FYI for Faculty from LCC KI Program (Disability Services)

Kāko'o 'Ike (KI) Program was developed to serve all Leeward Community College students with documented disabilities. Accommodations given to students in no way afford them an unfair advantage. Rather, classroom accommodations are in place to ensure that students have access to their course materials. The goal of the programs developed expressly for the support of learning here at LCC is to “level the playing field” to provide equal access to education for all.

KI Office Hours:
Mon – Thurs 8:30 am – 4:30 pm
Fridays 8:30 am – 3:00 pm

Section 504
The Rehabilitation Act
“No otherwise qualified individual with a disability in the United States... shall, solely by reason of her or his disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance or under any program or activity conducted by any Executive agency or by the United States Postal Service.”

Instructional Faculty:
You are NOT required to provide classroom accommodations to any student unless (s)he first gives you official notice. The CONFIDENTIAL MEMORANDUM from the KI Office lets you know that a Disability Specialist has already:
1. Met with the student (Intake Interview).
2. Reviewed their disability documentation.
3. Determined the appropriate classroom accommodations for that individual.

**If you have questions about how accommodations shall be provided, please call Kris @ 455-0421.

Procedures for Students to make Accommodation Requests with the KI Office:
1. Student calls / visits the KI Office to make arrangements for an INTAKE INTERVIEW (one time only).
2. Student submits DOCUMENTATION of disability (one time only).
3. Student completes KI REQUEST FOR SERVICES FORM (required each semester).
4. KI Office prepares CONFIDENTIAL MEMORANDUM (accommodations) for instructors.
5. Student picks up CONFIDENTIAL MEMORANDUM from the KI Office.
6. Student hand-delivers CONFIDENTIAL MEMORANDUM to instructors.
   a. Student is responsible for discussing arrangements for accommodations with instructors.
   b. If student decides to use testing accommodations, the student must make arrangements ahead of time (instructor shall deliver and pick up completed exam/quiz in the KI Office and student shall reserve testing room for use).