



Participant Handbook

Updated January 2023

SEED Participant Handbook

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Welcome to the Success, Engagement, Education, Determination (SEED) program!

We are delighted to have you as a part of this innovative, comprehensive college program. Success, Engagement, Education, Determination (SEED) is a flexible and fully integrated support program available at Lehigh Carbon Community College (LCCC) for persons 18 years of age or older with disabilities. This program is currently offered in partnership with the Lehigh Valley Center for Independent Living (LVCIL).

The SEED program provides comprehensive direct services for students interested in either a degree seeking or career certificate of completion program. You will be working with dedicated individuals who support persons with disabilities as they achieve their goals of independent living and securing competitive employment. Our goal is to promote your development of soft and/or technical skills, socialization, and independent living skills needed for postsecondary educational and vocational success.

The SEED Participant Handbook is intended to answer your questions about participation in this program. In it you will find information about the program, expectations of you as a participant, and general guidelines. Please note that some of these expectations may vary in a virtual format.

It is expected you will fully read and understand the information provided in this handbook. These policies may not cover every situation that might arise during the program. If you are not sure you understand or have questions which are not addressed in this handbook, please ask the SEED Coordinator or one of the SEED Coaches. SEED expressly reserves the right to change or modify these policies and procedures at any time and for any legally permissible reason.

We sincerely hope your experience with SEED will be a rewarding one.

Here's to your success!

SEED Staff

SEED Application Requirements/Technical Standards

In order to maximize the effectiveness of the Success, Engagement, Education, Determination [SEED] program for participants, the following criteria have been established to assist potential participants in determining whether or not this is the right program for them.

The following standards are considered requirements for eligibility to the program:

Academics

- Must have completed high school requirements
- Must have the ability to learn, work, and participate in classroom, group, and/or work settings
- Must have functional reading and writing skills

Safety

- Must be able to independently and safely navigate the college environment, as there may not always be supervision
- Must have basic safety skills in an unsupervised setting
- Must be able to meet LCCC student code of conduct [found at <http://www.lccc.edu/student-experience/lccc-code-of-student-conduct>]

Individual

- Must have a documented disability
- Must arrange transportation to and from campus, SEED related activities, and/or work environments
- Must be goal-oriented and internally motivated

SEED Admissions Process

The SEED support program admissions process begins with a required SEED application and all of the required documentation. The SEED application can be found on the LCCC SEED website at the LCCC.edu main page. Once that completed SEED application has been successfully received, the candidate will be walked through the steps needed to successfully finish the steps.

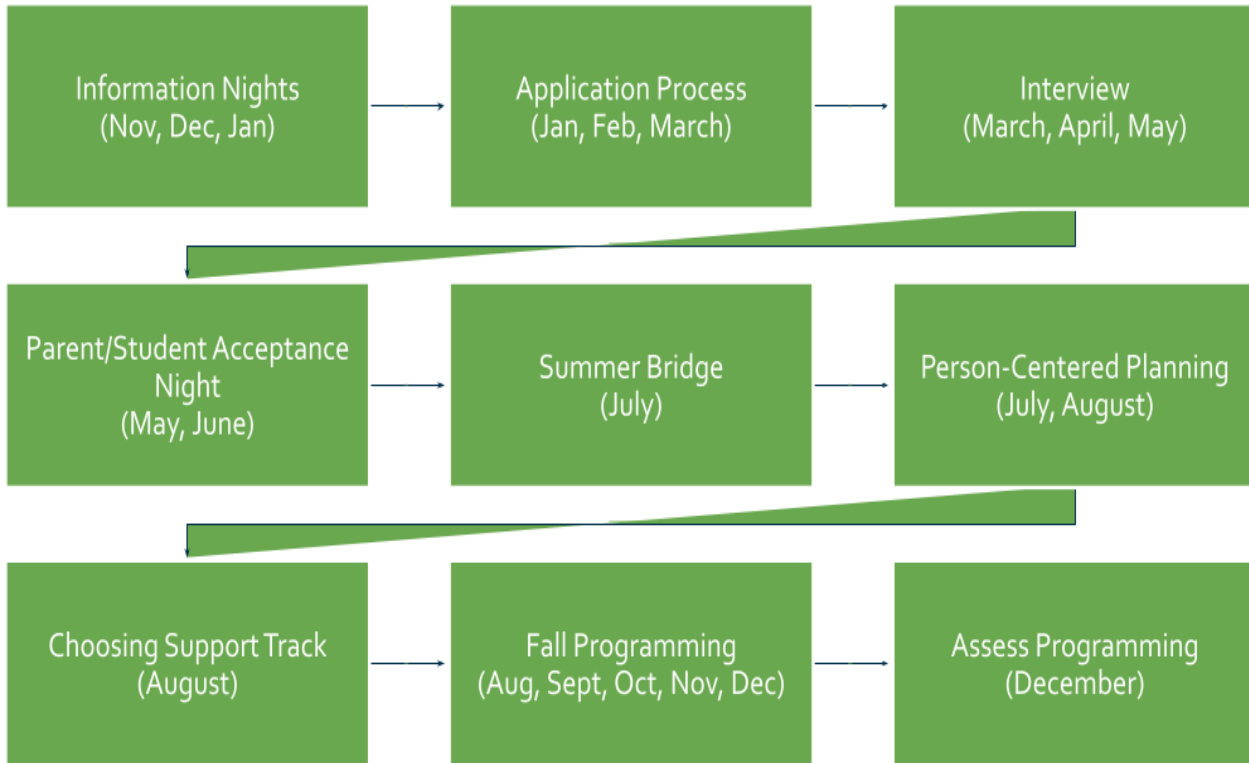
Typically new admits into the SEED support program began in July of each academic year.

Candidates interested in admission into the SEED program in the Spring semesters must apply by November 1 and meet the following criteria:

1. Meet the Eligibility Requirements as outlined on the LCCC SEED website.
2. Have at least one semester of postsecondary experience at LCCC or another institution.
3. Provide references from at least two individuals who have provided support to the candidate in an educational setting and can provide information regarding support the candidate may need.
4. Be available to attend the RESEED orientation in January.

After the first week of the semester, students receiving support through LCCC SEED will not receive a refund of their tuition/fees if they choose to leave LCCC.

Visual of the LCCC SEED Process Timeline:



Nondiscrimination Policy

The college will not discriminate against any employee, applicant for employment, student, or applicant for admission on the basis of gender, gender identity, gender expression, sex, race, ethnicity, color, national origin, religion, age, disability, veteran or military status, genetic information, family or marital status, sexual orientation, or any other protected class under applicable local, state, or federal law, including protections for those opposing discrimination or participating in any grievance process on campus or within the Equal Employment Opportunity Commission or other human rights agencies. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training. Inquiries about this policy and procedure may be made internally to the Director of Human Resources/Title IX/Equity Coordinator, Office of Human Resources, 4525 Education Park Drive, Schnecksville, PA 18078, 610-799-1107.

Any pages to which this site is linked are the responsibility of the owners of those pages. LCCC accepts no responsibility for the content or accuracy of pages to which it holds links.

Expectations

As a participant in the SEED support program you will be expected to:

- Take part in all aspects of YOUR semester to the best of your ability
- Work diligently on YOUR goals
- Communicate YOUR needs and discuss possible barriers to success
- Strive to be flexible with challenges as they arise and seek creative solutions to resolve problems
- Participate in group work with a positive attitude
- Follow safety procedures at all times
- Communicate in an appropriate manner to build and maintain good relationships
- Use constructive criticism to better yourself
- Treat your experience like a job

Program Tracks

- ***Academic Track***

The SEED Academic Track is a degree seeking, comprehensive program for students interested in enrolling in credit courses with the goal of completing an LCCC certification program, associate's degree, or transferring to a four-year postsecondary institution.

Programming requirements are as follows:

- Go to the Structured Study Lounge (LB 109) for one hour for every class taken per week (e.g. two classes per week = two hours in the Structured Study Lounge per week).
- Attend three events per month. Two of these events should be targeted to help your academic/professional career. A list of "approved" events will be provided each month based upon availability through LCCC, LVCIL, and other community based organizations. The remaining event may be a social event you attend in either the community or at LCCC, or a planned activity with your mentor. Students will be expected to document and/or reflect on their attendance with the SEED Academic/Career Coaches.
- Meet with your SEED Academic/Career Coach at least once a week to discuss progress toward your goals or to discuss barriers to your academic and/or skills training. This meeting can be in person or remote.
- You will be expected to arrange a meeting with your professors every three weeks to discuss your class performance. This is an opportunity to:
 - Ensure you have an accurate assessment of your class performance
 - Discuss how to improve/maintain your performance
 - Ask questions about class material and upcoming assignments
 - Build relationships with a professional in your field of interest

- Your Career/Academic Coach will be available to support you by attending the meeting with you and/or completing the Professor Progress Notes form with you. As you move toward greater independence, the goal is for you to meet with your professors with minimal support from your Career/Academic Coach.
 - Achieve satisfactory progress toward three Vocational/Academic Plan Task Analysis goals. You should select one goal in each of the following areas: prevocational skills, independent living skills, and self-advocacy.
 - Attend any other “special events” designated for SEED participants.

● **SEED AACHIEVE**

SEED AACHIEVE is a supportive educational program for students with autism providing coaching and socialization support to help students successfully navigate the college environment. These services address areas of communication, problem-solving, self-advocacy, initiation, daily living skills, time management, and executive functioning.

Although not mandatory, it is recommended AACHIEVE students complete the same Academic Track requirements as outlined above.

● **Career Track/XISC**

Students who chose the SEED Career Track follow the Cross Institutional Studies Program (XISC). XISC is a vocation-based program that prepares students with entry level knowledge to be successful in employment of their current career path. Participants in the Career Track will receive a Certificate of Completion once they have achieved the program hours and are able to demonstrate mastery in their identified career area.

Program requirements are as follows:	<i>Weekly Hour Requirements</i>
1-2 credit classes based upon PCP (credit or audit)	3-6 hours
1-10 noncredit classes	1-5 hours
Structured Study Lounge	3-6 hours
Vocational experience	5 hours
Working with coach and/or support service	3-6 hours
Social opportunities and/or activities	4-10 hours
Individual instruction	1-5 hours

Program Overview

- **Bridge Program**

The Bridge program is offered before the start of your Fall semester. Participation is required for all new SEED support participants. The purpose of the BRIDGE is to welcome you to LCCC and prepare you for postsecondary education and vocational success. There are two major components:

- Student Success (RSS 104)
 - Credit earning course open to all LCCC students
 - Designed to enhance your success by providing an opportunity for you to learn and adopt methods that promote effectiveness in academic and non-academic pursuits through:
 - ◇ Academic survival skills:
 - ◆ Concentration
 - ◆ Listening
 - ◆ Motivation
 - ◆ Note taking
 - ◆ Reading for information
 - ◆ Test-taking
 - ◆ Textbook study strategies
 - ◆ Time management
 - ◇ Development of life management skills:
 - ◆ Career planning
 - ◆ Disability information and technology
 - ◆ Effective communication
 - ◆ Leadership
 - ◆ Stress management
- SEED Programming
 - Workshops for SEED participants
 - Designed to clarify your goals and identify the supports needed to reach those goals through:
 - ◇ Person-centered planning
 - ◇ Choosing Academic, AACHIEVE, or Career Track/XISC programming
 - ◇ Introducing campus and community resources
 - ◇ Career exploration
 - ◇ Developing an understanding of professor and future employer expectations
 - ◇ Familiarization with the rights of persons with disabilities
 - ◇ Self-advocacy

- ***Person-Centered Plan (PCP)***

Person-centered planning is a planning model used to design and initiate your future. This process emphasizes consumer choice and participant responsibility in reaching self-identified goals. The major objective of this activity is to empower you to create a personally meaningful and satisfying life. In order to accomplish this, you will be asked to look at your life overall by considering areas such as:

- Employment
- Education
- Self-help/daily living skills
- Transportation
- Health/healthcare
- Housing
- Financial responsibility/money
- Socialization/recreation
- Self-advocacy/self-determination
- Safety
- Other areas that are important to you

Your initial PCP will be created during the Bridge program. As you construct your PCP, you will identify supports and incorporate input from your support team. Your completed PCP will also clearly outline how SEED and your other team members can best collaborate with you as you work toward your goals.

PCPs are considered living documents in that they are continually edited and updated as you grow or change. Meetings will typically occur once a semester to update your plan.

- ***Vocational/Academic Plan Task Analysis***

The Vocational/Academic Plan Task Analysis (VAPTA) is a master document that tracks your PCP goal progress and SEED support requirements. SEED staff will maintain this document with accompanying information from you. Your VAPTA will be kept in your SEED portfolio and reviewed with you and your Career/Academic Coach regularly.

The goals and action steps outlined in your VAPTA will be designed by you in collaboration with your support team. However, it may be necessary for your SEED programming to meet hour and content requirements as determined by institutional and funding guidelines. As a SEED participant, you will be expected to complete 80% of your semester programming. You are responsible for consistently and accurately tracking the time you spend on your various program components.

Prior to the beginning of each semester, you will discuss your programming content and required programming hours with the SEED Coordinator and your Career/Academic Coach to ensure you understand and fully agree to the commitment you are making to the SEED program. Failure to complete at least 80% of your programming may result in loss of funding and/or dismissal from the program.

- ***Career/Academic Coaching***

You will receive ongoing and intensive career and academic coaching throughout the duration of your participation in SEED. Your Career/Academic Coach will support you in successful completion of the program and developing the necessary soft and technical skills needed to enter the workforce. Coaching will address:

- Classroom/academic issues
- Social integration
- Job readiness skills
- Job search and employment issues
- Independent living skills

The coaches are available to support you with any academic, vocational, independent living, or programmatic concerns that may arise during the semester. Academic and Career Track students will be expected to meet with their coach at least once a week to discuss progress and any current challenges. AACHIEVE students are encouraged to meet with their coach regularly. These meetings can be in person or remote.

- ***Structured Study Lounge***

The Structured Study Lounge (SSL) is a fully integrated space on campus for SEED participants to freely utilize. You may use this area to complete coursework, work in groups, meet with your coach, socialize with other students, or as a “home base” when you are on campus. If services are being offered virtually, students will have access to a virtual SSL during similar times.

As much as possible, the Main Campus SSL will be attended by Career/Academic Coaches, Study Lounge Resource Staff or mentors. SSL hours, coach schedules, and other important information will be posted in the SSL. Dependent upon the content of your programming, you will be required to be present in the SSL a set number of hours per week. You are expected to sign in and out of the SSL when you utilize the space.

The SSL is a place for all students to feel comfortable. You are asked to create an environment that is conducive to learning and growth. Offensive, discriminatory or inappropriate behaviors will not be tolerated in the SSL. SEED also asks that you respect the privacy of other students and maintain confidentiality concerning others in the program.

- ***SSL Student Conduct Guidelines***

- Signing in and out of the lounge is mandatory regardless of program
- Respect others
- Create a positive environment
- Follow basic and library etiquette
 - Do not talk too loudly
 - Use appropriate language
 - Utilize headphones for music/sound from electronics
 - Clean up after yourself
 - Keep walkways clear
 - Store coats, lunches, umbrellas, etc. in designated areas
- Honor the privacy of others
 - Keep information you hear confidential
 - Do not interrupt other students meetings
 - Respect Sensory Space
- Encourage students to advocate for support

- ***Career Exploration Experiences***

Hands-on career exploration experiences will provide you with an opportunity to learn and practice skills using a variety of learning styles. These experiences may include:

- Work experience
- Job shadowing
- Informational interviews
- Receiving performance feedback
- Mock interviews
- Resume creation
- Job applications
- Portfolio development

- ***Work Experience and Job Shadowing***

Work experience and job shadowing provide an opportunity for you to learn about a job by observing an employee or completing tasks related to your career goals. This work experience is a temporary, unpaid opportunity to obtain exposure to the workplace in an area of occupational interest to you. Participants taking part in these opportunities witness firsthand the work environment and occupational skills in practice. This experience is designed to increase career awareness, reinforce appropriate workplace behaviors, and confirm the link between formal learning and work requirements.

- ***Work Experience/Job Shadowing Policies and Expectations***

If you are participating in a work experience or job shadowing opportunity through SEED, you will be required to follow standard workplace etiquette and protocols. A formal document outlining work experience policies and

expectations will be reviewed and signed by you prior to starting work experience or job shadowing. This document clearly outlines expectations for you, your workplace supervisor, and your Career/Academic Coach. Your work experience or job shadowing opportunity may be terminated should you not follow the policies and procedures.

- *Work Experience/Job Shadowing Progress Report*
Participants engaging in a work experience or job shadowing will receive periodic feedback from their workplace supervisor. This feedback is intended to identify your strengths and/or potential areas of improvement. Your Career/Academic Coach will complete the Work Experience Progress Report with your worksite supervisor and discuss the supervisor's observations with you or you will participate in a supervisory meeting with your worksite supervisor and coach.
- *Work Experience/Job Shadowing Reflection Notes*
You will be required to complete reflection notes regarding job tasks completed/observed, social and safety skills practiced, thoughts on occupational/workplace fit, and potential challenges you encountered during your work experience/job shadowing. The reflection notes also provide you with an opportunity to voice any comments or concerns about your work experience/job shadowing. You will discuss your reflection notes with your Career/Academic Coach during your weekly coaching meetings and a copy will be filed to track your progress. If appropriate, your Career/Academic Coach will follow up with your workplace supervisor regarding any challenges or concerns.

- ***Workshops and Activities***

As a SEED participant, you are expected to attend college and community workshops and social activities. The workshops should focus on academic and/or vocational skill development. Topics may include, but are not limited to:

- Writing a resume
- Creating a portfolio
- Interview skills
- Appropriate workplace behaviors/appearance
- Communication skills
- Self-advocacy
- Reasonable accommodations
- Study skills and note taking
- Time management
- Organization
- Social skills

The social activities should focus on socialization and community involvement. You are encouraged to participate in the various clubs and events at LCCC or the community to fulfill this requirement. A complete list of LCCC clubs, activities, and other community events will be posted in the LCCC Main Campus SSL. Events and activities outside of those shared by SEED can be submitted to your Career/Academic Coach for approval.

The Career/Academic Coaches will occasionally attend workshops and activities to verify student participation. You will also be required to provide evidence of participation in workshops and activities and/or complete a short reflection on the experience.

- ***Mentoring Program***

Current LCCC students and staff/faculty from various departments will interact with SEED participants through social events and individual/group mentoring. The mentoring program is designed to support you in improving socialization skills and enhance your motivation to complete your educational/vocational program. Activities include, but are not limited to:

- Mixers
- Student clubs
- Athletics/fitness
- Study groups
- Engagement in personal hobbies
- Social events organized by LCCC and SEED
- Community social events
- Philanthropic projects

- ***Guest Speakers***

During Bridge, workshops, and other SEED related events, guest speakers may be invited to share information with SEED participants. You are expected to be respectful and to participate in all activities to the best of your ability.

- ***Other SEED Events***

In addition to workshops and social events, there may be other SEED events during the course of the semester. Program participants will be notified of SEED events by mail and/or email. All SEED related events will also be posted on the SEED Facebook page and on the calendar posted in the SSL. It is your responsibility to check your email, social media accounts, and calendars for information and updates regarding upcoming events.

- ***Portfolio***

As a SEED participant, you will be responsible for creating a portfolio. The main purpose of an academic or career portfolio is to communicate both the process and the status of a

student's academic and vocational skill development, performance, and/or achievement in a particular class, subject, or overall education. Your portfolio is a way to demonstrate your knowledge, skills, and abilities in various areas, and highlight the connections between these areas and future employment. Upon completion of your programming, you will be able to take your portfolio with you. It will serve as an invaluable tool during the employment process. The portfolio will be individualized and may include the following:

- Student Contract
- PCP
- VAPTA
- Progress Trackers
- Professor Meeting Notes
- Work Experience/Job Shadowing Reflection Notes
- Work Experience/Job Shadowing Progress Reports
- Activity Reflection Notes
- Achievements
- Resume, cover letter, and recommendations
- Career information
- Transcripts/degree audits
- Resources
- Contact information

Participant Records

Participant records will be maintained for each participant in a secure location. Your records are confidential, and are under the control of the SEED Coordinator and/or his/her designee.

Each participant record will contain:

- Participant contact information
- Emergency contact information
- SEED application
- Postsecondary Needs Questionnaire
- Student Contract
- Academic transcripts
- PCP
- VAPTA
- Progress Trackers
- Professor Meeting Notes
- Work Experience Forms
- Career/Academic Coach documentation
- Assessments/evaluations
- Self-reflections/journal
- Other documents related to participant's programming

Accommodations

LCCC's Disability Support Services (DSS) provides access and academic accommodations for qualified students. A qualified student is one who meets the requisite academic standards for admission or participation in college programs/activities and who has a documented disability. LCCC and SEED recognizes that many participants may require reasonable accommodations to participate in this program. During the intake process, SEED staff will direct you to make an appointment with DSS to discuss any accommodations that may be necessary. Appointments can be scheduled with DSS by calling 610-799-1154 or 1156 or by emailing dss@lccc.edu.

You are encouraged to self-advocate if a situation arises where you need an accommodation that has not been previously identified or addressed. Accommodations will be documented and placed in your SEED file for future reference.

Service Animals

LCCC and SEED are committed to providing reasonable accommodations to persons with disabilities and fulfilling their responsibilities under Section 504 of the Rehabilitation Act and the Americans with Disabilities Act (ADA).

Persons with disabilities may be accompanied by working service animals. Participants need to be aware that there may be service animals working at LCCC or at another service related location.

Service animals work and perform tasks and are not pets. You are expected to adhere to the following best practices when interacting with service animals:

- Do not touch or feed a service animal unless permission is obtained from the owner
- Do not deliberately distract or startle a service animal
- Do not separate or attempt to separate a service animal from the individual using the animal's service

Transportation

You are expected to provide your own transportation to and from LCCC and all SEED related events. SEED coaches can work with you to find alternative transportation, such as LANta or LANtaVan. You should refer to the LCCC Student Handbook for up-to-date motor vehicle, traffic, and parking regulations before driving on campus.

Meals and Snacks

SEED does not regularly provide meals or snacks to participants. Food is available on campus at the cafeteria, bookstore, Corner Cafe, and in vending machines. Your Career/Academic Coach can assist you in finding these locations. The SSL may be used as a place to eat meals and snacks bought on campus or brought from home. SEED participants should consider possible odor sensitivity and food allergies among the other participants when planning to eat in the SSL. Additionally, you are expected to clean up after eating.

Personal Property

SEED is not responsible for lost, stolen, or broken personal property. You should keep all unnecessary personal items at home.

Computers, Telephones, and Electronic Devices

The SEED program does not provide its participants with computers, cell phones or any other type of electronic device. A variety of electronic devices and computing resources are available for use through LCCC. These devices and computing resources are intended for college-related purposes only and subject to all applicable laws, rules, regulations, and license agreements. For LCCC's complete Technology Policy please refer to *Technology – Acceptable Use of Electronic Computer Resources* in the LCCC Student Handbook.

You may use your personal laptops, cell phones, and other electronic devices while on campus, including in the SSL. Participants using personal electronic devices are subject to the same policies and procedures outlined under *Technology – Acceptable Use of Electronic Computer Resources*. In addition, you are required to refrain from behavior that could result in a hostile environment, including but not limited to, listening to music or looking at images that are degrading or disparaging to others.

Note: The handbook can be accessed from your MyLCCC account by clicking on the Student Resources button and then scrolling down and clicking on Student Handbook.

Multiple Chemical Sensitivities

You are strongly urged not to use perfumes, colognes, or other scented products in the SSL. SEED participants with chemical sensitivities are encouraged to provide written information on products and chemicals to which they have sensitivities, so that reasonable efforts can be made to reduce or eliminate contact with the irritant.

SEED Nonattendance Policy

As a student in the SEED program, you are expected to follow similar policies and procedures as other LCCC students in meeting the commitments you agreed to complete. These are set forth at the beginning of the semester and are part of your SEED programming. You are required to be at your individualized programming (i.e. work experience, meetings with coaches, study lounge time, etc.) as established in your VAPTA and Semester Agreement. You are allowed three unexcused absences per semester before receiving a probationary letter outlining behaviors that must be addressed to avoid dismissal from the program.

If you are taking credit courses, be advised that all faculty are required to report nonattendance for students that have missed nine consecutive hours of unexcused absences. Each faculty member is free to establish an attendance policy of his or her own as long as it meets the above stated minimum requirements and is included in their course syllabus.

As soon as you know you are going to be absent, you should notify your Career/Academic Coach, work experience supervisor, and any other SEED related service provider in accordance with the SEED Nonattendance Policy. Absences may be considered as excused after review by the SEED Coordinator and coaches.

Holidays

In the event LCCC is closed due to a scheduled holiday, SEED Career/Academic Coaches may be available for emergencies and/or by appointment. All such appointments will occur at the Lehigh Valley Center for Independent Living (LVCIL) located at 713 N 13th St, Allentown, PA 18102. Directions to LVCIL can be found at www.lvcil.org or by calling 610-770-9781. For a complete list of scheduled closures please refer to the LCCC Academic Calendar. The calendar can be found at www.lccc.edu/academics/academic-calendar or on the inside cover of the current LCCC Credit Catalog. A complete list of recognized holidays can also be found in the LCCC Student Handbook under *Access to Buildings and Labs*.

Inclement Weather/ Emergency Notifications

Inclement weather may cause the delay or cancellation of LCCC classes and/or activities, including SEED related activities or events. Participants should register for emergency notifications through LCCC's omnilert. You can register for omnilert by logging on your MyLCCC account and clicking on the omnilert Notification System box. It is the responsibility of all LCCC students and SEED participants to remain up-to-date on all emergency delays or closures. SEED Career/Academic Coaches are not responsible for notifying you in the event of an inclement weather or emergency delay or closure. Additionally, it is your responsibility to contact your Career/Academic Coach to reschedule any missed programming opportunities that may occur as a result of a campus delay or closure.

Personal Medications

SEED staff assumes all participants taking prescription medications are doing so under the medical supervision of a health care provider. If you need reminders to take medication, you should discuss a plan with your Career/Academic Coach. SEED staff are not permitted to provide participants with medications.

LCCC Policies and Regulations

All SEED staff follow LCCC policies and regulations. For more information on LCCC policies and regulations refer to the LCCC Student Handbook and LCCC Policies & Regulations Manual.

Note: You can access the Policies & Regulations Manual from lccc.edu by clicking on ABOUT LCCC and then Sponsor Communications. The Policies & Regulations Manual and Organization Chart is listed under Resources.

Mandated Reporting

All SEED staff are mandated reporters. Mandated reporters are required to make a report if they have reasonable cause to suspect that a child is a victim of child abuse under any of the following circumstances:

- They come into contact with the child in the course of employment, occupation, and practice of a profession or through a regularly scheduled program, activity or service.
- They are directly responsible for the care, supervision, guidance or training of the child, or are affiliated with an agency, institution, organization, school, regularly established church or religious organization or other entity that is directly responsible for the care, supervision, guidance or training of the child.
- A person makes a specific disclosure to the mandated reporter that an identifiable child is the victim of child abuse.
- An individual 14 years of age or older makes a specific disclosure to the mandated reporter that the individual has committed child abuse.

It is not required that the child come before the mandated reporter in order to make a report of suspected child abuse nor are they required to identify the person responsible for the child abuse to make a report of suspected child abuse. Concerns related to the safety of children including, but not limited to inadequate housing, clothing, and supervision, can be referred to ChildLine or the county children and youth agency for assessment as general protective services cases.

Appropriate Attire

If you are participating in a work experience or job shadowing opportunity your work attire should adhere to workplace expectations. You may be asked to participate in mock interviews or other career related activities requiring you to be appropriately dressed. If unsuitable attire is worn in the workplace or during any SEED related activity, your Career/Academic Coach will hold a personal, private discussion with you regarding the appropriateness of the attire.

Disciplinary Action

In the event a participant violates a policy or procedure, the Career/Academic Coach will bring the behavior to the attention of the SEED Coordinator. The SEED Coordinator may help correct the problem, if appropriate, with a range of disciplinary actions. These actions may include a verbal warning, written warning, or probation. The response by the SEED Coordinator will be determined in accordance with the severity of the problem.

Resignation

The term resignation refers to the voluntary termination of involvement on the part of the participant. Resignation by participant should be in writing to the SEED Coordinator at least seven days prior to the date of separation. The SEED Coordinator may waive this time requirement based upon individual circumstances.

Release

The term release refers to the termination of a participant by the SEED program for reasons beyond the control of the participant and is not related to the participant's performance or conduct.

If you need to withdraw from the college, please refer to the *Withdrawal for Medical/Mental Health Reasons* outlined in the LCCC Student Handbook. Withdrawing from LCCC will mean your release from the SEED program.

Dismissal

The term dismissal refers to the termination of involvement with the program due to unsatisfactory progress, lack of participation or behaviors that violate the LCCC Conduct Policy.

In the case a participant does not meet the requirements outlined in their VAPTA and/or the SEED Nonattendance Policy, the student will be placed on probation and specific actions must be completed to remain in the program. The participant will have one academic semester to meet the requirements. Failure to meet these requirements after one semester will result in dismissal from the program.

Repeated violations of the LCCC Conduct Policy or behaviors that endanger the welfare of other participants or staff may be grounds for immediate dismissal as determined by the SEED Coordinator and coaches.

Students placed on probation or being dismissed from the program will be notified by both email and mail.

Confidentiality

All SEED participants will sign a *Consumer Confidentiality Policy*. A participant's abuse of confidential information will be cause for immediate disciplinary action and possible dismissal. Disciplinary actions or dismissal will be discussed with the SEED Coordinator and coaches.

Stakeholder Communication and FERPA

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The term "education records" is defined as those records that contain information directly related to a student and which are maintained by an educational agency or institution or by a party acting for the agency or institution. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students." Eligible students have the right to:

- Inspect and review their education records.
- Request that a school correct records which they believe to be inaccurate or misleading.
- Consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

For additional information regarding FERPA please refer to the appropriate section of the LCCC Student Handbook or visit the U.S. Department of Education website at www.ed.gov.

The SEED program fully supports stakeholders' involvement in their student's education, however, it must strictly adhere to all federal and state laws which apply to the confidentiality of protected information, including but not limited to, your education records. You may choose to sign a *Release of Confidential Information (ROCI)*, giving LCCC consent to share information from your educational record with the persons identified on the *ROCI*. You may also choose to sign a *Release and Receiving of Information form (ROI)*, giving SEED staff permission to share program related information with select individuals.

Without a signed *ROCI/ROI* SEED staff will not be able to communicate directly with your stakeholders regarding your academic and/or vocational progress or your participation in the SEED program. Should you choose to sign a *ROCI/ROI*, you may revoke the authorization to release information at any time. If you do not revoke authorization, the *ROCI/ROI* will remain in effect for one calendar year from the date it is signed.

SEED encourages open communication between you and your stakeholders. During coaching meetings we recommend you complete a Weekly Progress Tracker to track your academic and/or vocational progress and program related activities. These Progress Trackers can also be used to communicate your academic progress to your stakeholders or others with whom you wish to share this information.

Encountering Staff in the Community

Respecting your right to privacy and confidentiality is important to SEED staff. In the event you encounter SEED staff in the community, you must determine whether or not to acknowledge the staff member or initiate contact. SEED staff will not disclose the nature of your professional relationship to others unless you directly introduce the staff member as a service provider.

Photo/Video Release

As a participant in SEED you authorize the use, reproduction, and circulation of photograph(s) or videotapes taken of you for use in print, online, and video-based marketing materials, as well as other SEED publications. You hereby release and hold harmless SEED from any reasonable expectation of privacy or confidentiality associated with the images or video. You further acknowledge that your participation is voluntary and that you will not receive financial compensation. You acknowledge and agree that publication of any photos or video confers no rights of ownership or royalties. You hereby release the SEED program, its contractors, its employees and any third parties involved in the creation or publication of marketing materials, from liability for any claims by you or any third party in connection with your participation.

Participant Grievance Policy

You are free to state a grievance at any time, without fear of retribution. A grievance is defined as a statement of dissatisfaction either written or verbal (this includes all forms of communication), about a staff member, program, or service. If a grievance relates to a staff person, you are encouraged to direct the grievance to your appointed Career/Academic Coach. If the Career/Academic Coach cannot resolve the grievance or you are not comfortable approaching the appointed Career/Academic Coach, you should contact the SEED Coordinator.

The SEED Coordinator will hear all the information relevant to the grievance from you and will gather any other necessary information. Following information gathering, the SEED Coordinator will offer a meeting between you and the staff member in an attempt to reach a satisfactory resolution for you. In the event an employee is found to have acted in a manner incongruent with the agency's personnel policies, disciplinary action may be taken. Should you remain dissatisfied beyond these measures, the SEED Coordinator will convene a meeting of the SEED CORE Team to resolve the matter. The SEED CORE team is a cross-discipline group of individuals responsible for SEED program management and planning.

Should the grievance pertain to the program, you may express your dissatisfaction to your Career/Academic Coaches, or may present the grievance to the SEED Coordinator. Should you continue to be dissatisfied, the SEED Coordinator will convene a meeting of the SEED CORE Team, as soon as possible, to hear the program or service grievance and to make a report or recommendation to the SEED CORE Team. The SEED Coordinator will be responsible for providing feedback on this process to you.

Acknowledgment and Disclaimer

I have received my copy of the SEED Participant Handbook. I am responsible for following the policies, procedures, and other content in the handbook. The SEED Participant Handbook cannot cover all situations which might arise and I understand that SEED cannot anticipate every situation or answer every question concerning involvement in the program. I understand that I may ask the SEED Coordinator or other SEED staff if I have questions. I also understand SEED may change these policies and procedures at any time and exceptions to the policies outlined in the handbook can be made at the discretion of the SEED Coordinator and/or CORE Team. Finally, I understand that not following the policies and procedures in the SEED Participant Handbook will result in disciplinary actions or dismissal from the program.

Confirmation of the receipt of the SEED Participant Handbook can be found on the student's Bridge Checklist.

PERM24N-n (AC) (1/23/23)