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2022–2023 INSTRUCTOR HANDBOOK

Adult & Continuing Education Center

at York County School of Technology

Education That Pays

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Dear Educator:

Welcome to this year's edition of the Instructor Handbook. Inside you will find basic information about the Adult & Continuing Education Center and the resources, conditions and expectations of employment, and policies that are essential to the faculty experience.

If you are a new instructor, welcome to the Adult & Continuing Education Center at York County School of Technology. Congratulations on joining our instructional team. I have no doubt the difference you will make in the lives of our students. This is an exciting time to join the ranks of career & technical educators. The world has changed dramatically, and so have career & technical programs.
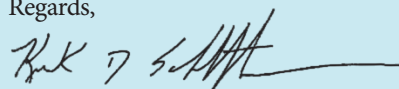
Although there are many changes in career & technical education, it is important to note that what has remained unchanged is the need for career & technical educators to stay focused on the individual needs of students. Appreciation for the potential of career & technical students is what attracts individuals to teach in career & technical programs. A strong commitment to students is a prerequisite to facing the changes and challenges.

Career & technical educators are expected to meet their students' needs for career development, technical and academic achievement, and technology skills. Career and technical education students must also demonstrate higher order skills in reasoning, problem solving, and collaborative work. At the same time, our instructors are faced with serving a more diverse student clientele.

Our focus in this guide is to provide you, as a returning or new career & technical educator, the tools necessary for success in the classroom. Enclosed you will find pertinent information regarding instructional strategies, school policies and operations. However, I am certain that you will have questions along the way and I want to reassure you that the Adult & Continuing Education Team will do their best to answer your questions and provide you and your students with an exceptional experience.

I want to personally thank you for your commitment toward preparing our students to be academically and occupationally proficient for skilled, innovative and productive careers.

Regards,

Kirk D. Schlotzhauer

Director, Adult & Continuing Education Center

Governance & Joint Operating Committee

The York County School of Technology (YCST) is governed by a Joint Operating Committee (JOC), the members of which are representatives from each member district of YCST. The JOC of YCST, in accordance with applicable state and federal laws and regulations, establishes policies and procedures for the governance of the JOC and for the safe and orderly operation of the school.

Joint Operating Committee

Dr. Scott A. Deisley, Red Lion Area School District—Superintendent of Record

Vickie Guth (Member)—Central York School District

William A. Lytle (Member) (Chairperson)—Dallastown Area School District

Dennis Dacheux (Member)—Dover Area School District

Darvin Shelley (Member)—Eastern York School District

Jill Keeney (Member)—Hanover Public School District

Jamie Lagana (Member)—Northeastern School District

John Blevins (Member) (Vice Chairperson)—Red Lion Area School District

Christina Markel (Member)—South Eastern School District

M. Ann Rinker (Member)—South Western School District

Danielle Weaver-Watts (Member)—Southern York School District

David Trettel (Member)—Spring Grove School District

Shawn Harlacher (Member)—West York School District

Diane Glover-Brown (Member)—School District of the City of York

Lois Ann Schroeder (Member) (Treasurer)—York Suburban School District

Superintendent of Record

Dr. Scott A. Deisley—Red Lion Area School District

York County School of Technology Administration

Dr. David Thomas—Administrative Director

Scott Rogers—Assistant Administrative Director

Kirk D. Schlotzhauer—Director, Adult & Continuing Education Center

Vance Miller—Assistant Director, Motor Vehicle Academy & Trade Programs

Frances Bietsch—Supervisor of Nursing Education

Jon Boyer—Business Manager

Jim Roberts—Information Technology Director

Gerard Mentz—Director of Student Services

Adult & Continuing Education Staff

Merideth Edgar—Workforce Development & Outreach Coordinator

Tiffany Graham—Career Services Coordinator

Donna Humer-Dill—Student Services/Compliance Officer

Tawney Hensley—Adult & Continuing Education Administrative Assistant

Carol Sablosky—Adult & Continuing Education Administrative Assistant/Registrar

Vickie Hake—Nursing Education Administrative Assistant

Tammy Peterson—Evening PT Secretary

Occupational Advisory Committees

Programs at the Adult & Continuing Education Center at YCST also receive input from Occupational Advisory Committee (OAC). These committees are comprised of relevant individuals in that program's discipline, such as hiring managers, professionals in the field, and educational peers.

OACs serve to strengthen the programs at YCST by making recommendations for program improvements and providing support (via employment, scholarships, etc.) for YCST students. Although the committee is only advisory and does not have administrative or governing authority, their involvement is invaluable to the success of YCST's programs.

Each technical education program offered must have an active OAC. The committee shall meet at least twice each year to give advice on curriculum, equipment and other related matters. The annual required Academy OAC function date and time will be determined by each High School Academy Principal and announced at least sixty days prior to the event. Adult & Continuing Education instructors should coordinate with their high school program counterpart regarding the scheduling of their respective OAC meetings. All Adult & Continuing Education instructors are required to attend their program OAC meetings held in the fall and spring terms. If an instructor cannot attend his/her designated OAC meeting, the instructor must inform his/her supervisor in advance of the meeting day and discuss other arrangements.

About the Adult & Continuing Education Center at York County School of Technology

Brief History

YCST has been providing education, training and services to adult students in the South Central Pennsylvania region since 1969. Our comprehensive technical programs predominately focus on technical training in high demand occupations leading to certifications and nationally recognized credentials. YCST was the first in the state to earn full public postsecondary vocational accreditation from the PDE in May 2005. With this accreditation, YCST has been able to expand program offerings to include

postsecondary diploma programs eligible for U.S. Department of Education Title IV funding (PELL Grants and Direct Student Loans). YCST features state-of-the-art training technology and first class training facilities.

YCST serves as both a technical high school and a postsecondary technical school. The Adult & Continuing Education Center has a Director that reports to the Administrative Director of the School and is accountable to the JOC. The Adult & Continuing Education Center is self-supporting through tuition charges, state subsidy, and state and federal grants, with no dollars contributed by the general fund (sending districts). Adult students attend full time diploma/certificate programs in a standalone adult classroom environment. Adults enrolled in standalone adult classes may attend classes alongside of high school seniors enrolled in adult education programs. These programs share administrative staff and facility support personnel with additional staffing provided by the postsecondary school as needed based on adult enrollment and program requirements. This relationship between the technical high school and postsecondary programs sharing the same institution has proven to be very successful for many years.

York County School of Technology Mission

YCST is dedicated to providing high quality, dynamic academic and technical education for students, emphasizing professional skills while fostering the development of compassionate, lifelong learners who appreciate unique differences of other individuals and cultures.

Adult & Continuing Education Center Mission Statement

In support of YCST mission, it is the Adult & Continuing Education Center's goal to provide quality adult career, technical and basic skills education, training and services in a professional, customer-focused atmosphere that fosters continuous learning and promotes workforce development.

Vision Statement

The vision of YCST is to provide a college and career-ready technical and academic education that meets the needs of the diverse student population of York County, Pennsylvania. Our goal is to offer strong technical programs that prepare students for the technical needs and demands of the ever-changing workplace, and to provide multiple options upon graduation including entering the workforce and/or postsecondary education.

SPARTAN NATION VALUE STATEMENTS
YORK TECH SPARTANS VALUE...

PROFESSIONALISM
Spartans are on time, prepared and engaged.

EMPATHY
Spartans are kind, understanding and supportive.

INNOVATION
Spartans are bold and creative problem solvers.

OPTIMISM
Spartans are positive, constructive and helpful.

INTEGRITY
Spartans are honest, trustworthy and responsible.

PERSEVERANCE
Spartans are steadfast in the pursuit of success.

Approvals, Accreditations and Licensures

The Adult & Continuing Education Center programs are approved and accredited by the Pennsylvania Department of Education (PDE) and reflect the employment needs of the York County Region. Additionally, most Adult & Continuing Education Center training programs are credentialed by a nationally accredited industry organization.

YCST is accredited for public postsecondary education under the authority of the Pennsylvania State Board of Vocational Education under the PDE, 333 Market Street, Harrisburg, PA 17126-0333, Telephone: 717.783.6672 / FAX: 717.783.6672, www.education.pa.gov/postsecondary-adult.

The Practical Nursing Program at YCST is approved by the Pennsylvania State Board of Nursing, PO Box 2649, Harrisburg, PA 17105-2649, Telephone: 717.783.7142. Additionally, the Practical Nursing Program is accredited by the Accreditation Commission for Education in Nursing (ACEN), 3343 Peachtree Road NE, Suite 850, Atlanta, GA 30326, Telephone: 404.975.5000. The ACEN acknowledges the YCST for quality and excellence in nursing education.

The Cosmetology program at YCST is approved by the Pennsylvania State Board of Cosmetology, PO Box 2649, Harrisburg, PA 17105-2649, Telephone: 717.783.7130.

Statement of Nondiscrimination (Title IX)

The YCST shall not discriminate against any student, employee or applicant for admission or employment, or in its activities or programs, on the basis of race, color, religious creed, ancestry, union membership, age, gender, sexual orientation, gender expression or identity, national origin, AIDS or HIV status, or disability. Inquiries may be directed to Mr. Gerry Mentz, Director of Student Services, at 2179 S. Queen Street, York, PA 17402; Telephone: 717.741.0820 x5108. gmentz@ytech.edu.

La Escuela de Tecnología del Condado de York no discriminará a ningún estudiante, empleado o solicitante de admisión o empleo, ni en sus actividades o programas, por raza, color, credo religioso, ascendencia, afiliación sindical, edad, sexo, orientación sexual, la expresión o la identidad de género, el origen nacional, el SIDA o la condición de VIH, o la discapacidad. Las preguntas pueden dirigirse al Sr. Gerry Mentz, Director de Servicios Estudiantiles, al 2179 S. Queen Street, York, PA 17402; Telefono 717.741.0820 x5108. Correo electrónico gmentz@ytech.edu.

Family Educational Rights & Privacy Act

The Family Educational Rights and Privacy Act (FERPA) affords eligible students certain rights with respect to their education records. (An "eligible student" under FERPA is a student who is 18 years of age or older or who attends a postsecondary institution). Further details on FERPA may be found in the Student Handbook.

Facilities

YCST is located at 2179 South Queen Street (just off Interstate 83 at exit 16A in South Central Pennsylvania and situated about 30 miles south of Harrisburg) in York County. YCST operates from one main campus location in York County under one administration. Adult students meet in industry approved labs and classrooms. All classroom labs have the latest in hand tools, power equipment, machinery, and high tech equipment. See Building Map in Appendix for more information.

Information regarding the YCST campus and Adult & Continuing Education programs can be found by logging onto www.educationthatpays.com.

Parking and Transportation

Student parking is provided in the main parking lot adjacent to South Queen Street. 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 AM and 3:30 PM, 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**.

Hours of Operation

OFFICE	HOURS	PHONE
Main Office	(Monday–Thursday) 7:45 AM–9:00 PM (Friday) 7:45 AM–4:00 PM	717.747.2130
Financial Aid	(Monday–Friday) 8:00 AM–4:00 PM	717.464.7050
Bursar	(Monday–Friday) 8:00 AM–4:00 PM	717.747.2130 ext. 5502
Business Office	(Monday–Friday) 8:00 AM–4:00 PM	717.741.0820
Admissions	(Monday–Friday) 8:00 AM–4:00 PM	717.747.2130
Learning Resource Center	(Monday–Thursday) 8:00 AM–8:00 PM (Friday) 8:00 AM–3:00 PM	

Building Access

All instructors are requested to park their automobiles in the South Queen Street parking lot and enter the building through the Adult & Continuing Education Center door #54 entrance.

Instructors will be issued an ID Badge and key fob to gain access during specified times for their program of study. Instructors should wear their ID badge at all times while on campus. Any instructor accessing the building at a time outside their specified period should use the buzzer located inside the Adult & Continuing Education Center door #54. Visitors are required to use the buzzer to gain access to the building at all times.

Work Days & Hours

The regular working day/evening, as well as starting times, will vary by program or course. The scheduling of the program or course will be determined by the Director or Assistant Director of the Adult & Continuing Education Center. All instructors are expected to arrive 15–30 minutes prior to the start of the scheduled program or course in order to prepare for instruction prior to the arrival of students.

See Calendar in Appendix for further information.

All program or course instructor assignments and compensation are contingent upon the availability of funding and sufficient class enrollment.

Time Sheets and Employee Pay

Time Sheets are due every two weeks. Time Sheets are available in the Adult & Continuing Education Center office. Instructors should complete their time sheet and submit it to the office the Friday before the pay period ends unless otherwise specified for holidays, etc. The pay schedule with time sheet due dates and pay dates is posted in the Adult & Continuing Education Center office.

Instructor Absences

If missing a class for emergency reasons such as illness or family emergency, either a substitute or virtual class needs to be set up by the instructor.

- Notify direct supervisor of absence and plan of action (sub or virtual)
- Notify students of plan of action (sub or virtual plus lesson plan)
- Fill out proper paperwork (Leave Request Form) when you return to acknowledge absence
- If taking vacation, please submit Leave Request Form at least two weeks prior to vacation and make sure you have coverage arranged
- When it is unavoidable that an instructor must miss a scheduled class, the instructor must notify the Adult & Continuing Education Center office as soon as possible

New Student Orientation

Students are required to attend a new student orientation program prior to the start of training. These orientations are typically held approximately two weeks before class begins.

Orientations are a vital component of the student on-boarding process; therefore, it is expected that instructors will attend the orientation(s) for their respective programs. Orientation is typically the first interaction between the student and instructor and allows the instructor to provide information on classroom rules, proper dress, safety, required books/supplies, and other program expectations. Instructors should be prepared to address the students on these and other relevant topics and to answer program-related questions from students and families. Instructors should also plan to provide a brief overview of their professional qualifications, teaching experience, licensure, etc. Orientation information should be delivered in a professional, welcoming manner.

Professional Standards for Instructors

All Adult & Continuing Education Center instructors at YCST, as a condition of employment, are expected to:

- Deal justly and impartially with all students regardless of race, age, physical, emotional, political, economic, social or religious background.

- Recognize the different needs of individual students and seek to meet those needs through differentiated instruction

- Encourage students to formulate and work for high individual goals

- Prep instructional materials, lesson plans, learning activities, and areas for instruction in advance of their class

- Commit to fulfilling their entire instructional obligation when agreeing to teach a course, including not planning outside activities that would disrupt their ability to complete their teaching assignment

- Hold classes at scheduled time(s) and date(s), providing instructional activities for the full scheduled time

- Refrain from conducting personal business, phone, text, or social media activities during scheduled class time

- Provide a current lesson plan to administration for any substitute instructor times

- Provide administration with a copy of their syllabus by the first class meeting

- Enter grades and daily attendance in a timely manner

- Maintain FERPA compliance, ensuring student information is not discussed in open public areas or with unauthorized persons

- Speak positively about YCST with students, guests, alumni, and community members. Share concerns with administration, not students.

Our instructors are expected to set professional standards for their students and model those standards in their behavior, dress, and observance of safe practices.

Public Relations

The enthusiasm and caring of our instructors for their students, for the Adult & Continuing Education Center, and for YCST are the best public relations we can have. What you say and do in your daily contact with students, visitors, and interested persons from the community reflects upon you, your program and our school. Your positive attitude is very important to the continued growth of the Adult & Continuing Education Center.

Faculty & Staff Dress Guidelines

Faculty and staff should dress and be properly groomed in an appropriate and professional manner for a technical high school and postsecondary institution. Professional dress does not include the wearing of blue jeans, flip flops, or tank tops. Our professional staff should model a higher dress code than that of the students. Professional dress expectations are to be adhered to at appropriate school-sponsored functions, such as award ceremonies, meetings, conferences, and graduation.

A professional standard of dress requires that faculty and staff members be readily distinguishable from students. Positive role modeling is a part of the employee's professional responsibilities. These guidelines are designed to have employees project a professional image while taking advantage of more casual and relaxed clothing.

- Pants – Dress pants and khakis, Chinos, or Docker's® type pants are acceptable. Inappropriate [ants include jeans, shorts, or sweatpants.

- Skirts/dresses – Must be of modest length. Skirts/dresses shall be no shorter than 1 inch above the knee.

- Slacks – Dress slacks and capris are acceptable. Jeans, shorts or sweat pants are inappropriate.

- Shirts – Polo, golf, buttoned and/or collared shirts. The following are considered inappropriate: low cut tops that expose cleavage, shirts or tops with cut backs, tank tops, spaghetti straps, midriff tops, tube tops, T-shirts and transparent or revealing clothing that expose personal body parts or attract undue attention.

- Shoes – Closed toe shoes are appropriate for a technical school

Special Events

Various events are scheduled throughout the year, focusing on program development/marketing, maintaining our presence in the community, and celebrating student achievements. As an Adult & Continuing Education instructor, your attendance at these events is vital to our success.

Plan to participate in the following events: Open Houses, OAC meetings, and Adult Education Graduation Ceremonies.

Additionally, staff meetings and professional development sessions are scheduled throughout the year. This information will be provided via email.
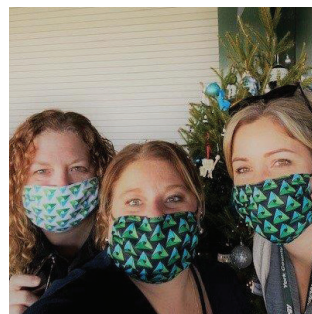
Classroom Regulations

Classroom Control

Teaching faculty should not jeopardize the progress of a class by permitting the continued presence of any student whose behavior, in any way, adversely affects the class. While the responsibility for and the administration of classroom discipline ordinarily rests with the teaching faculty member, disciplinary problems should be referred to Vance Miller (Assistant Director) to be resolved.

1. Classroom doors should be unlocked whenever a class is in session and locked only when the classroom is unoccupied. The only exception is during a lockdown.

2. The entrance of an administrator, alone or with a visitor, does not constitute a class interruption. Administrators may enter any classroom at any time without notice to the instructor.

3. Every effort is made to provide the best equipment, supplies, textbooks, and instructional materials for our students. Do not allow students to abuse or damage equipment. Students who damage materials will be required to pay for them.

4. It is the duty of every professional employee to be conscious of the need to conserve light, water, heat, and other utilities, as well as paper and other instructional supplies.

5. No cleaner should be used on the white boards except for the cleaner issued by the custodial staff.

6. The school reserves the right to open and inspect any locker, desk, storage container, or other items owned by the school or located on school premises in order to assure the safety and security of all students and school personnel. Instructors are expected to periodically inspect these areas for cleanliness, damage, or for lost/missing items.

7. It is the responsibility of every technical instructor to have the lab areas swept and cleaned at the end of the school day. All tools and equipment must be secured.

8. It is the responsibility of every instructor to ensure compliance with the student dress code. The dress code must be consistently enforced.

9. Instructors and all school personnel should take reasonable measures to provide for the security of all school equipment and supplies. Equipment, tools, and supplies should not be left unattended and should be secured at the close of each day. Storage cabinets, lockers, tool rooms, and storage rooms with locks are available for use by instructors and staff.

Instructor/Student Break Area

Student and instructor break rooms are located in the Adult & Continuing Education Center wing of the building and are available both day and evening. There are vending machines, microwaves, and refrigerators for student and instructor use. The back of the school cafeteria also contains vending machines for student and instructor use in the evening. All food and food containers, wrappers, cans, bottles, etc., should be disposed of in available trash containers. Students and instructors are expected to leave all areas clean and orderly.

Classroom Management and Housekeeping

The housekeeping in a shop or classroom reflects upon the teacher and the school and often affects class morale. Every reasonable effort is made by YCST administration to provide the best physical facility, equipment, and supplies for instruction. Because these are shared facilities, proper classroom maintenance and supervision is important so that all students can take advantage of and benefit from the facility.

To that end, instructors are responsible for the following:

- Supervising students to prevent the damage or abuse of tools, equipment, and facility

- Conserving light, heat, and other utilities by turning off lights and closing windows at the end of the evening

- Cleaning white boards at the end of class and returning furniture to its original position

- Turning off computers, projectors, and Promethean whiteboards

- Keeping work areas and classrooms neat and clean

- Refraining from eating in classrooms or allowing students to do so

Student Policies

Enrollment and Withdrawal of Students

All applicants for admission to career training programs (diploma or certificate programs in excess of 400 clock hours) must meet the following requirements:

- Be at least 18 years of age, or have satisfied the conditions for early admission

- Have the ability, in the judgment of YCST, to benefit from the educational program being pursued

- Have earned a high school diploma, received a GED or high school equivalency/recognized state testing equivalent

- Submit a completed postsecondary full time program application, along with a $25 non-refundable application fee

- Submit an official high school transcript or GED test scores

Programs may have additional admissions requirements not listed in this handbook; refer to section 3 of the Student Handbook or contact the office for details.

All students registered for your class through the Adult & Continuing Education Center office will appear on your class roster. Any student whose name does not appear on the roster should be referred to the Adult & Continuing Education Center office to be enrolled. Students should not be considered withdrawn or their names removed from the class roster until you have been notified of an official withdrawal by the Adult & Continuing Education Center office. If a student informs you that he or she is intending to withdraw, you must advise the student to complete an official withdrawal form in the Adult & Continuing Education Center office. As a follow-up, please notify the office of your conversation with the student.

Financial Aid Facts

Most diploma programs at YCST are approved by the Department of Education for Title IV funding. Federal requirements and guidelines have been implemented in accordance with the department's regulations, including a condition that students must maintain Satisfactory Academic Progress in order to maintain financial aid eligibility.

Visit the financial aid link on the school's website for access to the comprehensive Financial Aid Handbook.

Textbooks

Instructors will be provided with a copy of the textbook. If applicable, a teacher's guide and/or access to online resources can typically be obtained from the book publisher. Each student is expected to purchase the required textbook(s) for successful completion of the course. If a course requires a textbook, that book is a requirement for the student. It is the responsibility of the instructor to ensure that books and other class materials are appropriate for his/her program and to notify the office of new editions or other changes in a timely manner.

Course Syllabus/Forms

It is the responsibility of each instructor to provide each student a syllabus for the course being taught. This course syllabus must be handed out on the first night of class. It must also be submitted to the office by the first class meeting date.

While instructors are not required to submit session-by-session lesson plans, if the course lends itself to this type of layout, having such document readily available is a very valuable resource to the Adult & Continuing Education Center staff. It is, however, the responsibility of the instructor to create a lesson plan for each session, to come to class prepared and to have available a lesson plan for a substitute, if needed.

Skill competencies should be developed for each course taught and must be listed on a skill sheet. Skill sheets should be kept for each student with competencies recorded as they are mastered. A copy of the skill sheet may be provided to the student upon request.

It is well within an instructor's right to actively manage his/her class with policies addressing cell phone usage, professionalism, etc. Such policies should be specified on the syllabus.

Grades

Purpose: The intent of the grading procedure is to provide a numerical grade that accurately reflects the student's proficiency in a given marking period. Grades include competencies, theory, and work attitudes and habits. Students are compared to established criteria rather than each other.

Grades: Grades are assigned for each YCST course in a program to inform students of their academic performance. Grades are determined by the student's performance in the course on various assignments, including but not limited to tests, quizzes, class projects, and presentations.

When computing grades, three (3) major areas should be considered: employability skills, technical skills, and academic skills. A breakdown of sample criteria under each main heading follows:

1. **Employability skills:** This portion of the grade will be determined by the willingness of the students to adhere to school and industry standards. Factors in determining the appropriate attitudes and habits are:

- Ability to follow directions

- Ability to work well with others

- Appropriate attire

- Attendance

- Completion of assignments/duties

- Demonstration of interest/initiative

- Employment acquisition skills

- Participation in class discussion/activities

- Professional behavior

- Promptness or tardiness

- Safety practices

2. **Technical Skills:** This portion of the grade will be determined by the number of completed competencies/tasks per the agreement between the student and the teacher. These competencies, which are based upon the student's career objective, will be determined by task number and title identified in the task grid. Areas involved in determining successful completion of a competency/task are:

- Basic skill competencies
- Communication skills
- Demonstration of safety practices
- Experiments
- Operation of equipment
- Performance assessment
- Procedures
- Projects completed

3. **Academic Skills:** This portion of the grade can be calculated using the following criteria:

- Written tests and quizzes
- Oral tests and quizzes
- Written/oral reports
- Homework assignments
- Student notebooks
- Practical application of theoretical knowledge
- Application/integration of academic skills into technical subject area

The Adult & Continuing Education Center at YCST grading scale is provided here:

A+	97%–100%
A	93%–96%
A-	90%–92%
B+	87%–89%
B	83%–86%
B-	80%–82%
C+	77%–79%
C	73%–76%
C-	70%–72%
D+	67%–69%
D	63%–66%
D-	60%–62%

At a minimum, a passing grade is 70%. Program areas may have stricter grading requirements. Successful academic completion of required coursework is necessary for a student to progress in a program.

In addition to the letter grade, courses may have required competencies and/or clinical components.

Some courses may be offered on a Pass/Fail basis.

Incomplete (I): In rare cases, incompletes might be utilized based on extenuating circumstances. A student who is unable to meet the course requirements within the scheduled time may be given an Incomplete (I). An Incomplete (I) may only be granted at the completion of a course and is reserved for those students whose work is satisfactory, but who for good reason have requirements to complete. The Incomplete (I) must be approved by the Adult & Continuing Education Director/Practical Nursing Supervisor after consultation with the appropriate faculty. The method and time limit for removal of the Incomplete (I) grade will be determined by the faculty. If the conditions for the removal are not met, the grade will become an "F" Failure.

Diplomas/Certificates: The majority of classes held at YCST are part of a diploma program. A diploma will be awarded upon successful completion of all classes identified as part of a student's program of study. For students enrolled in a certificate program, a certificate of completion will be issued to those students who have satisfactorily completed all coursework included in the certificate program.

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

Students must be made aware of the grading system and the criteria for grades during the first class session. The instructor must keep a record of student grade achievement in the class roll book, along with accurate attendance; this information must also be entered into the data system by instructors. Copies of these records must be submitted to the office at the end of each term, ensuring that students can be apprised of their class progress as needed and that any grade challenge can be answered with proper documentation. The grade/roll book should be kept in the instructor's possession at all times; to ensure confidentiality, it should not be left unattended in the classroom.

Final grades, attendance records, and skill sheets must be turned in to the Adult & Continuing Education Center office no later than one week after the final class session. The final grade report should include grades for ALL students who have not officially withdrawn and attendance hours for ALL students including those who withdrew or dropped the course.

Student Attendance

Regular attendance for Adult & Continuing Education Center 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 of the duration of the program. Successful program completion requires a minimum of 80% attendance attainment per term in each individual course (tracked in hours and fractions of hours). We are required to notify some third party entities like OVR, VA, or TAA, etc., if a student drops below 80% attendance or fails a class.

Program completion does not guarantee certification or licensure as some programs have other factors that affect this (e.g., Cosmetology licensure requires 1250 hours.)

Because YCST is a clock hour-based institution, students are required to adhere to their published schedules. In the event of emergency or weather-related facility closures, the Adult & Continuing Education Center academic calendar (see Appendix) has required make-up days already identified.

Individual instructors or programs may have stricter attendance requirements that factor into their grading system. Attendance must be updated in the system on a daily basis. 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 (SAP) and financial aid will be delayed or denied. Review the online Financial Aid Handbook for more details. Overall non-financial aid attendance requirements are 80% by class.

Important Definitions:

Attendance Periods: For the purposes of tracking and marking attendance, an attendance period (a length of time in hours) is defined for most programs. For some programs, the attendance period may be the entire class day while for others it may be a specific number of hours during the class day. This depends upon the regularly scheduled length of class. The attendance period for a program of study should be disclosed to students in the program/course syllabus.

Tardiness is defined as coming into class once the instructor has started. If a student knows they will be tardy to class, they should notify their instructor ahead of time. Late may be marked in actual time rounded to the nearest quarter hour (i.e., arriving 41 minutes late would be marked as 0.75 absent hour). When attending externship/clinical sites, the student is considered late if they report to their site after the scheduled start time. Excessive occurrences of "tardiness" could result in failing a course and/or being dismissed from a program.

Early Departure is defined as leaving class prior to the instructor verbally dismissing the class. Students are not permitted to leave class early without receiving instructor approval PRIOR to the start of class. Early departure will be marked in actual time rounded to the nearest quarter hour (i.e., leaving 13 minutes early will be marked as 0.25 absent hour). Excessive occurrences of "leaving early" could result in failing a course and/or being dismissed from a program.

Both tardiness and leaving early are forms of absence and the missed time should be counted as such. Students are responsible for any material missed at the discretion of the instructor.

Break time is provided for restroom use and to refresh for the next instruction. Returning late is a form of absence and the missed time should be counted as such.

Lunch periods are scheduled for programs/classes with five (5) or more hours of instruction in a 12-hour period. The length and timing of these periods will vary among programs depending on their structure. If applicable, students should be notified of their lunch period during orientation or on the first class session.

Out of Class Time is considered to be any time a student leaves a class during scheduled instruction. An example is leaving class to use a cell phone. Any excessive time spent outside of the classroom during scheduled class hours may be counted as an absence at the discretion of the instructor. Students must follow the policies of the instructor. Excessive occurrences of "out of class time" could result in failing a course and/or being dismissed from a program.

Classroom Time: Students who attempt to sleep in class, use their cell phones in class, or otherwise display inattentive or disruptive behavior may be asked to leave the classroom and the missed time may be counted as an absence. Excessive occurrences of these types of behavior could result in failing a course and/or being dismissed from a program.

Academic Integrity Standards

The Adult & Continuing Education Center at YCST seeks to develop an environment where trust, honesty, ethical principles and personal integrity guide interactions with others. Students are expected to be honest in meeting the requirements of the program in which they are in enrolled.

Therefore, it is the policy of YCST to be proactive in dealing with issues that are not in line with standard academic practices, such as cheating or plagiarism, and to impose sanctions on students who violate these standards.

Academic integrity is the expectation that a student's grade will reflect only that student's achievement. Academic dishonesty is participating in deceptive practices regarding one's academic work. Actions in violation of the YCST Academic Integrity Standards include but are not limited to:

- Providing or receiving unauthorized assistance in assigned work

- Using unauthorized materials or devices during exams or quizzes

- Plagiarism on any assignment by misrepresenting or passing off the ideas, words, formulas, or data of another's as one's own

- Using the same paper or work more than once without authorization of the instructor to whom the work is being submitted

- Possessing course examination materials before administration of the exam, without prior knowledge or consent of the instructor

- Falsifying information, including forging signatures on various forms/documents or altering/adding answers on academic exercises or exams after work has been graded

- Lying, which is defined as verbalizing an untrue statement

- Computer dishonesty, including obtaining or using a computer/email account of another student

- Buying, selling, stealing, or engaging in unauthorized exchange or improper use of any assignments, papers, projects, or exams

YCST reserves the right to discipline any student for the above acts and any other act that would compromise the academic integrity of the school. Students who are engaged in any such acts will be subject to academic sanctions, such as a lowered or failing grade in a course, probation, or suspension. YCST also reserves the right to dismiss any student who has violated the Academic Integrity Standards as outlined above. Instructors should ensure that the Academic Integrity Standards are included in the course syllabus.

If such an act occurs, the instructor should remind the student that the course follows the policy on academic integrity as found in the student handbook. The instructor, upon discovering an incident of cheating, plagiarism, or other violation, should document the case carefully with appropriate and adequate documentation and discuss the alleged incident with the student. If the instructor, after the discussion, remains confident that the student has been academically dishonest, the instructor will determine the appropriate penalty and will inform the student that the penalty has been assessed. Documentation of the incident should be submitted to the Career Services Coordinator and/or the Student Services & Compliance Officer.

The minimum penalty is a zero (0) (no credit) for the item in question. The maximum penalty is a failing grade in the course. More than one violation of the Academic Integrity Standards may result in dismissal from the course/program as determined by the Director of Adult Education or the Assistant Director of Motor Vehicle Academy & Trade programs in consultation with the instructor.

Standards of Academic Progress

Students must meet outlined academic and attendance requirements in order to be considered as meeting the YCST Standards of Academic Progress (SAP). The YCST SAP are designed to ensure students make sufficient progress towards completion of their program. The criteria and standards of this policy are set to recognize exemplary academic achievements and to detect problems for which actions of early intervention, probation, and/or remediation can be taken.

Satisfactory Academic Progress Policy: SAP is comprised of attendance and grades and is required in order to successfully progress through a program. To maintain good standing and be considered as making satisfactory academic progress, students are required to earn a minimum passing grade of 70% and maintain satisfactory attendance as outlined in the attendance policy. Students must meet all class/program level attendance and grading requirements, must not fail an excessive number of classes/modules and must adhere to syllabi requirements. Failure to maintain SAP can be cause for probation and/or program dismissal.

Satisfactory Academic Progress Forms (see Appendix)

Instructor responsibilities: (backside of form)

1. Prompt identification of any SAP issue with any student(s) in class (grades, 80% class attendance required, financial aid recipients 90% class attendence required—handled by office only).

2. For 1st and 2nd occurrence of same issue in a given class, meet with student privately immediately (or as soon as student returns) after issue identified and present issue/concern along with SAP form.

3. Complete SAP form with instructor and student initials to acknowledge the student understands completely what and why SAP is issued.

4. Immediately (that day) submit form to office once completed.

5. For 3rd or subsequent occurrence of same issue in a given class, submit immediately (that day) to office for administrative disposition.

6. Office contacts instructor and student to discuss issues.

NOTE: For any student who just stops attending (more than two classes but not more 20% of total hours) notify Administrator immediately by e-mail (separate from SAP).

Please remember to remind students of the following:

SAP at YCST is determined in three ways:

(1) ATTENDANCE—Students must be present for 80% of the scheduled class/module time in order to be eligible to pass the course, depending on their earned grade.

(2) FINANCIAL AID ATTENDANCE (determined by administration office, not instructor)—Students must maintain 90% attendance across a payment period to remain eligible for financial aid.

(3) ACADEMIC PERFORMANCE—Students must maintain a passing grade in their respective class/module and program to successfully progress in their studies.

If the student falls below any of these benchmarks; the instructor must submit the SAP form detailing area(s) of concern Adult & Continuing Education Center Office. If the student has any questions beyond the 80% attendance or grade issue you are discussing, refer them to the office.

Health and Safety

Campus Security

Emergencies/Safety on Campus—With campus incidents on the rise, it is the responsibility of the campus community to safeguard the lives of our students, co-workers, and visitors. Every room on campus has a multi-colored Emergency Response Procedures booklet hanging on the wall. Every instructor should read the booklet and know what to do in the event of an emergency on campus. The booklet has instructions for an active shooter/hostage, bomb threat, fire, medical emergency, lockdown, fire, medical emergencies and hazardous weather situations. There are important emergency phone numbers for campus, city, county, and state agencies. The college has two fire drills each year, one in the fall semester and one in the spring semester. At least once each year, there is a mock drill involving an active shooter/hostage situation to practice lockdown and recovery procedures. There is also an Emergency Procedures Plan located on the Adult Education shared drive: Y:\2021-2022 Adult Education Information\! Emergency Procedures 2021-22.

Tobacco-Free Facility—It is a summary offense for students to use or possess nicotine products in a school setting under PA Act 93 of 2019. YCST is a smoke, vape, and nicotine-free campus. Students (regardless of age) are not permitted to possess, or to use nicotine products or electronic nicotine delivery systems (in any form) while on school property, school transportation, or at school related activities on or off school property. Violation of this policy will result in disciplinary action and is subject to civil fines.

Drug-Free and Alcohol-Free Facility—YCST is committed to protecting the safety, health, and well-being of all students and staff. It is recognized that alcohol and drug use presents a significant threat to our school and to the safety of our students.

YCST is a drug-free/alcohol-free school. Students are not permitted to possess, consume, or distribute alcohol or illegal drugs while on school property. Students are also not permitted to attend class while under the influence of any illegal substance or alcohol. If a student is visibly under the influence, they will be required to leave class immediately. YCST staff will assist such student in securing transportation off the premises. Any hours missed will be the responsibility of the student to make up in accordance with their program's make-up time policy.

Although one of the goals of having a drug-free/alcohol-free environment is to encourage students to seek help with alcohol and/or drug problems, if an individual violates this policy the consequences are serious. Treatment for alcoholism and/or other drugs is mandatory for the student as a requirement to return to class. The financial responsibility for the treatment belongs to the student. In addition, students found responsible for violating this policy are subject to the jurisdiction of the Commonwealth of Pennsylvania.

Injuries and Accidents—No healthcare facilities are available at YCST. Basic first aid supplies are available through the Adult & Continuing Education Center. Individuals with health problems should consult their family physician. YCST cannot assume responsibility for personal illness, injuries, or losses sustained on or off campus by any student or staff.

Notification: Students/staff/visitors should notify the Adult & Continuing Education Center immediately of all injuries and/or accidents that occur on YCST property. Students/staff with preexisting conditions/chronic health issues are encouraged to provide related information and an emergency contact in the event an incident occurs.

In the event of a critical injury or accident requiring immediate medical or other emergency assistance, the instructor should contact 911 to request emergency assistance. The Adult & Continuing Education Center Director or Assistant Director should be contacted after the 911 call is made. In the event of a non-critical injury or accident, the Adult & Continuing Education Center Director or Assistant Director is to be notified in person, by phone, or by email on the day of the occurrence. An Unusual Incident/Accident Form (see Appendix) will be completed for any occurrence.

Building Security

It is the responsibility of the instructor to be the last person to leave a classroom or shop at the end of the class session. Lights should be turned off and the doors locked.

Keys—Instructors in shop areas will be issued a key for their classroom at the beginning of each semester and an Adult & Continuing Education Center staff person will open the other classrooms in use. Each instructor is responsible for the key and for locking all doors and cabinets when leaving the room at the end of class. The key must be returned at the end of the semester.

Weapons—Possession of any weapon is prohibited on YCST property and at school sponsored events. This policy applies to employees, students, and individuals visiting or conducting business on YCST property. Weapons stored in vehicles are considered to be on YCST property, and therefore are in violation of this policy.

A weapon is defined as:

- Any device that shoots a bullet, pellet, flare or any other projectile, whether loaded or unloaded, including those powered by CO2. This includes but is not limited to rifles shotguns, handguns, or other firearms, BB/pellet guns, flare guns, stun guns, or dart guns and any ammunition for any such device. Any replica of the fore-mentioned is also prohibited.

- Any explosive device including firecrackers and black powder

- Any device that is designed or traditionally used to inflict harm, including but not limited to any hunting knife, fixed blade knife, throwing knives, dagger, razor or other cutting instrument where the blade is exposed

Any weapon on campus in violation of this policy will be confiscated. Violation of this conduct policy will be adjudicated in accordance with YCST policy. Depending on the circumstances, violation of this policy may subject the offended to discipline up to and including dismissal from YCST.

Fire Alarms—In the event of a fire in the building, fire alarms will sound. Fire instructions are placed in all rooms and every shop and staff should familiarize themselves with these instructions. All students and staff 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.

Personal Protective Equipment—For personal safety, appropriate personal protective clothing and equipment in accordance with program requirements should be worn. Safety glasses are required at all times in shop programs where full eye protection is deemed necessary.

No exceptions will be made. Students and staff must provide their own safety glasses and protective gear and may be required to wear safety shoes, hairnets, aprons, gloves or other protective clothing as necessary depending on the program. Safety is a priority in every class and safety rules will be strictly enforced.

Emergency Evacuation of the Building

In the event that it becomes necessary to evacuate the building, information will be broadcast over the school's public address system. Please follow all directions given at that time.

Fire/Bomb Threat/Evacuations—When the school alarm system sounds:

1. All students, faculty, and staff should stop what they are doing and turn off any major equipment they may be operating.

2. Students/faculty/staff should leave the building quickly in a quiet and orderly manner.

3. The instructor should leave the room last and stay with the group.

4. LEAVE LIGHTS ON, CLOSE ALL DOORS/WINDOWS. KEEP DOORS UNLOCKED.

5. Take **Attendance Book**, emergency folder, reporting paper. **Check Attendance** once safely outside the building. If a student is missing, report the student's name to an Administrator by writing student's name on reporting paper.

Refer to the emergency flip chart for additional information.

Closings/Delays

Closing of the School—Please refer to the Adult & Continuing Education Center Academic Calendar in the Appendix 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.

Weather Delays & Cancellations—In the event of inclement weather or any other emergency situation, staff will be notified via the One Call system. Information will be posted on the YCST website. Staff may also receive text messages from their direct supervisor.

Student Resources

Disability Services

YCST seeks to provide reasonable and appropriate accommodations for and support the scholastic success of those who have disabilities. YCST is committed to providing qualified students with a disability an equal opportunity to access the benefits, rights, and privileges of services, programs, and activities in compliance with the Americans with Disabilities Act and Section 504 of the Rehabilitation Act of 1973.

Students wishing to utilize these services must self-disclose their disability and provide current and comprehensive documentation from a qualified professional to support their claim to school administration. Services should be requested in a timely manner to allow staff sufficient time for evaluation of the request and implementation of reasonable accommodations and/or services. It is recommended that self-disclosure be done at least six weeks prior to the beginning of a term/course so that accommodations can be in place when classes begin.

Those needing to disclose a disability for accommodation consideration should request additional information and appropriate forms from the Adult & Continuing Education Center/Practical Nursing office.

Externship/Cooperative Education

For programs requiring a work-based learning experience, an Externship Coordinator works closely with the instructors in contacting prospective employers and completing necessary documentation. After a student is placed in an externship, the Externship Coordinator in conjunction with the instructor will follow the student's progress through regular contact with the student and employer at the work site. Evaluations are based on showing satisfactory performance on program goals and objectives at the externship site.

Career Counseling

Career counseling services are available to Adult & Continuing Education Center 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 YCST. The Adult & Continuing Education Center office should be contacted to schedule counseling.

Career Services

The Adult & Continuing Education Center does not guarantee employment or any particular level of compensation following graduation or completion of a program of study. Graduates may need to relocate to attain employment after program completion.

Career guidance is provided in many programs in the form of guest speakers, mock interviews, facility tours, and other such activities that expose students to the opportunities in their career field.

Instructors are encouraged to keep in touch with their students and to maintain lists of employers and job openings in their program area and to share this information with their students and alumni. Students should be encouraged to contact these employers regarding employment.

Also, prospective employers should be invited to visit the labs/classrooms as guest speakers and consultants to ensure that skill training is relevant to the employment market and to provide students with job search information and workplace expectations.

Learning Resource Center/Library

There are two computer labs that may be reserved by instructors to meet classroom instructional needs. Resources include copiers and internet access. The computer labs must be reserved through the Adult & Continuing Education Center office.

Field Trips

Field trips should be well-planned educational events that provide an opportunity for activities or insights that are not available in the classroom or shop setting. Field Trip Request Forms (see Appendix) are available in the office and must be submitted to the office at least one week prior to the trip where feasible. Students must provide their own transportation.

Projects

Instructors should verify that students who are working on projects for personal use have supplied their own materials or have a receipt from the Adult & Continuing Education Center office for school materials in advance of using those materials.

Instructional Services

Copying and Typing Requests—The Adult & Continuing Education Center office is available to help in the preparation and copying of instructional materials. Due to limited staff time, however, requests for copying and typing need to be made at least five working days in advance of the date needed.

Instructional Supplies—Instructors will be issued an instructional packet containing basic teaching supplies, as well as a flash drive and other items required for proper instruction in their respective areas of study. If additional materials are needed, these items should be requisitioned at least two weeks in advance of the time needed. Requisition forms are available in the office.

Information Technology Equipment/Materials—All audio-visual and IT equipment and materials should be requested through the Adult & Continuing Education Center office. Requests should be submitted at least three days in advance to ensure availability.

Computer Network Acceptable Use Policy—Instructors are expected to adhere to the Computer Network Acceptable Use Policy. The complete policy can be located on the school's website at http://www.ytech.edu/about/joint_operating_committee/joc_policies.

All students should be made aware of this policy and it should be posted in rooms that have networked computers available. Instructors may not use email for the purpose of personal solicitation or in an imprudent manner as defined in the Pennsylvania Professional Code of Conduct.

Computer Support—Use the online help desk service School Dude to enter and track requests for help with computer issues. The Information Technology Resource Guide, which can be found on the Staff Web Page, provides guidelines for trouble reporting and use of various technology resources. You can access it through the school's webpage (http://www.ytech.edu under "For Staff" quicklink). For critical/emergency situations, contact the IT Help Desk at extension 4357.

IT Assistance—Please direct all requests for computer, phone or any other technology issues to School Dude https://login.myschoolbuilding.com/msb. School Dude requests are addressed in a chronological order as they are received. You will login via your email address and the password that you set when logging in the first time. Should you be asked for an organization account number, it is 339563175.

* Use the drop down menu to select a location, leave the area field empty and type in the room number and the location of the equipment if possible

* Click on an icon that best describes the issue (the screen will refresh and a red OK will appear next to the issue type)

* Type a description of the issue under "Please describe your problem"

* If you have a screen shot of the problem, attach the screen shot under attachment

* Enter the YCST submittal password: helpdesk

* Click submit

You will receive a confirmation email that your request has been entered into the IT or Maintenance School Dude system. If you feel that a technology (School Dude) request is not addressed in a timely manner, please contact the IT Help Desk via e-mail (helpdesk@ytech.edu) or by phone at extension 4357.

For password resets or issues where you do not have access to a computer, please call the Help desk at extension 4357 (HELP). You should not call Technology Department individuals directly unless you have already submitted a School Dude request or they have contacted you about your issue.

To get your email from any computer or mobile device with internet access outside of YCST using browsers such as Internet Explorer or Safari, type in the following address: https://mail.ytech.edu/owa/. Depending on the version of Windows you are using, a login window will pop up and ask you for either username & password, or a username, password and domain.

Login Info:

Username: domain\username (your username is first initial + last name: there are exceptions)

Password: (your normal password for logging on the network) If you are asked for the domain, it is DOMAIN.

BUDGET—SUPPLIES AND EQUIPMENT

The Adult & Continuing Education Center is self-supporting through tuition charges, state subsidy, and state and federal grants. As such, the Adult & Continuing Education Center has separate funding, revenue and expenditures for all programs offered.

Annual program budgets are developed to reflect the goals and objectives of the JOC concerning the education of students. It is organized and planned to ensure adequate understanding of the financial needs associated with program support and continual growth development with input from all stakeholders. The financial requirements of the Adult & Continuing Education Center programs are reviewed continually.

Each program has an approved budget for supplies and equipment. Instructors are responsible for requisitioning the necessary supplies and materials required for their programs. These items should be requisitioned at least two weeks in advance of the time they are needed. Requisition forms are available from the Adult & Continuing Education Center Administrative Assistants.

When completing requisitions, ALWAYS use up-to-date catalogs and accurate prices. Include freight and shipping charges if applicable. Remember to use complete addresses, including zip codes. Requisitions must be submitted in a timely manner. Appropriate planning will reduce or eliminate emergency requests.
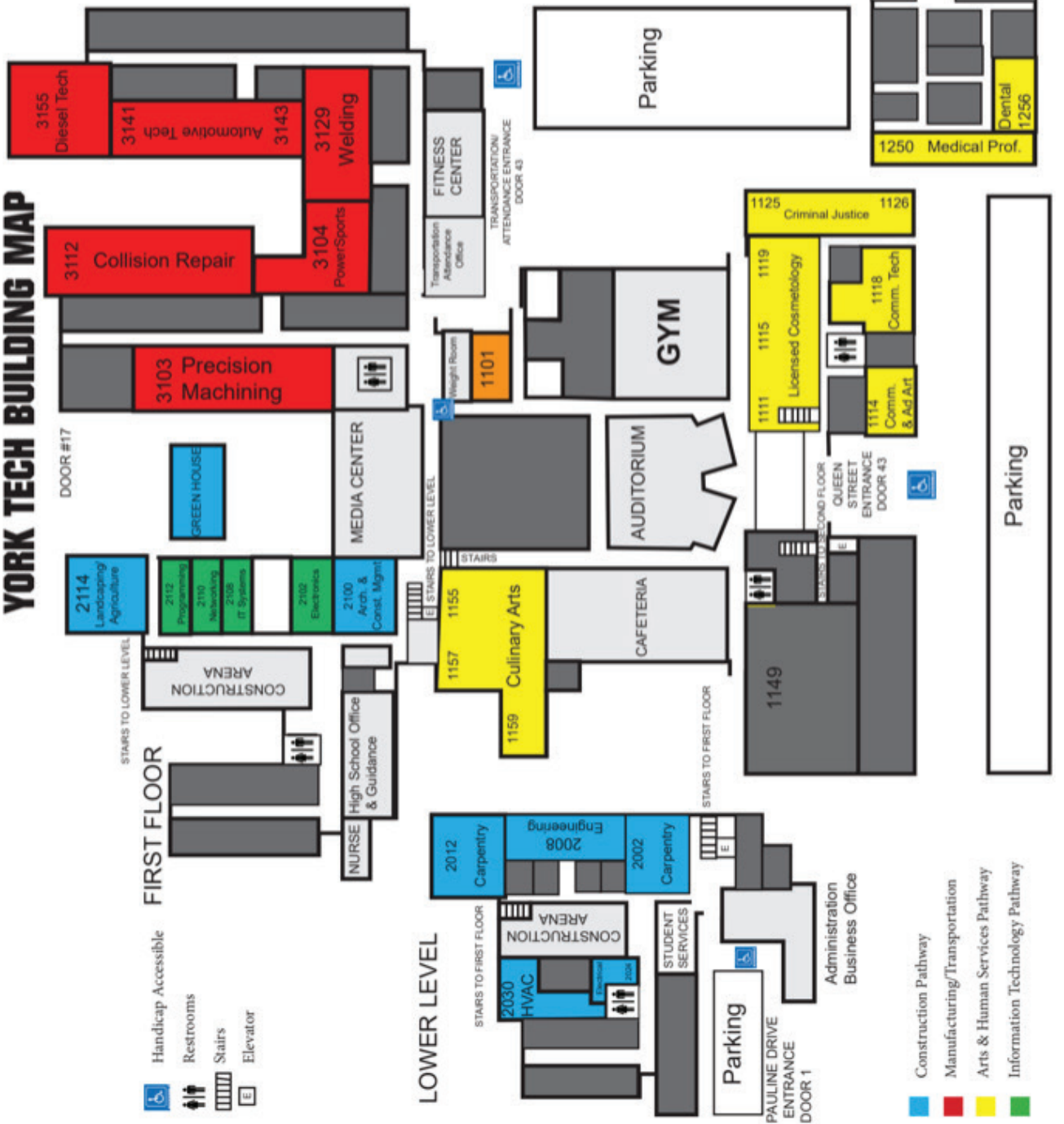
IT IS CRITICAL THAT ALL REQUISITIONS BE COMPLETE AND CORRECT. The unit must correspond with the unit price. The quantity times the unit price must equal the total. The descriptions should start with the complete item name (note if book, tape, videotape, etc., along with the title) followed by the catalog or part number. The model number, dimensions, color, etc., should be included.
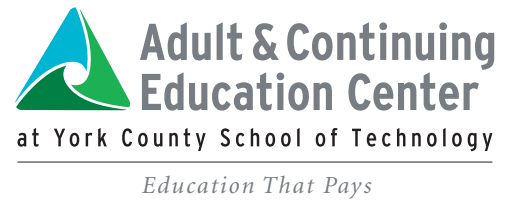
YORK TECH BUILDING MAP

TECHNICAL AREAS

Area	Room
Architecture & Constr. Mgmt.	2100
Automotive Technology	3141
Carpentry	2002
Collision Repair	3112
Commercial & Advertising Art	1114
Communication Technology	1118
Criminal Justice	1125
Culinary Arts	1155
Dental Assisting	1256
Diesel Technology	3155
Early Childhood Education	1211
Electrical Occupations	2024
Electronics	2102
Engineering Technology	2008
HVAC	2030
Information Systems	2108
Landscaping & Agriculture	2114
Licensed Cosmetology	1111
Carpentry (Senior/Junior)	2012
Medical Professions	1250
Networking & Cyber Security	2110
PowerSports & Engine Technology	3104
Precision Metal Machining	3103
Programming – Media	2112
Sports Tech (A) & Early Childhd (B)	1220
Welding & Metal Fabrication	3129

Legend
- Handicap Accessible
- Restrooms
- Stairs
- E Elevator

Pathways:
- Construction Pathway (blue)
- Manufacturing/Transportation (red)
- Arts & Human Services Pathway (yellow)
- Information Technology Pathway (green)

FIRST FLOOR

- 3155 Diesel Tech
- 3141 / 3143 Automotive Tech
- 3129 Welding
- 3112 Collision Repair
- 3104 PowerSports
- 3103 Precision Machining
- DOOR #17
- GREEN HOUSE
- MEDIA CENTER
- 2114 Landscaping/Agriculture
- 2112 Programming
- 2110 Networking
- 2108 IT Systems
- 2102 Electronics
- 2100 Arch. & Const. Mgmt.
- CONSTRUCTION ARENA
- STAIRS TO LOWER LEVEL
- High School Office & Guidance
- NURSE
- FITNESS CENTER
- Transportation Attendance Office
- TRANSPORTATION/ ATTENDANCE ENTRANCE DOOR 43
- Parking
- Weight Room
- 1101
- GYM
- AUDITORIUM
- 1157 / 1155 / 1159 Culinary Arts
- CAFETERIA
- STAIRS TO LOWER LEVEL
- STAIRS TO FIRST FLOOR
- 1125 / 1126 Criminal Justice
- 1119 / 1115 / 1111 Licensed Cosmetology
- 1118 Comm. Tech
- 1114 Comm. & Ad Art
- 1149
- QUEEN STREET ENTRANCE DOOR 43
- STAIRS TO SECOND FLOOR
- Parking

SECOND FLOOR

- Sports Tech
- 1220A / 1220B
- Early Childhood
- Special Education
- 1250 Medical Prof.
- Dental 1256

LOWER LEVEL

- 2012 Carpentry
- 2008 Engineering
- 2002 Carpentry
- CONSTRUCTION ARENA
- STAIRS TO FIRST FLOOR
- 2030 HVAC
- STUDENT SERVICES
- Administration Business Office
- Parking
- PAULINE DRIVE ENTRANCE DOOR 1

2022/2023 Adult & Continuing Education Center Academic Calendar

Adult & Continuing Education Center
at York County School of Technology
Education That Pays

JULY 2022

SU	MO	TU	WE	TH	FR	SA
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

July
1: Last Day AE Cosmetology (Day)
4: Independence Day - School & Office Closed
6: AE Open House - No classes
15: Last Day AE MBC (Eve)
21: Last Day AE AT/HVAC/Weld (Eve)

AUGUST 2022

SU	MO	TU	WE	TH	FR	SA
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

August
3: AE Graduation (No Classes - Offices Open)
9: AE Orientation (Day & Evening Programs)
16-17: Act 80 / Teacher In-Service (No Day Classes)
18: No Classes - Offices Open - HS Back to School
22-23: Act 80 / Teacher In-Service (No Day Classes)
25: First day of AE FT Program Fall Classes

SEPTEMBER 2022

SU	MO	TU	WE	TH	FR	SA
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

September
1: First day of PT FLEX Classes
2: No Classes - Offices Open
5: Labor Day - School & Office Closed
28: No Afternoon/Evening Classes - OAC Meetings

OCTOBER 2022

SU	MO	TU	WE	TH	FR	SA
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

October
10: Make-up Day - Columbus Day (No Classes)
31: Act 80 / Teacher In-Service (No Day Classes)

NOVEMBER 2022

SU	MO	TU	WE	TH	FR	SA
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

November
10: No Afternoon/Evening Classes - Open House
11: Act 80 / Teacher In-Service (No Classes)
11: Last Day AE FT Dental Assist & Medical Assistant (Eve)
21: Act 80 Day (No Day Classes) Last Day AE FT Weld(Eve)
22: Act 80 / Teacher In-Service (No Classes)
23: Make-up Day - No Classes - Offices Open
24-25, 28: Thanksgiving - School & Offices Closed

DECEMBER 2022

SU	MO	TU	WE	TH	FR	SA
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

December
23, 26: Winter Holiday - School & Offices Closed
22, 27-29: No Classes - Offices Open
30: New Years Holiday - School & Offices Closed

JANUARY 2023

SU	MO	TU	WE	TH	FR	SA
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

January
2: New Years Holiday - School & Offices Closed
4: AE Orientation (Jan Evening FT Programs)
9: AE Evening FT Programs Begin (Weld)
16: MLK Holiday - School & Offices Closed
23: Act 80 / Teacher In-Service (No Day Classes)

FEBRUARY 2023

SU	MO	TU	WE	TH	FR	SA
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

February
6: AE Evening FT Programs Begin (MA/DA)
17: Make-up Day (Offices Open/School Closed)
20: Presidents Holiday - School & Offices Closed

MARCH 2023

SU	MO	TU	WE	TH	FR	SA
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

March
10: Act 80 / Teacher In-Service (No Classes)
31: HS NOCTI Performance Day #1 (No Classes)

APRIL 2023

SU	MO	TU	WE	TH	FR	SA
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

April
3: HS NOCTI (No Classes) (TBD)
4: Act 80 / Teacher In-Service (No Classes)
5: Make-up Day (Offices Open/School Closed)/AE Open House
6: No Classes - Offices Open
7: Spring Holiday - School & Offices Closed
10: No Classes - Offices Open
14: Last Day AE FT Medical Assistant - Externship (Day)

MAY 2023

SU	MO	TU	WE	TH	FR	SA
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

May
3: No Afternoon/Evening Classes - HS Orientation
4: Last Day AE Mechatronics (Day)
12: Last Day for PT FLEX Students
19: Act 80 / Teacher In-Service (No Classes)
26: Make-up Day (Offices Open/School Closed)
29: Memorial Day - School & Offices Closed

JUNE 2023

SU	MO	TU	WE	TH	FR	SA
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

June
1,2: HS Early Dismissal (AE Cosmetology Normal Sched)
5: Act 80 / Teacher In-Service (AE Classes in Session)
7: Act 80 / Teacher In-Service (AE Classes in Session)

July
7: Last Day AE FT Cosmetology (Day)
14: Last Day AE FT Medical Billing/Coding (Eve)
18: Last Day AE FT Auto/HVAC/Weld (Eve)

KEY

- Act 80 / Teacher In-Service (No Classes)
- First Day / Last Day of Classes
- No Classes - School & Offices Closed
- No Classes - Offices Open
- Early Dismissal / 2-Hour Delay (Day Classes)
- No Afternoon/Evening Classes
- Make-up Day (Offices Open/School Closed)
- AE Graduation (No Classes / Offices Open)
- Program Orientations

Calendar/Schedule subject to change due to weather or other business reasons. Additional makeup days may be scheduled as needed and may include Fridays and/or Saturdays.

TIME SHEET

	SHIFT			
DATE	1ST	2ND	3RD	Code
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				
21				
22				
23				
24				
25				
26				
27				
28				
29				
30				
31				
TOTAL				

TOTAL HOURS	

_____   Employee's Name
(Please Print Legibly)

_____   *Period Ending*
(Saturday's Date)

Please Indicate Services Rendered by Inserting Service Hours in the Proper Date and Shift Blocks to the Left

PLEASE CHECK APPROPRIATE BOX:

{ } Administrator   { } Secretary

{ } Administrative Assistant   { } Clerk

{ } Teacher Assistant   { } Teacher

{ } Cafeteria Worker   { } Other: _____

{ } Custodian   { } Class Taught: _____

FOR SUPERVISOR USE ONLY

_____ YCST	_____ Practical Nursing
_____ Cafeteria	_____ Nurse Aide
_____ Perkins	_____ Nurse Aide, LPN
_____ Short Term	_____ Nurse Aide, RN
_____ Course Number	_____ Nurse Aide, MSN
_____ Course Number	_____ Other
_____ Course Number	
_____ Course Number	

_____   Employee's Signature

_____   Date

_____   Supervisor's Signature

_____   Date

THE SUPERVISOR WHO APPROVED THIS TIME SHEET IS RESPONSIBLE TO SEE THAT THE TIME SHEET IS TURNED IN TO THE BUSINESS OFFICE BY 2:00 P.M. THE MONDAY OF THE PAY WEEK, UNLESS OTHERWISE NOTIFIED.

NOTICE: OVERTIME HOURS MUST BE JUSTIFIED BY ATTACHING THE APPROVED "REQUEST FOR OVERTIME WORK" FORM

CODES: S - Sick, FS - Family Sick, V - Vacation, H - Holiday, W - Leave Without Pay, P - Personal, B - Bereavement

Updated: 10/05/18

York County School of Technology
Adult & Continuing Education Center
Satisfactory Academic Progress (SAP)

Student Name _____ Date of occurrence _____

Instructor _____ Course / Module_____

Area of concern: first notice   second notice   third notice (refer to office for 3rd of same issue)

_____ Attendance   Hours Missed _____
_____ Academics   Current Grade _____

Instructor Comments/Recommendation: _____

_____Inst. Initials _____

Student Comment: (optional for student): _____

_____Student Initials _____

Administrative Disposition (on 3rd occurrence of same issue): _____

_____

_____

Satisfactory Academic Progress at YCST is determined in three ways: **(1) ATTENDANCE** - Students must be present for 80 percent of the scheduled class/module time in order to be eligible to pass the course, depending on their earned grade. **(2) FINANCIAL AID ATTENDANCE** (determined by Admin Office not instructor), students must maintain 90 percent attendance across a payment period to remain eligible for financial aid, and **(3) ACADEMIC PERFORMANCE** - Students must maintain a passing grade in their respective class/module and program to successfully progress in their studies.

Revised 5/27/21

SAP Procedure Instructor Responsibilities:

1. Prompt identification of any SAP issue with any student(s) in class (*grades or class 80%, not financial aid 90% that is handled by office only*).
2. For 1st and 2nd occurrence of same issue in a given class, meet with student privately immediately (or as soon as student returns) after issue identified and present issue/concern along with SAP form.
3. Complete SAP form with Instructor and Student Initials.
4. Immediately (that day) Submit form to office once completed.
5. For 3rd or subsequent occurrence of same issue in a given class submit immediately (that day) to office for administrative disposition.
6. Office contacts student to discuss issues.

NOTE: For any student who just stops attending (more than 2 classes but not more 20% of total hours) notify Administrator immediately by e-mail (Separate from SAP).

Please remember to remind students of the following:
Satisfactory Academic Progress at YCST is determined in three ways:
(1) ATTENDANCE - Students must be present for 80 percent of the scheduled class/module time in order to be eligible to pass the course, depending on their earned grade.
(2) FINANCIAL AID ATTENDANCE (*determined by admin. office not instructor*)**,** students must maintain 90 percent attendance across a payment period to remain eligible for financial aid.
(3) ACADEMIC PERFORMANCE - Students must maintain a passing grade in their respective class/module and program to successfully progress in their studies.

At the point the student falls below any these benchmarks; please submit form detailing area/s of concern. Be sure to complete and submit this form to the Adult Education Office when a student fails to meet standard
If the student has any questions beyond the 80% attendance or grade issue you are discussing, refer them to the office.

YORK COUNTY SCHOOL OF TECHNOLOGY
ADULT & CONTINUING EDUCATION CENTER

FIELD TRIP REQUEST FORM

INSTRUCTOR'S NAME: _____

CLASS: _____ NUMBER OF STUDENTS: _____

ORGANIZATION VISITING _____

NAME OF CONTACT: _____

PHONE NUMBER: _____

DATE OF VISIT _____ DEPARTURE TIME: _____ RETURN TIME: _____

1. WHAT ARE THE MAJOR OBJECTIVES OF THIS TRIP?

2. WHAT PREPARATION IN CLASS HAS BEEN DONE FOR THIS VISIT?

3. WHAT FOLLOW-UP DO YOU HAVE PLANNED AFTER THE PRESENTATION?

Individuals when going as a group from the York County School of Technology Adult Education Department are representatives of the school and need to conduct themselves in a manner that will bring credit to the school.

Only students who are enrolled in your class may take this trip. Private transportation is to be arranged by the instructor or the individual class members. Carpooling is encouraged.

APPROVED BY: _____ DATE: _____

Revised: 9/11/17

Adult & Continuing Education Center
at York County School of Technology
EducationThatPays.com

The Adult & Continuing Education Center
Unusual Incident/Accident Form

Name: _____

Status (Student / Instructor / Staff / Other): _____

Location of Accident / Incident _____

Time of Accident / Incident: _____ AM / PM (Circle one)

Date of Accident / Incident: _____

Description of Injury: _____

_____

_____

Equipment, Machinery, Tools Involved: _____

Describe unsafe practices, if any, contributing to incident / accident: _____

_____

_____

_____

Corrective Action Planned: _____

_____

_____

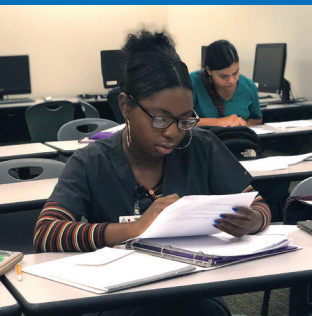Witness #1 to Accident: _____

Witness #2 to Accident: _____

Instructor Signature _____ Date: _____

Injured Party's Signature _____ Date: _____

NOTE: One copy filed in AE Office; One copy retained by instructor

Adult & Continuing Education Center

at York County School of Technology

Education That Pays

2179 South Queen Street, York, PA 17402 | EducationThatPays.com