provider documentation to DS to support the accommodations requested. The Student is responsible for contacting DS for renewal of accommodations or requesting accommodations prior to each semester.

Confidentiality Required

This Letter and all disability related information are CONFIDENTIAL. Any discussions by the Instructor with the Student about accommodations should be conducted privately. **The Instructor is required to delete/shred/destroy this document once the Student is no longer the Instructor's student due to completion, dropping, withdrawal, or cancellation of the above-referenced class or if the Student is suspended or expelled.**

Please feel free to contact this office at 210-486-2199 or mbotello@alamo.edu if you have any questions about this letter.

Sincerely,

St. Philip's College
Disability Services

By: Maria G Botello
Maria G Botello
Sr. Coordinator – Student Success
Disability Services

Referring Students

- ▶ Syllabus ADA statement
- ▶ Outline resources; simply state that the college has an office that helps students with disabilities
- ▶ Request classroom presentation from the disability services office

- ▶ Observations: State your observations of the student in a respectful & caring way...

“I notice that you’re holding that piece of paper up very close to your eyes. Is there anything I can help you with?”

“I see that you are reversing your letters/numbers around on your homework assignments. May I help you with anything?”

Disability information is CONFIDENTIAL

- ▶ The disability is NOT listed on the Letter of Accommodation... just lists the accommodations the student will need.
- ▶ The Disability Services office is forbidden to disclose/share the disability unless the student gives permission to disclose the disability.

Service Animals:

- ▶ Purpose: To “mitigate” the disability: To lessen the effects of the disability.
- ▶ You must have a disability for which the animal mitigates the disability. No disability...no service animal allowed!!!
- ▶ Only 2 types of animals can be service animals:
 - ▶ Only domesticated dogs & miniature horses
 - ▶ No to pot belly pigs, ferrets and snakes...yes, they have been requested before to be service animals! Animals whose sole purpose is to provide comfort or emotional support, do not qualify as service animals under the ADA.
- ▶ SPC: 4 Service animals.

Service Animals continued...

- ▶ **Dog owners & dogs must follow the Alamo College's policy on Service Animals....**
 - ▶ Dog must be on a leash at all times
 - ▶ Dog must act appropriate
 - ▶ Owner must be responsible for cleaning up after the dog
- ▶ Report suspicious looking/unusual behavior to your disability services office so they can inquire further, if needed, to determine if the dog is actually a service animal or just a 'pet'.

Student Code of Conduct:

- ▶ Students with disabilities need to follow the same code of conduct as students without disabilities.
- ▶ SOBI: **S**trategies **O**f **B**ehavioral Intervention. Making a SOBI report does not mean that you are getting the student in trouble. It means that a more coordinated form of assistance will be given to the student.
- ▶ Report incidents to your SOBI team.
- ▶ Request a presentation at your department or division meetings

<http://www.alamo.edu/spc/counseling-sobi/>

ADA and Facilities

- ▶ We need to make our services accessible to individuals with mobility impairments...wheelchairs, scooters, walkers, crutches, etc.
- ▶ We need to have an accessible route to our courses, programs, goods, services, etc.
- ▶ An accessible route means a path of travel that someone using a mobility device can use to get to the service.
- ▶ Elevators broken? Bring your services/class, etc. down to ground level. Do not punish/penalize the student if they could not reach you because the elevator is broken.
- ▶ Remember this...
 - ▶ Stairs and Steps are **NEVER** part of an accessible route!!!!

Final Words

Begin with the end in mind...begin thinking of accessibility to your events, lectures, activities, meetings...don't make it an afterthought.

Examples:

- ▶ Secure sign language interpreters for events (NSO, grand openings, etc.)
- ▶ Closed captioning for all videos



Questions?

Maria Botello
mbotello@alamo.edu