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From: McGonigle, Robert
Sent: Wednesday, December 06, 2017 8:44 AM
To: ***Student Announcements; ***ALL Faculty-staff
Subject: Student Handbook 2017-2018 Addendum
Attachments: Student Handbook December 2017 Addendum.docx

Student Handbook 2017-2018 Addendum; Issued December 2017

In accordance with College policy this addendum is issued to the Student Handbook for 2017-2018 updating policies.

The revisions are to the following policy:

Services for Students with Disabilities, pages 26-30

- Accommodations for Students Policy, page 26
- Service Animal Policy, page 29
- Service Animal in training Policy, page 29
- Emotional Support Policy, page 29

Residence Life, pages 72 and 103

- Student Code of Conduct, Regulation X, section A: Quiet hours in College housing are from 10 p.m. to 10 a.m. on weekdays. On Saturday and Sundays quiet hours will be observed 2 a.m. to 10 a.m. Remainder of sections remains the same.

Services for Students with Disabilities

Mrs. Sheri Yech, Director of the Academic Skills Center
Mulligan Physical Science Center

Services

At the time of their admission to King's College, students are encouraged to contact the Disability Services Coordinator to discuss their concerns and to develop appropriate plans to meet their educational needs. A request for services or accommodations is initiated by registering with the Academic Skills Center and providing appropriate documentation.

Documentation on file for the applicant must meet the following criteria:

- Clearly state the diagnosed disability or disabilities.
- Describe the functional limitations resulting from the disability or disabilities.
- Be current and/or demonstrate a history of services— The following guidelines are recommended, but documentation is reviewed and interpreted on an individual basis i.e., completed within the last five years for learning disabilities, last six months for psychiatric disabilities, or last three years for ADHD. (NOTE: This requirement does not apply to physical or sensory disabilities of a permanent or unchanging nature.)

- Include complete educational, developmental, and medical history relevant to the disability for which testing accommodations are being requested.
- Include a list of all test instruments used in the evaluation report and relevant subtest scores used to document the stated disability. (This requirement does not apply to physical or sensory disabilities of a permanent or unchanging nature.)
- Describe the specific accommodations requested.
- Adequately support each of the requested testing accommodation(s).
- Be typed or printed on official letterhead and be signed by an evaluator qualified to make the diagnosis. (Include information about license or certification and area of specialization.)

At no point in the disability accommodation process will the Academic Skills Center release any information regarding an individual's diagnosis or medical information without informed written consent.

As needed accommodations include, but are not limited to, extended time for testing, note taking support, course registration assistance, orientation to campus, on-campus housing arrangements, and contact with faculty members regarding academic accommodations. Students interested in comprehensive services beyond these accommodations should refer to the First- year Academic Studies Program; a component of the Academic Skills Center.

Disability Services provides a liaison role with community resources including the Pennsylvania Office of Vocational Rehabilitation, Pennsylvania Blindness and Visual Services, and accessible textbooks.

King's College has established procedures to address student concerns when a student believes his/her rights under the Americans with Disabilities Act (ADA) are not being appropriately addressed. The student must first meet with the Disability Services Coordinator, who serves as ADA Coordinator for King's College. This meeting should occur within 30 working days from the time the student identifies a concern. At that time, the following information shall be provided in writing:

- The name and address of the student(s).
- A brief description of the student's concern or complaint.

The Disability Services Coordinator will investigate the matter and propose a resolution in writing within 10 working days of the initial meeting.

If a resolution cannot be reached, the Disability Services Coordinator will:

- Arrange a conference with the student and the faculty member(s), administrator(s), or staff member(s) identified in the complaint.
- Schedule a conference to occur within 20 working days of the initial complaint.

If a resolution cannot be reached during this conference, the Senior Staff member will:

- Review all written documentation and will investigate the student's complaint.
- Issue a written determination of the validity of the complaint and a description of the resolution.
- Forward a copy of the resolution of the complaint to all parties involved within 30 working days of receipt of the written complaint.

If the complaint is directed toward the Disability Services Coordinator, the complainant will:

- Submit in writing the appropriate information as described above to the Associate Vice President for Student Success.

The Associate Vice President for Student Success will:

- Investigate the complaint and propose a resolution in writing within 10 working days of the receipt of the initial complaint.

If a resolution of the complaint cannot be reached, a conference will be arranged with the complainant, the Disability Services Coordinator, and the Vice President for Academic Affairs within 20 working days of the written complaint.

The Vice President for Academic Affairs will:

- Issue a written determination of the validity of the complaint and a description of the resolution.
- Forward a copy of the resolution to all parties involved within 30 working days of the receipt of the written complaint.
- Compile and maintain a written record of conferences and supporting documentation provided by all parties involved; shall be compiled and maintained by the Disability Services Coordinator.

All records are maintained under the Family Education Rights and Privacy Act of 1974

Residence Life: Housing Assignments- Esseff Hall, Holy Cross Hall and Luksic Hall

Students with disabilities who require specialized housing are accommodated in the College residence halls.

Facilities: It is strongly recommended that students with disabilities that limit their physical mobility be assigned as follows: for women, the second floor of Esseff Hall (the first residential floor); for men, the first occupied residential floor in Holy Cross Hall. All undergraduate and graduate fulltime students are eligible to reside in Esseff and Holy Cross Halls. Luksic Hall houses fulltime sophomore, junior, senior and graduate students.

Single Room: If a student needs additional space due to the use of a wheelchair or other equipment or approved accommodation by the Disability Coordinator, they will be assigned a single room at the double-occupancy rate.

Fulltime Attendant: If a student requires an attendant, a non-student attendant will be permitted to live in the room at no extra cost.

College Apartments- Alumni Hall, Flood Hall, King's on the Square and O'Hara Hall

Alumni Hall, Flood Hall, King's on the Square and O'Hara Hall contain student apartments designed for three to four students per unit. Alumni Hall, Flood Hall, King's on the Square and O'Hara Hall are each equipped with a handicapped- accessible apartment. A student with a physical disability will be given priority in selecting a handicapped-accessible apartment.

The process for living in an Alumni Hall, Flood Hall, King's on the Square or O'Hara Hall handicapped-accessible apartment is as follows:

- The student and their prospective apartment mates will sign up for the College apartment lottery (the process developed by the Office of Residence Life for the lottery).
- At the time a student with a disability signs up for the lottery, the student must make their disability known to the Office of Residence Life, submitting in writing, a need to be assigned to a handicapped-accessible apartment.

- The Disability Services Coordinator must confirm the need for an accommodated housing assignment.
- The student will be placed in an appropriate apartment after consultation with Residence Life.
- All cases are dealt with on an individual basis, as deemed necessary by the documentation and personal interviews.
- If a student is requesting accommodation for a disability or medical condition, the disclosure of such impairment must be made prior to the lottery. Any requests for accommodation after the lottery will be addressed subject to availability. This availability may result in the student being placed on a waiting list. All ADA designated apartments not assigned during the College apartment process in the spring semester lottery process will be held until July 15. After July 15, accommodations will be made on availability of ADA apartments.
- Students with accommodations are charged the same housing fee as other students living in the apartment facility they are assigned. Most bedrooms in College apartment facilities are single rooms; there is no single room supplement fee for students with an approved housing due to a disability accommodation. All apartments are shared with at least two other students depending on the number of bedrooms and configuration.

Students living in Flood Hall are to be aware that the building is located atop a hill above the main part of campus. While Flood Hall is handicapped accessible, students need to consider accessibility in light of the location of the hall. During inclement weather, access to Flood Hall may be difficult.

King's College Service Animal Policy

General Policy and Description

King's College recognizes that Service Animals can play a vital role in facilitating the independence of individuals with disabilities. Service Animals are; therefore, not excluded from College property or activities so long as they meet the guidelines set in this policy. A service animal is individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other disability.

The service that the Service Animal is providing must be directly related to the functional limitation of the person's disability. A Service Animal does not have to be licensed or certified to qualify as a Service Animal. King's College considers an "animal in training" and its trainer to have the same rights and responsibilities as a person with a disability. Service Animals whose behavior pose a direct threat to the health and safety of others or are disruptive to the campus community maybe excluded, regardless of training or certification.

Partner/Handler/Team

A person with a disability using a Service Animal is called a Partner. A person without a disability with a Service Animal is called a Handler. Sometimes Partners and Handlers work together with Service Animals, while other times Partners work solely with Service Animals. A Partner or a Handler, and his/her Service Animal are called a Team.

Types of Service Animals

A Service Animal can either be a dog (any breed) or a miniature horse. The Service Animal must be trained to assist a person with a service directly related to the functional limitation of the person's disability. Service Animal examples are as follows:

Guide Dog- A dog trained to serve as a travel/tool assistant for persons who are blind or have severe visual impairments is a Guide Dog.

Service Dog- A dog trained to assist a person with mobility or health impairment is a Service Dog. The types of duties the dog may perform include: carrying, retrieving, opening doors, ringing doorbells, activating elevator buttons, steadying a person while walking, helping a person up after the person falls, etc. Service Dogs are sometimes referred to as Assistance Dogs.

Hearing Dog- A Hearing Dog is trained to alert a person who is deaf or has impaired hearing of sounds, e.g. someone knocking at a door.

Seizure Response Dog- A Seizure Dog is trained to assist a person with a seizure disorder. How the dog may serve the Partner depends on his/her needs. The dog may stand guard over the Partner during a seizure, or the dog may go for help. Some dogs have learned to predict seizures and warn the Partner in advance.

Dog in Training- In Pennsylvania, a dog being trained to perform as a Service Animal has the same rights as a fully-trained dog when accompanied by a trainer and identified as such.

Miniature Horse- Miniature Horse service animals are trained to do work or perform tasks for people with disabilities. The animals range in height from 24 inches to 34 inches measured to the shoulders, and generally weighs between 70 and 100 pounds. The miniature horse must be housebroken and under the owner's control. Other factors to consider: the facility must be able to accommodate the horse's type, size and weight; the horse's presence must not compromise legitimate safety requirements necessary for safe operations of the facility.

Procedures

A person who will make use of a service animal on campus must contact the College's Disabilities Services Coordinator and the Associate Dean of Students for Residence Life at least 30 days prior to bringing the animal to campus in order to register the intended use of the service animal so that the College can assure appropriate housing. The Service Animal must be vaccinated and licensed as required by state law and/or local ordinance. The Partner must provide documentation of the Service Animal's vaccinations and licensing if a Service Animal would need to live in campus housing; Disability Services and Residence Life needs to approve the placement in campus housing.

Campus Community Etiquette

Service Animals are working animals and are not considered pets. Regular members of the community should refrain from asking questions about the Partner's disability or tasks the Service Animal performs. A person should remember to interact with the person- not the animal. Therefore, the campus community members **SHOULD NOT**:

- Pet, feed, or distract the animal while working
- Startle, tease, or taunt the animal
- Prevent a Service Animal from accompanying its Partner to any place on campus except where specifically prohibited.

Restricted Areas

King's College has designated areas as off-limits to all animals due to health and safety concerns. These areas include research laboratories. Exceptions can be requested and will be determined on a case by case basis.

Conflicting Disabilities/ Health issues

The College is aware that at times, other persons may have a condition that may cause an allergic reaction or other concern when a Service Animal is in proximity. Persons who have issue with the Service Animal should direct the concern to the Disability Services Coordinator in the Academic Skills Center. Action will be discussed to consider the needs of both parties and resolve the problem as efficiently and effectively as possible.

Owner Responsibilities

- **Identification**: The Service Animal should wear a harness, tag, or other gear that readily identifies its working status. If there is no such precaution, College officials may ask (1) if the animal is required because of a disability and (2) what work or task the animal has been trained to perform. In addition, Service Animals must wear an owner identification tag.
- **Control**: It is the responsibility of the Partner and/or Handler to control his or her Service Animal, and the College, its employees and agents are not responsible for the care or supervision of an animal. Furthermore, a Service Animal may be excluded from the premises if the Service Animal is out of control and the animal's Partner and/or Handler does not take effective action to control it; or the Service Animal is not housebroken.
- **Damages**: The Partner and/or Handler are financially responsible for the actions of their Service Animal including, but not limited to: bodily injury, house damages, and campus property damages.
- **Leash and Clean-Up**: A Service Animal must be on a leash at all times. The Partner and/or Handler must always carry equipment to clean up animal waste when on College property.
- **License**: All Service Animals must meet license requirements of Luzerne County or county of residence and wear those licensing tags. Records are maintained by the Disability Services Coordinator and shared with Campus Security. It may be shared with Residence Life if necessary.
- **Health**: A Service Animal must be clean and in good health. All Service Animals must have all veterinarian recommended vaccinations. These records are maintained by the Disability Services Coordinator. If the health or hygiene of a Service Animal is not maintained, the Service Animal may be excluded from campus.
- **Removal from Campus**: Animals may not be unattended for more than 8 consecutive hours and must be removed from campus during breaks or other extended periods if the Partner is not on campus.

Exclusion

If for any reason a Service Animal is excluded from campus for a short-term or long-term period, the individual with a disability who uses the Service Animal will be given the opportunity to continue to utilize or participate in College activities without the Service Animal on premises.

Appeals Procedure

King's College has established procedures to address student concerns when a student believes his or her rights under the Americans with Disabilities Act (ADA) are not being appropriately addressed. See Student Handbook under **SERVICES FOR STUDENTS WITH DISABILITIES** or the **King's College website under Academic Skills Center Disability Grievance Procedure**.

Training of Service Animal Policy and Agreement

King's College recognizes the importance of training service animals for the benefit of persons with disabilities. Thus, students, who wish to provide this important service and are committed to fostering a positive learning and living environment at King's College are required to follow this policy in registering and caring for a Service Animal in Training.

A King's College student, who desires to train a service animal on campus, is required to adhere to the protocols and procedures contained in this policy and agreement.

1. The student must meet with the College's Disabilities Services Coordinator and the Associate Dean of Students for Residence Life to review the content of this policy; especially regarding the standards for procuring a service animal in training and responsibilities in caring for the animal and the good of the College community.
2. King's College may use up to 30 working days (starting the day the student meets with the College's Disabilities Services Coordinator and the Associate Dean of Students for Residence Life) in order to do its due diligence in assuring that the provisions found in this document have been met by the student to determine eligibility to house a Service Animal in Training.
3. Students are not permitted to share a contract for the training of a service animal. The animal is the responsibility of a single student, who is entrusted with responsibility for the animal's behavior on campus.
4. Students are responsible for any damages caused by a Service Animal in Training, including to furniture, carpets and any other property belonging to the College or to another student.
5. If the College determines that the student is in violation of this policy or other College policies, the Service Animal in Training can be removed from the campus at the student's expense.^[1]
6. Before other types of Service Animals in Training can be brought to campus, the College reserves the right to verify that that the animal in question does not in any way infringe upon the safety, health or general well-being of any member of the College community.
7. Before a Service Dog in Training can be brought to campus the student must provide the College verification of the following: A) the dog is at least six months old; B) the dog has received all necessary vaccinations; C) the dog is properly licensed and has a dog tag; D) the dog is housebroken; E) a record of the trainings for the dog to date and a plan for future trainings have been arranged; F) the student understands his or her obligations related to the contractual arrangement entered into with the agency or company from whom the dog has been procured;^[2] and G) the student understands his or her responsibilities related to this policy.

Emotional Support (Assistance) Animals⁽ⁱ⁾

King's College recognizes the importance of Emotional Support (Assistance) animals in serving students, whose healthcare providers or mental health professionals prescribe the use of animals as contributing to a student's health and wellbeing.

An Assistance Animal is an animal that provides emotional support which alleviates one or more identified symptoms or effects of a person's disability. An Assistance Animal is prescribed for an individual with a disability by a healthcare or mental health professional. A person using an Assistance Animal is called a Partner. An Assistance Animal does not assist a Partner with activities of daily living or accompany that person at all times.

Federal law does not give Assistance Animals access to the College campus as a whole. The College will reasonably accommodate an Assistance Animal in a residence hall or campus apartment; the College does not allow students to bring Assistance Animals to other areas or buildings on campus unless the animal also qualifies as Service Animal. An Assistance Animal is permitted so that the student in question will be afforded an equal opportunity to use and enjoy College housing.

Separate paragraph to highlight. Venomous or other life-threatening animals will not be permitted. Animals that may pass on a disease directly to humans such as rats or turtles will not be permitted.

Procedures

A Partner requesting the use of an Assistance Animal will follow these steps:

1. Contact the Academic Skills Center, Disability Services Coordinator to set up a meeting.
2. Provide documentation meeting King's College guidelines from a qualified healthcare or mental health professional. These guidelines can be found at http://www.kings.edu/academics/support/skills_center/disabilities_program
3. If the College communicates in a determination letter that the Partner is permitted to have an Assistance Animal on campus, the Partner must meet with the Associate Dean of Students for Residence Life or Associate Director of Residence Life staff member to determine living arrangements.

King's College may use up to 30 working days (starting the day documentation of the disability is received) in order to do its due diligence of gathering and verifying the necessary documentation for the Partner/student and determining eligibility. This documentation includes, but is not limited to: verification of a disability, the determination of any conflicting disabilities in the immediate vicinity where the Assistance Animal will be housed, and verification of all vaccinations and the health of the Assistance Animal including all the necessary licensing. If documentation is immediately available, the time for the approval process may be shortened.

Conflicting Disabilities/ Health issues

The College is aware that at times, other persons may have a condition that may cause an allergic reaction or other concern when an animal is in proximity. Persons who have issue with an Assistance Animal should direct the concern to the Disability Services Coordinator in the Academic Skills Center. Action will be discussed to consider the needs of both parties and resolve the problem as efficiently and effectively as possible.

Using an Assistance Animal in College Housing

Assistance Animals must be accompanied by the Partner, properly restrained on a leash and remain in close proximity to the Partner, whenever the animal is outside the Partner's room/residence.

An Assistance Animal is only permitted in the Partner's residence (room or apartment), the residence lounge and other common areas which are a part of the residential facility excluding a dining facility. When the Partner is outside the Partner's residence, the Assistance Animal must at all times remain under the control of and in close proximity to the Partner. An Assistance Animal is not permitted in other areas of the College (e.g. libraries, academic buildings, classrooms, labs, campus center, etc.).

It is the responsibility of the Partner to make arrangements to promptly handle any cleaning that is necessary due to the presence of the Assistance Animal. This includes College owned housing units common areas and exterior property such as courtyards, walkways, lawns, and front/back yards. Feces must be cleaned immediately and disposed of properly.

When an Assistance Animal must exit the living quarters to address biological needs, it must be under the control of the Partner at all times. Feces must be cleaned immediately and disposed of properly; this includes but is not limited to: the campus residence, the campus residence lounge, residence exterior and courtyards, hallways that are part of the residence facility, and common areas and grounds.

Animals may not be unattended for more than 8 consecutive hours and must be removed from campus during breaks or other extended periods if the Partner is not on campus.

Owner Responsibilities

Control: It is the responsibility of the person with a disability to control their Assistance Animal, the College is not responsible for the care or supervision of an animal. Furthermore, an animal may be excluded from the premises if the animal is (1) out of control and the animal's handler does not take effective action to control it; or (2) the animal is not housebroken.

Damages: The owner is financially responsible for the actions of their animal including, but not limited to: bodily injury, house damages, and campus property damages.

Leash and Clean-Up: The animal must be on a leash at all times. The handler must always carry equipment to clean up animal waste.

License: All Assistance Animals must meet license requirements of Luzerne County or county of residence and wear those licensing tags. Animal Records are maintained by the Residence Life Office and shared with Campus Security. It may be shared with other departments if necessary.

Health: All Assistance Animals must be clean and in good health. All Assistance Animals must have all veterinarian recommended vaccinations. These records are maintained by the Residence Life Office. If the health or hygiene of a Service Animal is not maintained, the Assistance Animal may be excluded from campus.

Other: The College may place other reasonable conditions or restrictions on Assistance Animals depending on the nature and characteristics of the animal.

Removal of an Assistance Animal from College Owned Housing or Campus

Animals that engage in aggressive behavior will be required to leave the campus immediately. The Partner of an Assistance Animal is expected to report such incidents to the Residence Life Staff. The Partner of an Assistance Animal will be required to remove the animal if it exhibits unruly, disruptive, or threatening behavior. This

behavior includes but is not limited to excessive noises, running around unrestrained, making unwanted contact with others, or growling/biting or threatening others.

An Assistance Animal that makes excessive noise in a dwelling can be very disruptive to other residents. The Partner will be required to remove the Assistance Animal from campus until the noise is under control.

An excessively unclean or unkempt Assistance Animal may result in the Partner being asked to remove it from campus until acceptable hygiene is achieved.

Failure to uphold and abide by this policy may result in a Partner not being permitted to keep his/her Assistance Animal in College owned housing units.

Exclusion

If for any reason the animal is excluded from campus for a short-term or long-term period, the individual with a disability who uses the animal will be given the opportunity to continue to utilize or participate in college living without the animal on premises.

Appeals Procedure

King's College has established procedures to address student concerns when a student believes his or her rights are not being appropriately addressed; see Student Handbook under SERVICES FOR STUDENTS WITH DISABILITIES 3.20.17 SY/LA

^[1] Students are also required to adhere to the guidelines presented in sections entitled "Conflicting Disabilities/Health Issues," "Using an Assistance Animal in College Housing," "Owner Responsibilities," "Removal of an Assistance Animal," "Exclusion" and "Appeals Procedure" in the King's College Policy for Emotional Support (Assistance) Animals. The term "Service Animal in Training" substitutes for the term "Assistance Animal."

^[2] Students are strongly encouraged to examine carefully all of the items presented in a contract regarding medical expenses, financial responsibility due to the loss or death of the animal, and other potential hidden fees.

^[3] Please note that the College has a distinct policy regarding Service Animals.