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 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 Lylie  Dallastown Area School District
Mr. Charles DeLauter  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
Ms. Tonia Wright  South Eastern School District
Ms. M. Ann Rinker  South Western School District
Ms. Jerri Groncki  Southern York School District
Mr. David Trettel  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. Rona C. Kaufmann  Superintendent of Record
*Non-Member

ADULT & CONTINUING EDUCATION STAFF

Ms. Beckie Shelton  Practical Nursing Coordinator
Mr. Larry Oden  CDL Program Coordinator
Mr. Robert Shaffer  ABE/GED Program Coordinator
Ms. Sharon Walker  Counselor/Job Developer/Externship Coordinator
Ms. Shaina Collazo  Case Manager/Job Developer
Ms. Donna Humr  Student Services/Compliance Officer
Ms. Merideth Edgar  AE Case Manager/Recruiter
Ms. Arlene Rossbach  Adult & Continuing Education Secretary
Ms. Vickie Hake  Adult Nursing Secretary
Ms. Wanda Gonzalez  Adult & Continuing Education Evening Receptionist
Ms. Nancy Youst  Intake/Assessment Specialist
Ms. Beverly Strayer  Tutor Coordinator
Ms. Dustine Mercy  Adult Ed & ABE/GED Secretary

LPN, Nurse Aide and GED®/ABE Program has an additional Student Handbook
Most of our Adult and Continuing Education programs are Post-Secondary programs. Many of our programs are eligible for Title IV federal financial aid. Students registering for any of our Title IV eligible programs must be a high school graduate, or have obtained their GED (Except Nurse Aide and CDL). Non US diplomas must be evaluated by a NACES accredited foreign evaluation service and comply with PDE Certificate of Preliminary Education application process. For all programs except ABE/GED, students must be 17 years old, or older to participate unless otherwise authorized by the Supervisor of Adult Education or Designee.

### STUDENT CONDUCT

Students are expected to conduct themselves in a safe professional, responsible manner. Insubordination, disruptive unsafe or blatantly disrespectful behavior may be grounds for disciplinary action, up to and including dismissal. 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 responsibly. 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 / DRESS CODE

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, tank tops, 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. **Flip Flops, shoes without backing or open toed shoes are NOT appropriate for a technical school. In addition, all shoes must have a hard sole.** In the medical programs “scrubs” are typically the required dress code. For program specific dress code please consult your
instructor or the Assistant Supervisor of Adult Ed. As we are housed in a Public High School, articles of clothing that are NOT permitted:

a. Those that display, advertise or promote the use of alcohol, drugs, steroids or tobacco products.
b. Clothing that have holes, are ripped, torn, transparent or see through.
c. Pajama bottoms.
d. Shorts/skirts shorter than arm’s length tip of fingers. Pants/ trousers must be worn at waist-length levels with both pant legs being worn at the same length.
e. Outerwear (any garment that would strictly be worn on the outside) including hats, hoods, bandannas, scarves and sunglasses may not be worn in any part of the building during regular school hours.
f. Images of the Confederate Flag symbols are not permitted.

**SMOKING/TABACCO**

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, Police Citation and expulsion. 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, including Vaping.

**INSTRUCTOR/STUDENT BREAK AREA**

A student and separate instructor break room located in the Adult Education wing of the building is available both day and evening. The student break room 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 IDENTIFICATION

1. School photo ID badge must be worn at all times with the lanyard provided by the school or clip style pin.
2. Badges must be worn on the upper torso of the body with the name facing outward and visible to others.
3. As we are housed in a Pennsylvania public High School, all visitors and new students must have their Driver’s license scanned through the schools “Raptor” system, or its successor system.

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
These classes offer basic reading and math instruction to prepare adults for GED classes, and/or training programs to improve their skill level for both educational and workforce opportunities. The classes are free of charge to adults in our community and are offered both day and evening at various locations throughout York County. 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
YCST is an authorized GED / Pearson Vue computer based testing center. All GED testing is now computer based. Details may be found at www.GED.com

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, MasterCard, 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 non-resident 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.

**PAYMENT POLICY**

All students who enroll in Adult Education, Adult Nursing and Continuing Ed courses and programs at York County School of Technology ("School") are expected to pay their tuition, fees and related charges on their accounts, in full for the current term(s) as of either the published due date, first day/night of class, or have already enrolled in, and been approved for, an YTECH Adult Education payment plan prior to the start of classes. The due dates for the payment of tuition, fees and related charges are determined by the dates of enrollment, the date a course/ program starts or the terms of the payment plan.

Payment can be made by credit card (MasterCard, VISA, and Discover), by check, money order or by cash. There is a service fee charged for returned checks and individuals who repeatedly submit returned checks will be required to remit payment via only cash, a money order or a certified check.

The school offers a tuition payment plan designed for students to pay tuition over a period of time rather than all at one time. (Please contact the office for more information on the payment plan.) The School reserves the right to refuse to issue grades, transcripts records as well as deny registration or re-admission to students who owe money to the School, or who have failed to return School books or equipment. Any and all debts owed to the School must be paid in full prior to the completion of a course/program or graduation/withdrawal from the School. Any accounts that are in arrears more than 30 days could be subject to collections and the student can be dismissed for lack of payment. Any clock hours missed due to payment issues cannot be made up.

Regardless of the methods a student expects to pay their tuition bill (financial aid, third party pay, loan or other form of financial assistance) ultimately it is the student’s obligation to pay for all debts incurred. In the case where a financial aid disbursements or other form of third party payment do not cover the total cost of a program, the student is responsible for promptly paying the balance owed to the School. Students who owe a balance to the School after all financial aid or 3rd party payments for the current payment period have been disbursed must pay the balance due or enter into a payment plan.

In order to graduate, I understand that I am responsible for any unpaid balance remaining on my account; I understand that my balance must be paid in full prior to graduation.

If any fees are owed to the school, they must be paid before the last day of class. Programs are typically billed by Payment Periods/Terms, not by individual classes. Example: for a program that is 756 clock hours: Total cost - $10,832; Term/Payment
Period 1 – 1-382 clock hours = $5,331; Term/Payment Period 2 – 383-756 hours = $5,501.

**SCHEDULING INDIVIDUAL CLASSES**

Registering for individual courses outside of a “Program”, if authorized will have an average cost increase of 10 percent (or more) per class/module above the listed prices. Certificates/Diplomas will only be awarded to students who have satisfactorily completed all “Certificate/Program” requirements, paid all appropriate program costs and have a zero account balance.

**WITHDRAWALS / DISMISSAL /REFUNDS**

The following information is provided regarding withdrawals and re-enrollment:

1. Refund checks or credits will be issued to the individual, agency or entity that initially paid the tuition/bill or in accordance with the agency’s policies.
2. Refunds will be made only in accordance with the current refund schedule and when the student has completed an official Withdraw and Request for Refund form.
3. Administrative fees, course fees, tools and textbook fees are non-refundable.
4. Refund for cancellation of classes: If a class is cancelled by the school, all students will be refunded 100 percent of pre-paid tuition and fees.
5. Refunds for students who withdraw on or before the first day of class: If a student fails to start a class or withdraws on the first class day, the school may retain a portion of pre-paid tuition or fees.
6. Title IV Refunds: Students receiving Title IV funds will have their federal financial aid refunds calculated as per federal regulations.

If a student decides to withdraw or is dismissed from a “Program” and wishes to re-enter, they must do so at the beginning of the level/module/course they did not complete provided the following conditions are met:

a. A vacancy must exist in the class / “Program” desired.
b. Upon re-admission if tuition has increased, the student is responsible for paying the new tuition rate for all courses/unit, not successfully completed at the time of their withdrawal/dismissal from the program. All past charges and tuition must be paid in full prior to re-admission or re-entry into the program. Any student whose account was sent to collections for failure to pay must pay up front for any and all charges not covered by a 3rd party or Financial Aid for the “Program” they are seeking to re-enter.
c. Less than 12 months have elapsed since withdrawal. If re-admission is desired after this 12 month period, the student must re-apply for the program.
d. Regardless of the reason for withdrawal from the entire program, new applicants have priority registration.
e. Regardless of the reason for repeating or re-taking a Unit / Level, when a student re-enters the program, the student is responsible for paying the current tuition for the repeated Unit / Level upon re-taking said Unit / Level.
Please know that dismissal and or withdrawal from any program could have negative fiscal impacts with respect to any funding agency a student might be utilizing; ultimately all costs are the responsibility of the student.

A copy of the current Refund Schedule is available upon request.

Regardless for the reason for withdrawal or dismissal from a program, when a student who has withdrawn or been dismissed is seeking to return to the program, they are responsible for paying the current tuition for any course, level, externship or clinical not successfully completed at the time of withdrawal or dismissal as well as any past due balance. Any student whose account was referred to collections will have to pay off any past due balances and the entire current fees upfront.

Credit card refunds will be made by issuing a credit to the card account. All other refunds will be made by check, typically within 30 days of receipt of official Withdrawal and Request for Refund form.

**LPN and Nurse Aide program has program specific withdrawal and refund guidelines**

Regardless of the reason for the withdrawal or dismissal, if a student seeks to return, the student must re-apply to the program. Students who have been out of a program for more than one academic year will be required to start at the beginning of said program.

Students who are dismissed from a “Program” due to failure to meet established standards will not be readmitted unless satisfactory evidence can be shown that deficiencies have been corrected. If the dismissal is for Academic deficiencies an academic improvement plan must be followed if a student is seeking re-entry.

**ACADEMIC IMPROVEMENT PLAN FOR STUDENT WITHDRAWALS / DISMISSALS AND RETURN TO THE PROGRAM**

Upon leaving (any type of withdrawal from a “Program”), or upon return to a “Program”, if a student has the intention to return to the program at a later date, the student must request an academic improvement plan. The academic improvement plan is a plan of action in order to facilitate the success of the student in completing the “Program”. The student must satisfactorily follow and complete their course of action to return to the “Program”. Upon seeking re-entry to the “Program” the student must meet with the Assistant Supervisor of Adult Ed, or designee to assess any further areas of need. The intent is that the student will demonstrate the ability to be successful with the curriculum and rules of the “Program” both academically and behaviorally. This Academic Improvement Plan is required for further financial aid funding.

Regardless of the reason for withdrawal or dismissal from a program, when a student who has withdrawn or been dismissed is seeking to return to the program, they are responsible for paying the current tuition of any course, level, externship or clinical experience not successfully completed at the time of withdrawal or dismissal as well as any past due balance.
TEXTBOOKS

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

STUDENT PROJECTS

The student must pay for all materials/supplies 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**

York County School of Technology’s Adult & Continuing Education Center is a clock hour based institution of higher education. 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.

As long as a student’s account is in good standings, grade reports will be mailed to students after the term/block ends. If a student wants a copy of his/her grades sent 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 will be recorded and kept on file in the Adult & Continuing Education Center office.**

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<tr>
<th>Grade</th>
<th>Percentage Range</th>
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<tbody>
<tr>
<td>A+</td>
<td>97% - 100%</td>
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<tr>
<td>A</td>
<td>93% - 96%</td>
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<tr>
<td>A-</td>
<td>90% - 92%</td>
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<td>B+</td>
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<td>B</td>
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<td>D+</td>
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<td>D</td>
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<td>D-</td>
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Some courses are only offered on a Pass or Fail basis. In rare cases incompletes might be utilized to aid a student become successful. Incompletes are only issued with the prior approval of the Supervisor of Adult Ed or their designee. Incompletes must be made up within six months of being issued. Any incomplete not made up by the student within six months will convert to a failing grade.
At a minimum a passing grade is 70%. Individual programs might have stricter passing grading requirements, check with your respective program area. Successful academic completion of required coursework is necessary to progress in a program. Satisfactory Academic Progress (SAP) is required to progress in a program, and in order to maintain eligibility for financial aid and other 3rd party payments.

**ATTENDANCE**

Regular attendance for Adult Education classes is essential in order to acquire new skills and knowledge. It is the responsibility of every student to attend every class for the entire term or the duration of the course. Successful course completion and Satisfactory Academic Progress (SAP) requires a minimum of 80 percent attendance attainment in each individual course.

As a clock hour based institution, students are required to adhere to their published schedules. In the event of emergency and weather related facility closures the Adult Ed academic calendar has required make-up days already identified.

Individual instructors or programs may have stricter attendance requirements that factor into their grading system. The attendance requirement for purposes of financial aid is 90 percent. Should a student fall below this level, he/she will fail to meet SAP and financial aid will be denied or delayed. See the section entitled **FINANCIAL AID FACTS** and/or review the **Financial Aid Handbook** for more details.

**DIPLOMAS/CERTIFICATES/INDUSTRY CERTIFICATIONS**

The majority of classes held at York County School of Technology are a part of a Diploma Program. A diploma will be awarded upon successful completion of all classes identified as a part of a student’s program of study.

A few Certificate Programs are offered including offerings such as the Nurse Aide and Plumbing Certificate Programs. For students enrolled in a Certificate Program, a Certificate of Completion will be issued to those who have satisfactorily completed all coursework included in the Certificate Program.

Certification Programs such as State Vehicle Inspection, Emissions Inspector and CDL Class A programs are offered. Certifications for these programs are issued by the credentialing body such as PA Department of Health or PA Department of Transportation.

**CHANGE OF STUDENT INFORMATION**

All enrolled students must have on file a working telephone number and email address. Email is the standard means of communication. Students must notify the school in writing if there is a change in contact information. Since certificates are not duplicated, it is vital that we have the student’s current mailing 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**

Any student wishing to file a grievance must follow the procedure as outlined in the Appendix of this handbook.

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**VETERANS ADMINISTRATION FUNDED STUDENTS**

### VETERAN ATTENDANCE POLICY

Successful completion of all Veterans Administration programs requires that the student attend at least 80 percent of the class hours for each course in the certificate area and receives a grade of 70% or better. (Please note, to maintain YCST’s Satisfactory Academic Progress, 80 percent attendance and a grade point average of 70% is required). This should not be confused with the Title IV financial aid eligibility requirements for Satisfactory Academic Progress. (See Attendance Policy) Students receiving Veterans Administration funding are expected to meet the 80 percent minimum attendance standard. The Veterans Administration will be notified should the student’s attendance fall below that standard. If a student receives both Title IV & VA benefits, the more stringent requirements are upheld.

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### STUDENT SAFETY

For their personal safety, students are required to wear appropriate personal protective clothing and equipment in accordance with their program requirements. 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 and protective gear. 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. Specific make-up days are built into the school calendar. This calendar is subject to change. 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 TV stations: WGAL Channel 8, WHP Channel 21, WLYH Channel 15, Fox 43 and ABC Channel 27. 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 Adult Education web site.

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)

Appendix

GRIEVANCE PROCEDURE

STUDENT GRIEVANCE PROCEDURE FOR DISCIPLINARY MATTERS

Students enrolled in Adult Education Programs offered by the York County School of Technology are expected to abide by all programs rules outlined in Joint Operating Committee Policies, the applicable Student Handbook as well as their individual instructor’s reasonable expectations regarding student behavior and the course syllabus. Students may be subject to disciplinary action for violating these policies, rules and expectations. The grievance procedure outlined below is the procedural mechanism to be used when a student wishes to challenge or review a student being placed on probation; or when students are suspended, dismissed or removed from an Adult Education Program. This procedure is not for academic matters. For students in the Nursing program, the appropriate administrator is the Coordinator of Nursing, for students in Adult Ed programming (non-nursing/GED) the appropriate administrator is the Assistant Supervisor of Adult Ed and for students in the ABE/GED program the ABE/GED Coordinator is the appropriate Administrator.
DEFINITION

For purposes of this procedure, a “grievance” is defined as a disagreement of a student enrolled in an adult program with an administrative decision that either results in the student being placed on: (1) academic or disciplinary probation; (2) temporarily suspended from an adult program for disciplinary reasons; or (3) dismissed or permanently removed from an adult program for any reason. **NOTE:** All complaints alleging bullying, hazing, sexual harassment, racial harassment, unlawful discrimination or unlawful retaliation shall be submitted to the administration pursuant to the procedures outlined in York County School of Technology Policies 103 (Nondiscrimination in School and Classroom Practices); 247 (Hazing); 248 (Unlawful Harassment); 248.1 (Sexual Impropriety) and 249 (Bullying).

An aggrieved student is defined as a student enrolled in an adult education program and seeks to bring a grievance under this procedure.

A grievance to be considered under this procedure must be initiated within five (5) school calendar/business days of the aggrieved person’s notification of being placed on probation or being suspended, dismissed or removed from an adult program.

A school calendar/business day is a day the school is scheduled to be open

Grievances must be delivered to the appropriate administrator (or designee) in writing, with an original signature, not by e-mail or fax. Correspondence between the aggrieved student and YCST during the review of their properly received grievance is permitted by e-mail and fax.

PURPOSE

The purpose of this procedure is to provide students enrolled in Adult Education programs at the York County School of Technology with a procedure to challenge or review administrative decisions involving students being placed on probation or being suspended, dismissed or removed from the adult education program.

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 availing themselves to the procedures outlined herein.

PROCEDURE

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 filed and/or appealed within proper time limits by the
aggrieved person, the grievance shall be considered to be untimely and no further administrative action shall be required.

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 aggrieved student's completion of the program, the limits set forth herein may be adjusted so that the grievance procedure may be exhausted in a timely manner. The following procedural rules shall apply to all grievances filed under this procedure:

Failure at any level of this procedure to appeal a grievance to the next level within the specified time limit shall be deemed to mean that the aggrieved student finds the administrator response to be acceptable and the matter shall be considered resolved.

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. However, if an aggrieved student is suspended, dismissed or removed from an adult education program, the administration, in its sole discretion, shall decide whether or not a student shall be permitted to attend adult program classes while a grievance is pending.

Level I – Any aggrieved student who has a grievance shall submit it in writing, with an original signature, first to the appropriate program administrator (or designee) in an attempt to resolve the matter. This must occur within five school calendar/business days of notification the decision that is the subject of the grievance.

Level II – If as a result of the review of the grievance at Level I, the matter is not resolved to the satisfaction of the student, within five school calendar/business days he or she shall set forth his or her grievance in writing, with an original signature, to the Adult Education Supervisor (or designee) of the York County School of Technology specifying, (1) the decision which is the subject matter of the grievance including the date it occurred, (2) the specific conduct or decision that is be disputed (3) the relief being sought by the student, (4) the reason the student is dissatisfied with the decision previously rendered. The Adult Education Supervisor (or designee) of the York County School of Technology shall communicate his or her decision to the student in writing five school calendar/business days of receipt of the grievance.

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 school calendar/business days he or she shall set forth his or her grievance in writing, with an original signature, to the Director of the York County School of Technology (or designee) specifying, (1) the decision which is the subject matter of the grievance including the date it occurred, (2) the specific conduct or decision that is be disputed (3) the relief being sought by the student, (4) the reason the student is dissatisfied with the decision previously rendered. The Director of the York County School of Technology (or designee) shall communicate his or her decision to the student in writing five school calendar/business days of receipt of the grievance. The Director's decision shall be considered final.
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 _____________________

Supervisor 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>
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<tbody>
<tr>
<td>____ Extended Time 1½ X or 2 X</td>
<td>____ Note Taker</td>
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<tr>
<td>____ Reader</td>
<td>____ Recorded Lectures</td>
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<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>
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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 ___