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Disability Support Service Code of Practice

Introduction

St. John's Central College is committed to a policy of equal opportunity in education and to ensuring that students with a disability have as complete and equitable access to all facets of college life as can reasonably be provided. The Equal Status Act 2000-2004 makes provision for a service provider, such as St. John's Central College to prepare and implement a code of practice setting out what it is doing to promote the inclusion of students with disabilities.

This Code of Practice is intended to provide a model for a high standard of service to students with disabilities. The college will take reasonable steps to ensure that it does not place a student with a disability at a substantial disadvantage compared to a student without a disability. A substantial disadvantage is one that entails time, inconvenience, effort or discomfort compared to other people or students and which is more than minor or trivial.

The purpose of this Code of Practice for St. John's Central College is twofold:

- to outline to students with disabilities their rights and responsibilities in receiving reasonable accommodations in St. John's Central College;
- to define St. John's Central College rights and responsibilities to students with disabilities, and the college community.

For the purpose of this document and all college policies relating to students with disabilities, a reasonable accommodation might be any action that helps alleviate a substantial disadvantage. Making a reasonable accommodation might involve changing procedures, providing additional services (e.g. examination arrangements etc.).

Every student with a disability has the right to:

1. Reasonable and appropriate accommodations (adjustments and supports) and/or auxiliary aids determined on a case-by-case basis and in accord with the individual's certified disability/specific learning difficulty.
2. Appropriate confidentiality of disability records (files) and that disclosure of information will only happen with the student's written consent.
3. Be treated with dignity and respect

Every student with a disability has the responsibility to:

1. Identify themselves in a timely manner as an individual with a disability when seeking an accommodation.
2. Provide documentation from an acceptable professional source that verifies the nature of the disability.
3. Register with the Disability Support Service and follow St. John's Central College procedures if they wish to obtain reasonable and appropriate accommodations, examination accommodations and/or auxiliary aids. This includes signing the code of practice and consenting to release of information.
4. Treat staff of the college with dignity and respect.

Availing of a Disability & Learning Support Service

Before availing of Disability Service students will be presented with the obligations, details of costs involved etc.

Students are required to sign the 'Disability Support Agreement'

Disability & Learning Support Procedures

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In order to maximise Disability & Learning Support resources and hours it is imperative that students avail of these scarce resources on all occasions.

Students can only absent themselves from scheduled sessions and classes in the following scenarios:

1. Student has formal written explanation (Medical Certificate etc.)
Action: Gently remind student to arrange appointments so they don't clash in future.

No further action.

2. Student has verbal explanation:
Action: Judgement call as to the veracity (check with parent/guardian/class teacher etc.)

Proceed to Steps 1 – 4 below

3. No explanation
Action: Go directly to steps 1 – 4 below

Steps 1 – 4 Action to be taken:

1st Occasion: Email student and meet with student – **Verbal Caution**

2nd Occasion: Email student and Attendance Committee meet with student – **Formal Written Caution**

3rd Occasion: Email student and Attendance Committee meet with students – **Final Written Warning**

4th Occasion: **Remove Service**

Disability & Learning Support Agreement

Student Name: _____ Course: _____

I understand that St. John's Central College Disability & Support Service facilitates and supports me to further my studies and so, in order that these resources are used to my benefit and not at the disadvantage of other students, I will avail of these services in all instances. Failure to do so without satisfactory notice will result in these services being withdrawn.

I consent to information relating to my personal details (e.g. name, student number), nature of disability, and academic and support requirements being shared with relevant departments /support services.

Supports recommended are valid for the current academic year only.

Student Signature: _____ Date: _____

Disability Officer Signature: _____ Date: _____