2013-2014
Student Handbook

York County School of Technology
Adult & Continuing Education Center
2179 S. Queen Street, York, PA 17402
www.ytech.edu/adulted  717.747.2130 (PH)  717.747.0426 (FAX)
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THE ADULT & CONTINUING EDUCATION CENTER
MISSION STATEMENT

To provide quality adult vocational, technical and basic skills
education, training and services in a professional, customer-focused
atmosphere that fosters continuous learning and promotes
workforce development.
The Operating Committee of the York County School of Technology has approved this student handbook. It is distributed to all adult education students to explain the policies and procedures that are used in the Adult & Continuing Education Center. It is our hope that it will help and guide you.

Dr. Stuart Savin, Supervisor
Mary E. Yarnal, Assistant Supervisor
Adult & Continuing Education Center

The Adult & Continuing Education Center at York County School of Technology is accredited by the PA State Board of Education, Bureau of Career & Technical Education. This accreditation certifies that our programs, policies and procedures meet the high standards set by the Commonwealth of Pennsylvania under the auspices of the U.S. Department of Education.

TITLE IX COMPLIANCE

The York County School of Technology does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs or activities. Inquiries may be sent to Mr. Gerry Mentz, Director of Student Services, Title IX/Section 504 Coordinator, York County School of Technology, 2179 S. Queen Street, York, PA 17402-4696, (717) 741-0820. Direct email to gmentz@ytech.edu.

York County School of Technology no discrimina en base a la raza, color, nacionalidad, etnicidad, religión, edad, sexo, orientación sexual, durante el proceso de admisión a programas educacionales, actividades o prácticas de empleo. Cualquier pregunta debe ser dirigida a: Sr. Gerry Mentz, York County School of Technology, 2179 South Queen Street, York, PA 17402-4696 (717) 741-0820 o gmentz@ytech.edu.
ADMINISTRATION

Dr. David Thomas  Administrative Director, York County School of Technology
Mr. Scott Rogers  Asst. Administrative Director, York County School of Technology
Dr. Stuart Savin  Supervisor, Adult & Continuing Education Center
Ms. Mary E. Yarnal  Asst. Supervisor, Adult & Continuing Education Center

SCHOOL OPERATING COMMITTEE MEMBERS

Mr. Karl H. Peckmann  Central York School District
Mr. William Lytle  Dallastown Area School District
Mr. Bryan Rehm  Dover Area School District
Mr. Darvin Shelley  Eastern York School District
Mr. Michael Kelly  Hanover Public School District
Mr. Kevin L. Gebhart  Northeastern School District
Mr. John Blevins  Red Lion Area School District
Mr. R. Scott Towson  South Eastern School District
Ms. M. Ann Rinker  South Western School District
Ms. Jerri Groncki  Southern York School District
Mr. Cindy A. Huber  Spring Grove School District
Mr. Robert L. Crouse, Jr.  West York Area School District
Ms. Sandie Walker  York City School District
Ms. Lois Ann Schroeder  York Suburban School District
Mr. Jon S. Boyer  Business Manager, YCST
Dr. Darla Pianowski  Superintendent of Record
*Non-member

ADULT & CONTINUING EDUCATION STAFF

Ms. Donna Alcorn  Adult Nursing Education Coordinator
Mr. Larry Oden  Acting CDL Program Coordinator
Ms. Robert Shaffer  ABE/GED Program Coordinator
Ms. Sharon Walker  Counselor/Job Developer
Ms. Shaina Collazo  Case Manager/Job Developer
Ms. Donna Humer  Adult & Continuing Education Registrar
Ms. Merideth Edgar  AE Case Manager/Registrar
Ms. Arlene Rossbach  Adult & Continuing Education Secretary
Ms. Vickie Hake  Adult Education Receptionist
Ms. Maddie Bradley  Intake/Assessment Specialist
Mr. Roger Apple  Tutor Coordinator
Ms. Beverly Strayer  ABE/GED Secretary
Ms. Robin Beck
STUDENT CONDUCT

Students are expected to conduct themselves in a professional, responsible manner. Insubordination or disruptive or blatantly disrespectful behavior may be grounds for disciplinary action. In addition, the following acts by a student while in the school building, or on school property, or at a school sponsored activity or event, or en route to any of the aforementioned shall be regarded as misconduct by the student and shall be cause for suspension or expulsion:

1. Possession, use, sale, or transfer of drugs or look-alike drugs or non-prescribed drugs.
2. Possession, use, sale, or transfer, of alcoholic beverages.
3. Attending class while under the influence of a controlled substance.
4. Possession, use, sale, or transfer of a weapon.

The Adult & Continuing Education Center expects all members of its community to act with responsibility. As an accredited post-secondary institution we strive to maintain the highest standards of academic honesty. Honesty in the performance of academic assignments is essential to both subject mastery and intellectual development, and the responsibility for such honesty rests with the individual student. Acts of academic dishonesty may result in both academic and disciplinary penalties. Examples of academic dishonesty include but are not limited to cheating, attempted cheating, failure to follow directions (behavioral) during testing, plagiarism, or assisting another student in a dishonest academic act. As a result of such acts, the instructor may assign a grade of zero and, depending on the weight attached to the particular homework, quiz, examination, or paper; the zero may result in a student’s failing the course. The student may appeal the penalty by meeting with the Adult Education Supervisor who will review and determine whether the facts in the case are valid.

APPROPRIATE DRESS

Students are expected to wear clothing appropriate for the type of class in which they are enrolled. In shop programs where students are required to work on machinery or equipment, students must wear shoes and clothing that afford safety protection. No shorts, sneakers, sandals, jewelry, or loose clothing may be worn. Safety glasses must be worn. It is the responsibility of the student to provide whatever safety equipment is required so that he/she may safely operate equipment.

SMOKING

No smoking is permitted in the building or on the school grounds at any time. Failure to abide by these smoking rules can result in suspension or expulsion from class. For the purpose of this policy, smoking is defined to include the possession of a lighted
cigarette, cigar, pipe or other lighted smoking product and smokeless tobacco in any form.

**INSTRUCTOR/STUDENT BREAK AREA**

A student and instructor break room located in the Adult Education wing of the building is available both day and evening. It contains vending machines, a microwave, and refrigerator for student and instructor use. The back of the school cafeteria also contains vending machines for instructor and student use in the evening. All food and food containers, wrappers, drink cans and bottles should be disposed of in available trash containers. Students and instructors are expected leave both areas clean and orderly.

**PARKING AND TRAFFIC REGULATIONS**

All vehicles parked on the school grounds must be parked between the white lines. The speed limit on all school grounds is 15 mph. Cars parked in designated **No Parking** areas, in areas marked in yellow or red or in any other restricted areas will be ticketed by local police and may be towed at the owner's expense. Between 8:00 a.m. and 3:30 p.m., only the Queen Street lot may be used for parking. For evening or Saturday classes, parking lots on the north side of the building (facing Pauline Drive) and the student parking lot on the south side of the building may also be used. Visitor parking at the Main Entrance lot **MAY NOT BE USED BY STUDENTS OR INSTRUCTORS** until after 7 p.m.

**STUDENT SERVICES**

**CAREER COUNSELING SERVICES**

Career counseling services are available to Adult & Continuing Education students and other community members. Counseling is provided at no charge to students who need assistance in selecting programs and courses that will enable them to pursue specific career options at the York County School of Technology. The Adult & Continuing Education Center office should be contacted to schedule counseling.

**ADULT BASIC EDUCATION/GED**

Students having problems with course work and needing help with their math or reading skills can get FREE assistance through the Basic Education Skills Training (B.E.S.T.) Program. Students work with a classroom instructor to meet their individual goals. Students who wish to pursue a GED will be assessed to determine areas that need improvement. Students should ask staff in the Adult & Continuing Education Center office for information on how to register for this program.

**GED TESTING**

The General Educational Development Diploma (GED) tests are administered multiple times each week throughout the year. Successful completion of the five sections constituting the entire GED examination and attaining the required cumulative score will
lead to the granting of a Pennsylvania High School Equivalency Diploma. Interested adults must go online to www.ged123.org to register. Once the registration is complete, they must print the Proof of Registration and bring it to the Adult Education Office to schedule their GED tests. The cost of the test battery is $70.00. The retest fee is $15.00 per test. Fees are subject to change. Please contact staff in the Adult & Continuing Education office to schedule a test based upon the current testing calendar.

NEW CHOICES/WANTO

Pending program approvals, New Choices free workshops are provided to single parents, displaced homemakers and individuals in transition. New Choices will show you how to increase your self-confidence, set career goals based on your interests and aptitudes, and prepare and plan for the job search. Both day and evening workshops are available. Funding may be available for childcare, transportation, and for tuition assistance for vocational training. Women in Apprenticeships and Non-Traditional Occupations (WANTO) offers free 12 week apprenticeship preparation workshops focused on building trades and non-traditional occupations. Information about these programs is available in the Adult & Continuing Education Center office or by calling extension 4302.

PAYMENT OF COURSE COSTS

CLASS FEE INFORMATION

1. The York County School of Technology reserves the right to change class times and/or dates, or to discontinue classes due to insufficient enrollment.
2. The York County School of Technology is a Veterans Administration approved training provider.
3. Payments can be made in the form of cash, check, money order, or credit card (Visa, Master Card, American Express or Discover.)
4. Students wishing to register after the start of classes will be assessed a $25.00 late fee and be enrolled only if space is available in individual classes.
5. A $25.00 nonresident fee will be charged to any registrant who does not reside in one of the fourteen school districts that sponsor the York County School of Technology.
6. A $30.00 fee will be charged on all returned checks.

WITHDRAWAL AND REQUEST FOR REFUNDS

Refunds checks or credits will be issued to the individual, agency or entity that initially paid the tuition/bill or in accordance with the agencies policies.

Refunds for Class Cancellation: If a class is cancelled by the Adult & Continuing Education Center, all students will be refunded 100% of pre-paid tuition and fees.
Refunds for Students Who Withdraw On or Before the First Day of Class: If a student fails to start a class or withdraws from the class on the first class day, the school will retain no more than $100 of pre-paid tuition or fees.

**Title IV Refunds:** Students benefiting from receiving Title IV funds will have their federal financial aid refunds calculated as per federal regulations.

**Adult & Continuing Education Center Tuition Refund Schedule:** Students withdrawing from their program are eligible for partial tuition refunds after the first full class day according to the following schedule:
- Withdrawal during the first week of payment period – 75%
- Withdrawal during the second week of payment period – 50%
- Withdrawal during the third week of payment period – 25%
- Withdrawal after the third week of payment period – no refund

Refunds will be made only when the student has completed an official withdrawal and request for refund form.

Credit card refunds will be made by issuing a credit to the card account. All other refunds will be made by check within 30 days of receipt of official withdrawal and request for refund form.

**TEXTBOOKS**

The majority of the programs and courses require one or more textbooks. Each student is expected to purchase the required textbooks, references, workbooks and materials as indicated by the instructor. Check, cash or major credit card may be used to pay for books. **No books will be given without payment.** Once purchased there will be no refunds on textbooks, materials, or supplies.

**STUDENT PROJECTS**

The student must pay for all materials used in take home projects when using school materials. This must be done in advance of constructing any project. Students may also elect to bring in their own materials and supplies if approved by the instructor.

**GRADES / STUDENT RECORDS**

Grade reports will be issued after the end of each term. These reports will list the grades and hours completed for each course taken. A grade is given to each participant as an indication of individual achievement: The following grade scale shall be used:

<table>
<thead>
<tr>
<th>Letter Grade A</th>
<th>Letter Grade B</th>
<th>Letter Grade C</th>
<th>Letter Grade D</th>
</tr>
</thead>
<tbody>
<tr>
<td>4.0 - 100%</td>
<td>3.3 - 88-89%</td>
<td>2.7 - 78-79%</td>
<td>2.1 - 68-69%</td>
</tr>
<tr>
<td>3.9 - 98-99%</td>
<td>3.2 - 86-87%</td>
<td>2.6 - 76-77%</td>
<td>2.0 - 66-67%</td>
</tr>
<tr>
<td>3.8 - 96-97%</td>
<td>3.1 - 85%</td>
<td>2.5 - 75%</td>
<td>1.9 - 65%</td>
</tr>
<tr>
<td>3.7 - 95%</td>
<td>3.0 - 83-84%</td>
<td>2.4 - 73-74%</td>
<td>1.8 - 63-64%</td>
</tr>
<tr>
<td>3.6 - 93-94%</td>
<td>2.9 - 81-82%</td>
<td>2.3 - 71-72%</td>
<td>1.7 - 61-62%</td>
</tr>
</tbody>
</table>
59% and below – Letter Grade E
WP – officially withdrew with a passing grade
WF – officially withdrew with a failing grade
INC – stopped attending or did not complete required coursework

All grade reports will be mailed to students after the term/block ends. If a student wants his/her grades sent directly to an educational institution, an employer, or a sponsor, the student must sign a release form and pay a fee of $5.00. If a student wishes to pick up a transcript of courses completed in previous terms, he/she must notify the Adult & Continuing Education Office at least ten days in advance and must pay a fee of $5.00 prior to receiving the copy. All grades earned by students and course attendance hours will be recorded and kept on file in the Adult & Continuing Education Center office.

ATTENDANCE

Regular attendance for adult education classes is essential in order to acquire new skills. It is the responsibility of every student to attend every class for the entire semester or the duration of the course. Course completion certificates will be issued to students who attend 75% or more of the scheduled course hours and earn a grade of 2.5 or better on a 4-point scale.

However, individual instructors may have stricter attendance requirements that factor into their grading system. The attendance requirement for purposes of financial aid is 90%. Should a student fall below this level, he/she will fail to meet Satisfactory Academic Progress and financial aid will be denied or delayed. See the section entitled FINANCIAL AID FACTS and/or view the online Financial Aid Handbook for more details.

CERTIFICATES AND DIPLOMAS

Certificates will be awarded to individuals who successfully complete all parts of a certificate program. Successful completion of a program or a course necessitates that the student attends at least 75% of the class hours for each course in the certificate area and receives a grade of 2.5 or better in each. Do not confuse financial aid or Veteran’s eligibility with the general attendance policy. Eligibility for various funding streams varies, depending upon the regulations governing the specific funding source.

CHANGE OF STUDENT INFORMATION

All students enrolled in courses are required to have a working phone number and email address on file. E-mail is the standard communication tool for the center. Students must notify the Adult & Continuing Education Center office in writing if their home or email address, telephone number, or emergency contact information changes during the semester. The address is of the utmost importance in making sure we are able to reach students in case of emergency or class cancellation, and so that grade reports and
other documents are sent in a timely manner. Since certificates are not duplicated, it essential that we have your current address.

DISABILITY SERVICES

It is the responsibility of the student to request disability accommodations at the beginning of each class. Section 504 of the Rehabilitation Act of 1973 ("Section 504"), and the Americans with Disabilities Act of 1990 ("ADA"), as amended, and their implementing regulations identify a person with a disability as anyone with a physical or mental impairment that substantially limits one or more major life activity such as walking, seeing, hearing, speaking, working, or learning. Persons who have a history of a disability are also covered by the regulations. Please see the appendix for further detail on disability services.

GRIEVANCE PROCEDURE

Anyone student wishing to file a grievance must follow the procedure as outlined in Appendix A of this handbook. The first step in the procedure is to discuss with the Adult & Continuing Education Supervisor.

VETERANS ADMINISTRATION FUNDED STUDENTS

VETERAN ATTENDANCE POLICY

Successful completion of all Veterans Administration programs requires that the student attends at least 75% of the class hours for each course in the certificate area and receives a grade of 2.5 or better for each course. This should not be confused with Title IV financial aid eligibility requirements for Satisfactory Academic Progress. (See ATTENDANCE POLICY.) Students receiving Veterans Administration funding are expected to meet the 75% minimum attendance standard. The Veterans Administration will be notified should the student’s attendance fall below that standard.

VETERAN PROGRESS STANDARDS

Students receiving Veterans Administration funding are expected to maintain a passing grade (65% or better) for each course taken. The Veterans Administration will be notified should the student’s grade fall below 65%. There is no probationary period.

VETERAN RE-ENROLLMENT

Students dismissed because of attendance problems, failure to meet progress standards, or improper conduct will be considered for re-enrollment on an individual basis.

VETERAN MAKE-UP WORK

Make-up work is not permitted for the purpose of receiving Veterans Affairs training allowance.
VETERAN CLASS CUTS

Class cuts are not permitted and will be recorded as absences.

VETERAN PRO-RATA REFUND POLICY

In the event a veteran/eligible individual fails to enter or withdraws or is discontinued from the program at any time prior to completion, the amount charged to the veteran/individual does not exceed the approximate pro rata portion of the total charges for tuition, fees and other charges that the length of the completed portion of the program bears to its total length.

STUDENT SAFETY

For their personal safety, students may be required to wear personal protective clothing and equipment. Students are required to wear safety glasses at all times in shop programs where full eye protection is deemed necessary. No exceptions will be made. Students must provide their own safety glasses. Students may be required to wear safety shoes, hairnets, aprons, gloves, or other protective clothing as necessary depending on the particular program in which the student is enrolled. Safety is a priority in every class and safety rules will be strictly enforced.

FIRE ALARMS

In the event of a fire in the building, fire bells will sound. Fire instructions are placed in all rooms and every shop and students should familiarize themselves with these instructions. All students must leave the building at the sound of the alarm and proceed at once to the area designated for their classroom or shop. Students should assemble in a class group so that the instructor can take roll. Any individual found tampering with or setting off false alarms will be prosecuted to the full extent of the law.

EMERGENCY EVACUATION OF THE BUILDING

In the event that it becomes necessary to evacuate the building, you will be informed over the school’s public address system. Please follow all instructions given at that time.

CLOSING OF SCHOOL

Please refer to the Adult & Continuing Education Calendar in this handbook and in the course brochure for the schedule of adult classes, office closings, and holidays. In the event of inclement weather or any other emergency situation, the media will be informed and announcements regarding school closings will be made as soon as possible over the following radio and TV stations: WSBA AM and FM, 98 YCR, Starview 92.7, Q106, Z107, and WGAL Channel 8 Lancaster. Cancellation of high school classes will not affect Adult & Continuing Education Center classes. Listen for an
announcement specifically mentioning Adult Education, and/or evening classes. Also monitor YCST’s web site and Facebook page.

FIELD TRIPS

Instructors are encouraged to arrange field trips to local business and industry when the experiences directly relate to classroom or shop activities. The student must arrange transportation and all company rules must be followed while students are visiting. Students are required to sign a Liability Waiver prior to participating in a field trip. (Appendix B)

Appendix

GRIEVANCE PROCEDURE

I. Definition

A. A grievance is an alleged claim or disagreement by a student in an adult program based upon the interpretation, application or violation of the terms of his or her being a student at the York County School of Technology.

B. An aggrieved person is a person or persons making the claim.

C. A grievance to be considered under this procedure must be initiated within five days of its occurrence and be signed by all parties in interest at the initial or beginning level.

II. Purpose

A. The purpose of this procedure is to secure solutions to problems arising out of the interpretation, application or violation of the rights of students in Adult Education programs at the York County School of Technology.

B. Nothing herein contained shall be construed to limiting the right of any students having such a grievance to discuss the matter informally with an appropriate member of the administration and having the grievance adjusted without investigation of the students.

III. Procedure

A. Since it is important that grievances be processed as rapidly as possible, the number of days indicated at each level shall be considered as a maximum and every effort shall be made to expedite the process. The time limits may, however, be extended by mutual agreement. If a grievance is not processed within proper time limits by the grievant, the grievance is automatically denied and dropped.
B. In the event a grievance is filed at such time that it cannot be processed through all the levels in the grievance procedure by the end of the student’s completion of the program, the limits set forth herein shall be reduced so that the grievance procedure may be exhausted prior to the end of the students training program or as soon thereafter as is practical.

1. Failure at any level of the procedure to communicate the decision of a student to proceed to the next level. Failure at any level of this procedure to appeal a grievance to the next level within the specified time limit shall be deemed to be acceptable of the decision rendered at that time.

2. It is understood that students shall, during and notwithstanding the pendency of any grievance, continue to observe all assignments and applicable rules and regulations of the school until such grievance and any effect thereof shall have been fully determined.

C. Level I – Any student who has a grievance shall discuss it first with their instructor in an attempt to resolve the matter. This must occur within five calendar days of the alleged grievance.

D. Level II – If as a result of the discussion in Level I, the matter is not resolved to the satisfaction of the student, within five calendar days he or she shall set forth his or her grievance in writing to the Assistant Supervisor of Adult Education (for CNA and PN students the Coordinator of Nursing) of the York County School of Technology specifying, (1) the nature of the grievance including the date it occurred, (2) the specific condition or term of student’s rights which were allegedly misinterpreted, misapplied or otherwise violated, (3) the result of the previous discussion, (4) his or her dissatisfaction with the decision previously rendered. The Assistant Supervisor of Adult Education (for CNA and PN students the Coordinator of Nursing) of the York County School of Technology shall communicate his or her decision to the student in writing five calendar days of receipt of the grievance.

E. Level III – If as a result of the discussion in Level II, the matter is not resolved to the satisfaction of the student, within five calendar days he or she shall set forth his or her grievance in writing to the Supervisor of Adult Education of the York County School of Technology specifying, (1) the nature of the grievance including the date it occurred, (2) the specific condition or term of student’s rights which were allegedly misinterpreted, misapplied or otherwise violated, (3) the result of the previous discussion, (4) his or her dissatisfaction with the decision previously rendered. The Supervisor of Adult Education of the York County School of Technology shall communicate his or her decision to the student in writing five calendar days of receipt of the grievance.

F. Level IV – If as a result of the discussion in Level III, the matter is not resolved to the satisfaction of the student, within five calendar days he or she shall set forth
his or her grievance in writing to the Director of the York County School of Technology specifying, (1) the nature of the grievance including the date it occurred, (2) the specific condition or term of student’s rights which were allegedly misinterpreted, misapplied or otherwise violated, (3) the result of the previous discussion, (4) his or her dissatisfaction with the decision previously rendered. The Director of the York County School of Technology shall communicate his or her decision to the student in writing five calendar days of receipt of the grievance.

G. The student, no later than five calendar days after receiving the decision of the Director of the York County School of Technology, may appeal the decision to the Superintendent of Record. The appeal to the Superintendent must be made in writing and be mailed to him at his principal office or delivered to him in person reciting the matter submitted to the Director of York County School of Technology as specified above and his or her dissatisfaction with the decision previously rendered. The Superintendent of Record shall attempt to resolve the matter as quickly as possible within a period not to exceed seven calendar days. The Superintendent shall communicate his decision in writing to the student and to the Director of the York County School of Technology.

H. Level IV – If action at Level III above fails to resolve the grievance to the satisfaction of the aggrieved person, the grievance can be referred to the York County School of Technology Operation Committee.
DISABILITY SERVICES
for
The York County School of Technology ("YCST") Adult and Continuing Education Center.

Section 504 of the Rehabilitation Act of 1973 ("Section 504"), and the Americans with Disabilities Act of 1990 ("ADA"), as amended, and their implementing regulations identify a person with a disability as anyone with a physical or mental impairment that substantially limits one or more major life activity such as walking, seeing, hearing, speaking, working, or learning. Persons who have a history of a disability are also covered by the regulations. Disabling conditions may include, but are not limited to:

- Asperger’s Syndrome/Autism Disorder
- Blind/Low Vision
- Hearing Impaired/Deaf
- Physical and Systemic Disorders
- Attention Deficit/Hyperactivity Disorder
- Head Injury/Traumatic Brain Injury
- Learning Disability
- Psychiatric/Psychological Disorders

It is the student's responsibility to identify his/her disability to the Supervisor of Adult Education (Or Designee) if an accommodation within the YCST Adult and Continuing Education Center is being requested. Any student request or inquiry regarding program accommodations for disabilities should be made as early as possible after admission into the program, or even possibly before a student contemplates enrollment. If a student does not affirmatively request an accommodation for a disability, the Supervisor of Adult Education and instructors will assume the student is able to complete the program requirements without the need for accommodations. Program accommodations cannot be made after the fact; therefore, it is important for students to submit any disability accommodation requests in advance of beginning any program requirements. All students with disabilities that seek an accommodation of the educational program shall provide documentation from his/her health care provider that substantiates the existence of the disability, explains the impairments or limitations created by the disability, the type of accommodation being requested, and an explanation why the accommodation is necessary for the student to participate in the program. The Adult and Continuing Education Center reserves the right to make inquiries of the student, his/her health care provider, and to confer with other individuals with appropriate medical or disability accommodation expertise in order to determine what, if any, reasonable accommodations can be made to the program for a particular student. Accommodations cannot be provided for a student, if YCST does not
understand the student’s disability or possess sufficient information to entertain a disabled student’s request.

In general, all documentation explaining a student’s disability and/or accommodation request should be typed on letterhead stationary or be in report format and should include the following information:

- A clearly stated diagnosis of the disability that explains the impairment or limitation created by the disability and the type of accommodation being requested.

- The documentation should explain the student’s functional limitation to successfully participate in an academic/clinical/coop environment designed to prepare students for his/her chosen vocational program.

- The printed name, title, professional credentials, and signature of the health care provider that is treating the student, substantiating the existence of the student’s disability and explaining the need for the requested accommodation, i.e. clinical psychologist, psycho-neurologist, school psychologist, or physician if it pertains to a medical condition.

- The date of the evaluation and submitted documentation shall be within one (1) calendar year of the student’s expected enrollment in the YCST training program to ensure that any medical information and/or accommodation request is up-to-date and based upon the student’s current medical condition. YCST reserves the right to waive this requirement; if it reasonably believes that the school has sufficient information to consider the student’s accommodation request and reasonably believes no significant change has occurred in the student’s medical condition since the date of provided documentation.

- A school plan such as an individualized education plan (IEP or 504) does not constitute documentation of disability but can be included as part of the comprehensive review of the information considered during the interactive process between YCST and the student. A physician’s prescription pad note is not acceptable as documentation to demonstrate the existence of a disability and/or the need for an accommodation.

Upon receipt of the above documentation, the student will meet with the Supervisor of Adult Education (Or Designee) to discuss whether: (1) the student has a disability; (2) the existence of any disability requires program accommodations; and (3) the student’s requested accommodations are reasonable. After that discussion takes place, if necessary, the student and Supervisor of Adult Education (or Designee) will discuss the creation of an accommodation plan designed to assist the student reach his or her educational goals. The student may appeal any decision regarding the proposed accommodation plan through the regular grievance process outlined in the Student Handbook. Accommodations provided during the instructional portion of the program cannot alter the curriculum, regular class standards or expected outcomes. Should an instructor believe that the accommodation request will alter the curriculum, negatively impact regular class standards or inhibit meeting expected outcomes for the class, they must present their case to the Supervisor of Adult and Continuing Education within 2 business days of receiving the accommodation request, when practical to do so. Should the Supervisor find that the requested accommodation will
negatively impact the learning environment / opportunity the Supervisor reserve the right to either modify or rescind the accommodation plan, as may be deemed appropriate. Moreover, the school cannot guarantee that the same accommodations that may be offered to a disabled student by YCST can or will be provided when a student takes certification or licensing examinations, or goes on a clinical rotation/externship outside of school, which are offered by independent parties that are not controlled by YCST.

York County School of Technology
Adult and Continuing Education Center
Disability Services Accommodations Profile

Student Name ___________________________ Student ID ___________________________
Superintendent of Adult Education __________________________________________

This student has presented documentation indicating the presence of a disability. The following accommodations are recommended based upon this student’s disability.

<table>
<thead>
<tr>
<th>Test Accommodations:</th>
<th>Class Accommodations:</th>
</tr>
</thead>
<tbody>
<tr>
<td>__ Extended Time 1 ½ X or 2 X</td>
<td>__ Note Taker</td>
</tr>
<tr>
<td>__ Reader</td>
<td>__ Recorded Lectures</td>
</tr>
<tr>
<td>__ Use of Computer</td>
<td>__ Oral Directions</td>
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<tr>
<td>__ Distraction Free Environment</td>
<td>__ Preferential Seating</td>
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<td>__ Enlarged Print</td>
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<td>__ Handouts/Tests</td>
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</tbody>
</table>

Other Accommodations:

__________________________________________________________________________

In order to provide professional services, School Counselors, Supervisor of Adult Education, faculty and staff may confer with one another. All information will be treated confidentially.

I have read and understand this information. I understand my responsibility and obligation to discuss my need for accommodations with my instructors and staff at the beginning of each class/term and provide them with a copy of this document. I also understand that an instructor is provided the opportunity to ask questions to the Supervisor of Adult Education should they feel that the accommodation request will alter the curriculum, negatively impact regular class standards or inhibit meeting expected outcomes for the class.

Student Signature ___________________________________________ Date __________

Supervisor of Adult Education __________________________

Office Copy ___

Student Copy ___