

2023-2024 Nurse Aide HANDBOOK

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**Adult & Continuing
Education Center**

at York County School of Technology

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Purpose of Nurse Aide Handbook

This Handbook is published in order to inform Nurse Aide students of the Adult & Continuing Education Center at York County School of Technology (YCST) policies which have been established to provide the framework for this program, as well as the tuition, fees, administration, and faculty. This Handbook is for informational purposes only and is not intended as a contractual agreement between YCST and any individuals. The information provided is current and accurate as of the date of publication. YCST expects its students to read and understand the information published in this Handbook. Failure to read and understand this Handbook will not excuse any student from the application of any requirement of policy published herein.

YCST may make changes in organizational structure, policies and procedures, equipment and materials, and modify the curriculum as regulatory and instructional circumstances dictate. YCST reserves the right to make changes within the terms of this Handbook, which may affect any of the information published, and to make such changes, if necessary, without prior notice to individual students. As such, changes may occur. These will be published in a Handbook addendum, which is intended as, and is to be regarded as, an integral part of this Handbook. Students are expected to be familiar with the information presented.

This student Handbook has been developed to guide and assist the Nurse Aide students at YCST in achieving their educational and professional goals. The administrators, instructors, and support staff of YCST are ready to assist you in any way possible to attain your goals and leave YCST for gainful employment. Our best wishes to you as you begin your training.

Your conduct in school, in the clinical agencies, or away from school reflects upon you, the Nurse Aide program, the school and the faculty. Violations of the procedures and rules outlined in this Handbook may result in disciplinary action against you up to and including your dismissal from the Nurse Aide program.

These rules are not meant to restrict creativity but allow for individual growth. These rules do assist in establishing and maintaining the safety and academic integrity of the Nurse Aide program as well as the unity of the student body and are the basis for the completion of the Nurse Aide program of the YCST.

In addition, all students are subject to the authority of all YCST faculty, staff, administrators, the Adult & Continuing Education Center faculty, and Nursing Supervisors.

This is approved by Pennsylvania Department of Education (PDE)
333 Market Street, Harrisburg PA 17126-0333
717.772.0814

SECTION 1: Institution Information

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. Jay H. Burkhart, South Western School District—
Superintendent of Record

Vickie Guth (Member)—Central York School District

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

Heidi Mease (Member)—Dover Area School District

Darvin Shelley (Member)—Eastern York School District

Jill Keeney (Member)—Hanover Public School District

Mark Jackson (Member)—Northeastern School District

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

Christina Markel (Member)—South Eastern School District

Matthew Gelazela (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

York County School of Technology Administration

Scott Rogers—Administrative Director

John Stearns—Director of Curriculum & Instruction

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

Adam Dawson—Information Technology Director

Gerard Mentz—Director of Student Services

Adult & Continuing Education Center Staff

Merideth Edgar—Workforce Development & Outreach
Coordinator

Tiffany Graham—Career Services Coordinator

Donna Humer-Dill—Student Services/Compliance Officer

Tawney Hensley—Adult & Continuing Education Center
Administrative Assistant

Carol Sablosky—Adult & Continuing Education Center
Administrative Assistant/Registrar

Vickie Hake—Nursing Education Administrative Assistant

Nurse Aide Education Staff

Sandra Rineer, MSN, RN—Nurse Aide Instructor

Occupational Advisory Committees

Programs at the Adult & Continuing Education Center at YCST also receive input from Occupational Advisory Committees (OACs). 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.

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

Welcome

Welcome to the Adult & Continuing Education Center at YCST, one of the finest career and technical schools in the state. Your decision to enhance your education with career and technology training is to be commended.

The staff and administration of YCST will do everything possible to ensure that your experience with us is rewarding and successful. Your instructor will be able to answer any questions you might have.

Postsecondary students enrolled at YCST are required to comply with all of the policies and procedures established for the technical high school. YCST reserves the right to remove any postsecondary student from the program for violation of its policies and procedures. Students removed from the program will meet with the administration to discuss reasons for removal and the student's right to appeal.

History

The Nurse Aide program, an Adult Education program, was established as part of the York County Area Vocational Technical School. In 1999, the Nurse Aide program along with the Practical Nursing program became part of the Adult Nursing Education program under the supervision of the Practical Nursing Supervisor. The YCST Nurse Aide program utilizes the standards established by the Pennsylvania Department of Education and OBRA (Omnibus Budget Reconciliation Act).

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 the 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.

Nurse Aide Mission

The mission of the YCST Nurse Aide program is to provide quality Nurse Aide education to the adult student population. Our goal is to help the student to develop knowledge and skills in the area of Nurse Aide with hands on technical application used in the long-term nursing care and private home settings while upholding the values compassion, caring, empathy, critical thinking, and problem solving to help facilitate the goal of maximizing each patient's physical, mental, emotional, and spiritual self.

Vision Statement

The vision of the YCST Nurse Aide program is to provide quality Nurse Aide education which focuses on safe and effective Nurse Aide practice and allows our students to obtain a position as a Nurse Aide in a long-term nursing care and private home settings.

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.

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: 717.747.0462, www.education.pa.gov/postsecondary-adult.

Statement of Nondiscrimination (Title IX)

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 or 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.



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.

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). These rights include:

1. **The right to inspect and review the student’s education records within 45 days after the day YCST receives a request for access.**

A student should submit to the administration a written request that identifies the record(s) the student wishes to inspect. School administration will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the school official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

2. **The right to request the amendment of the student’s education records that the student believes are inaccurate, misleading or otherwise in violation of the student’s privacy rights under FERPA.**

A student who wishes to ask the school to amend a record should write to the school official responsible for the record, clearly identify the part of the record the student wants changed, and specify why it should be changed.

If the school decides not to amend the record as requested, the school will notify the student in writing of the decision and the student’s right to file a complaint regarding the resolution of the request for amendment. Additional information regarding the process for handling complaints is located in the Student Complaint Procedure in the Appendix of this Handbook.

3. **The right to provide written consent before the school discloses personally identifiable information (PII) from the student’s education records, except to the extent that FERPA authorizes disclosure without consent.**

The school discloses education records without a student’s prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by YCST in an administrative, supervisory, academic or support capacity; a person serving on the board of directors; or a student serving on an official committee, such as a disciplinary or grievance committee. A school official also may include a volunteer or contractor outside of YCST who performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor or collection agent. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for YCST.

Upon request, the school also discloses education records without student consent to officials of another school in which a student seeks or intends to enroll.

Directory Information: The school will also disclose items from a student’s educational record that are considered “directory information.” YCST designates the following items as directory information: student name, address, telephone number, email address, date and place of birth, major field of study, class status, participation in officially recognized activities, dates of attendance, enrollment status (including hours enrolled), degrees and awards received, and most recent previous school attended. The school may disclose any directory information without prior written consent from the student unless the student has provided notification in writing denying YCST the right to disclose such information.

4. **The right to file a complaint with the U.S. Department of Education concerning alleged failures by YCST to comply with the requirements of FERPA.**

The name and address of the office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202

Further Notice: This notice is not intended to be fully explanatory of students’ rights under the Family Educational Rights and Privacy Act (FERPA).

OBRA

The Omnibus Budget Reconciliation Act (“OBRA”), passed in 1987 by Congress, regulates the education of Nurse Aides. The law requires training for Nurse Aides working in nursing facilities in all 50 states. To qualify for testing a student must satisfactorily complete a Nurse Aide course approved by the state. Please visit www.pearsonvue.com/pa/nurseaides or call 1.800.6752 to determine the schedule of the test site most convenient to the student. The test consists of two parts: 1) 60 multiple choice questions, and 2) a skill section in which the student must perform five skills satisfactorily. If the student should fail either section of the exam, the student must retake that part of the exam at an additional charge. Each section may be retaken up to two additional times.

In order to work in a long-term care facility as a Nurse Aide, an employee must pass the state nurse aide test within 120 days from the start of employment.

The Nurse Aide

The Nurse Aide is a valued member of the health team. This Nurse Aide certificate program provides both the academic background and clinical experience necessary for a position as a Nurse Aide at a long-term care nursing facility or private home setting. As a Nurse Aide, you will function under the direction of the Licensed Practical Nurse. The Nurse Aide will perform a wide range of basic nursing, personal care and restorative skills in a classroom and real work setting. Your education and clinical experience will prepare you to use sound judgment and nursing skills when providing care to patients. The Nurse Aide will work with and communicate with various healthcare team members in providing direct patient care.

Students who successfully complete the program must achieve passing status in theory, skills and clinical experience. The student is then eligible to sit for the Pennsylvania National Nurse Aide Assessment Program (NNAAP) Exam. Students who pass the NNAAP exam will receive a certificate and have their name added to the state nurse aide registry, which assures employers that the Nurse Aide has met the requirements for employment in Pennsylvania.

Affiliating Agency

Clinical experiences of 45 hours with a focus on geriatric care are conducted at Rest Haven—York. The student works under the guidance and supervision of the Nurse Aide faculty and learns to function as a member of the nursing team. The student is able to correlate Nurse Aide theory with Nurse Aide practice while there.

Philosophy

We further believe that:

- The **INDIVIDUAL** is a valued, integrated, whole being, capable of adapting to internal and external environmental variables, and performing self care activities to the extent of his/her abilities. They function biologically, psychologically, socially, and spiritually. He/she has the potential to make choices that will meet his/her own needs for self care. They are worthy of respect, understanding, and assistance.
- **SOCIETY** is an evolving, dynamic, multicultural, diversified body. Individuals interact within society and are influenced by internal and external environmental factors, cultural patterns, living conditions, family systems and economics.
- **NURSE AIDE TRAINING** is an educational program that progresses from simple to complex utilizing Maslow's Hierarchy of Needs, Nursing Process, and evidence-based practice. This allows the student to develop cognitive, psychomotor, and affective knowledge essential for the entry level skills necessary for the Nurse Aide.
- **TEACHING/LEARNING** is an active, dynamic and continuous process of attaining and sharing knowledge. The role of the faculty is to guide, support, and facilitates learning. The role of the student is to use the guidance and resources provided to facilitate growth.
- **EDUCATION AS A LIFE-LONG PROCESS** should be developed as a continuum through articulation and continuing education programs, minimizing repetition of learning and facilitating progress. This is essential to maintain the necessary expertise in this fast paced technological world.
- **HEALTH** is a state of wholeness where illness and wellness are viewed as an ever-changing continuum. Regardless of age, all unresolved self-care deficits become a basis for individuals to seek health care.
- **NURSING** is a caring, helping, theory based discipline focused on assisting the patient to achieve an optimal level of self-care. This discipline utilizes nursing systems and the nursing process applied through critical thinking, to manage

individual needs. Nursing is based on scientific principles directed toward understanding health needs and promoting health practices.

- **NURSE AIDES** provide basic therapeutic, restorative and preventative nursing care for individual patients in long-term care nursing facilities who have common well defined health problems. Nurse Aides may collaborate with health care team members and patients.
- **EVIDENCE-BASED PRACTICE** Evidence-Based Practice (EBP) is a thoughtful integration of the best available evidence, coupled with clinical expertise.

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.

Information regarding the YCST campus and Adult & Continuing Education Center 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 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.**

There is currently a bus route servicing YCST. The bus stop to the campus is approximately a 4 minute walk (0.2 miles). Also, route times are limited and may not provide transportation at all times necessary for class attendance. Students may also make use of taxi or ride share services for transportation to the facility. Transportation to and from YCST, as well as any clinical and/or affiliate sites, is the sole responsibility of the student.

Building Access

All doors into the main campus building are locked at all times. Visitors are required to use the buzzer to gain access to the building at all times. All adult students 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 toward the north end of the building. Students will be issued an ID badge during specified times for their program of study. Students should wear their ID badge at all times while on campus. Any student accessing the main

campus building at a time outside their specified period should use the buzzer located inside the Adult & Continuing Education Center door #54.

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
Admissions	(Monday–Friday) 8:00 AM–4:00 PM	717.747.2135
Learning Resource Center	(Monday–Thursday) 8:00 AM–8:00 PM (Friday) 8:00 AM–3:00 PM	

Tuition & Fees

Tuition and related program fees for new students are due prior to the first day of class.

For the purposes of pricing of tuition, a verification of PA Driver’s license and completion of Residency form will be required.

Failure to address program charges will result in dismissal by YCST. Students in the Nurse Aide program will not be permitted to sit for final exams if any current tuition or fees are unpaid. Students who are up-to-date with their payment arrangements (i.e. monthly payment plan, financial aid requirement) are considered paid for testing purposes.

Please note: Tuition and fees are subject to periodic adjustment. For additional information regarding tuition and/or fees, contact the Practical Nursing office.

NURSE AIDE PROGRAM	TUITION
Nurse Aide	\$1,300

Refund Policy

Requests for refunds must be in writing to YCST Adult Nursing Education program. No refunds will be given after the first day of class.

Reimbursement Policy

If you are a Self Pay/Private Pay Nurse Aide program student, please keep the original letter you are provided by the YCST-NATCEP #395-0688. We are not authorized to issue duplicate letters. This letter must be signed and dated by you and turned over to your employer in order to obtain reimbursement. You can be reimbursed for your training costs if you meet the following criteria:

- You personally incurred your training costs.
- You are employed within 12 months of successful completion of the nurse aide training program.
- You are employed by a nursing facility enrolled in Medicare and/or Medicaid.
- You provide the nursing facility with this original letter, signed and dated by you. *Please note: A copy of this letter is not acceptable.*
- You work 130 hours as a nurse aide for the nursing facility to receive one-half of the fee and 130 hours to receive the balance.

SECTION 2: Nurse Aide Program Overview

Nurse Aide Training

In the Nurse Aide Certificate program, the students will learn the basic knowledge, skills, and abilities of a Nurse Aide. Students will be prepared as a member of the healthcare team to assist residents in a long-term care nursing facility. You will function under the direction of the Licensed Practical Nurse. Individuals completing the program will be eligible to sit for the NNAAP Exam. Please visit www.onetonline.org for specific information about the labor market, including employment opportunities and salary information.

This program is designed to prepare students to:

- Prepare for Pennsylvania National Nurse Aide Assessment Program (NNAAP), as well as college healthcare related program education.
- Learn to provide high quality patient care in a long term care facility and private home setting.
- Perform a wide range of basic nursing, personal care and restorative care skills in a classroom and real work setting.
- Work with various healthcare team members in providing direct patient care.

SHORT TERM 120 hours/16 days

DAY *Classroom:*
Mon–Thu, 7:00 AM–3:15 PM
Clinical:
Mon–Thu, 6:30 AM–2:30 PM

DATES Call for dates 717.747.2135

TUITION INFORMATION

Pre-Entrance Expenses*	
Application Fee	\$ 0
Criminal History Report & FBI Report*	\$ 47
Textbooks & Materials*	\$ 200
Uniforms*	\$ 60
Physical Examination/Immunizations (Current 2-step PPD)*	\$ 110
Tuition	\$ 1,300
ESTIMATED COST OF PROGRAM*	\$ 1,717

Standards

The YCST Nurse Aide program utilizes the standards established by the Pennsylvania Department of Education.

Program Schedule

Classes are scheduled multiple times during the year. The program provides both the academic background and clinical experience necessary for a career as a Nurse Aide. The day program consists of 16 days in length for a total of 120 program hours, split among theory taught in the classroom, laboratory experience and clinical hours with an affiliating agency. Theory consists of five content areas: Communication, Infection Control, Safety & Emergency, Resident Rights and Resident Independence.

Theory Hours	43.91
Lab Hours	31.09
Clinical Hours	45.00
Total Program Hours	120.00

Day 1 through 9 Days: Monday–Thursday
Hours: 7:00 AM–3:15 PM

Day 10 through 15 Days: Monday–Thursday
Hours: 6:30 AM–2:30 PM

Day 16 Days: Monday–Thursday
Hours: 7:00 AM–3:15 PM

All schedules are subject to change.

Program Objectives

Upon completion of his program, the student will:

- Function as an unlicensed individual in a role of a Nurse Aide, within the legal and ethical standards established by the Pennsylvania Department of Welfare.
- Apply knowledge of identification, prevention and reporting abuse as regulated by federal guidelines.
- Participate as a member of the healthcare team to assist in meeting the holistic needs of the resident.
- Be able to sit for the National Nurse Aide Assessment Program (NNAAP) exam.
- Identify the need for personal responsibility in continuing education.

Completion Requirements

This is a very intense course that runs for 120 hours. See office for current schedule. If you know that you may need to miss time for any reason, it would be wise for you to sign up for another class.

Nurse Aide students must achieve passing status in theory, skills testing and clinical experience as described in the Evaluation/Grading section.

- Students are expected to follow the rules and policies of the YCST Adult Nursing Education program and the long-term care facility where they complete their clinical experience.
- Students may be dismissed from the Nurse Aide program at the discretion of the Supervisor of Nursing Education or the Director and/or Assistant Director of the Adult & Continuing Education Center for the following reasons:
 - Inappropriate classroom or clinical behavior within the classroom or affiliated long-term care facility.
 - Consistent non-adherence with existing dress code at the long-term care facility.
 - Non-adherence with rules regarding tardiness and abuse.
 - Unsafe clinical practices and behaviors.
 - Demonstration of any type of abusive behavior.
 - Violation of the rules outlined in this Handbook or YCST policies.
 - Mandatory attendance is 120 hours per Nurse Aide class due to the intensity of the program. Make up time may occur during the next scheduled Nurse Aide class.

Textbook

The textbook used for Nurse Aide training is Hartman's Nursing Assistant Care: The Basics & Workbook, Albuquerque, NM, 6th Edition, Copyright 2022. Students are also provided with a Skills Workbook and Candidate Handbook.

NNAAP Exam

- Upon successful completion of the Nurse Aide program, the student is eligible to sit for the Pennsylvania National Nurse Aide Assessment Program (NNAAP) Exam.
- The Practical Nursing Education program cannot guarantee that the graduate will pass the NNAAP exam.
- Students who pass the NNAAP exam will receive a certificate and have their name added to the state nurse aide registry.

Please note: While every effort is made not to delay or cancel classes, YCST reserves the right to do so due to low enrollment.

**Amounts noted are approximations of typical expenses, but inform applicants of types of expenses to be expected. All figures are subject to change without notice.*

Revised April 2023

SECTION 3: Academic Policies, Procedures & Resources

Admissions Policy

The Adult & Continuing Education Center at York County School of Technology (YCST) has an open admissions policy, serving the needs of all who apply for admission. However, this doesn't mean that there are no entrance requirements. Prerequisite and entrance requirements for Nurse Aide are detailed in the following section. YCST's Nurse Aide program is approved by the Pennsylvania Department of Education and reflects the employment needs of the York County Region. Be advised that training space may be limited and enrollment is based on "first to apply, first accepted." Further information can be found at www.educationthatpays.com or by contacting the admissions counselor at 717.747.2130.

Students must be 18 years old or older to participate unless otherwise authorized by the Director of Adult & Continuing Education Center or designee.

Admission Requirements

- All visitors and new students must have their Driver's license scanned through the schools "Raptor" system, or it's successor system as we are housed in the Pennsylvania public high school.
- Mantoux-PPD (2-step), chest X-ray or QuantiFERON blood test and free from disease in a communicable state.
- Physical Exam—must be able to lift 50 lbs. and be in satisfactory physical and emotional health necessary to fulfill the objectives of the program. Applicants and students must be free of physical restrictions and communicable diseases during the entire Nurse Aide course.
- Criminal History—complies with the Nurse Aide Resident Abuse Prevention Training Act (Act 14). The Criminal History Record Information (CHRI) and FBI Reports may not include the prohibitive offenses contained in Act 14 of 1997.
 - Ten panel urine drug screen: A positive drug test will prohibit you from entering the program. You may retest prior to the next class.
 - PA State Police CHRI: Applicants who have resided in the PA Commonwealth for the last two years prior to entering the Nurse Aide program can request a CHRI from the State Police at <https://www.psp.pa.gov/pages/criminal-history-background-check.aspx>

If an applicant has not resided in PA Commonwealth for the last two years prior to entering the Nurse Aide training program, the applicant must complete a PA State Police and FBI report. See below for instructions.
 - FBI: Applicants who have not resided in the PA Commonwealth for the last two years prior to entering the Nurse Aide program must complete an FBI report by submitting a request to the Department and completing registration, payment and scheduled fingerprinting at <https://uenroll.identogo.com>.

Follow the steps below to begin the registration process:

1. Enter code: 1KG6NX.
2. Verify Code: This is what you will see at the top of the page once you have entered the code: 1KG6NX – Pennsylvania PDE-Area Vocations Technical Schools (AVTS).

**If the incorrect code is used, the results cannot be transferred to another state agency and the applicant will have to restart the process and pay for the FBI report again.*
3. Choose: Schedule or Manage Appointment.
4. Enter requested information: Personal data, security questions, etc.
5. Payment: Made using a major credit card.
6. Fingerprint locations: Location, days, and hours of fingerprinting locations vary. The operations of each site is posted on the IDEMIA website at: <https://uenroll.identogo.com/locations>.
7. **Request FBI report from PDE: The Nurse Aide applicant must contact and make a request with the PA Department of Education so that the Nurse Aide applicant's FBI report can be accessed, printed and stamped. *PDE staff will stamp each page with ORIGINAL in red ink and will only send one copy to the applicant within 30 calendar days of the written request.*
 - Requests are done via fax or email to ra-natcep@pa.gov and must include:
 - Applicant's full name.
 - Current mailing address.
 - Universal Enrollment Identification (UEID) number.
 - Email address.
 - Telephone number.
 - The UEID number is typically found on the FBI registration/payment receipt. Nurse Aide applicants also have a one-time opportunity to obtain an "UNOFFICIAL" copy of their report via email from the IDEMIA website. However, an "UNOFFICIAL" copy of the FBI report is not acceptable for enrollment in the Nurse Aide Training program.
 - PDE Staff member:

Sheri Weidman, NATCEP Coordinator
ra-natcep@pa.gov
Fax: 717-783-6672
8. Provide ORIGINAL FBI Report to YCST Nurse Aide program office: The Nurse Aide applicant must provide the FBI report to the Nurse Aide Training program staff at YCST for review and determination of eligibility to enroll in a nurse aide training program. The Prohibitive Offense List is provided to Nurse Aide applicants as part of the Nurse Aide Training program application packet.

- Any Nurse Aide applicant must be aware that crime codes vary by state so some research may be necessary. If the Nurse Aide Training program determines that additional information is needed for evaluation and determination for enrollment eligibility, it is the Nurse Aide applicant's responsibility to make a request to the appropriate jurisdiction and provide any additional documentation to the YCST Nurse Aide Training program for further evaluation prior to enrollment into the Nurse Aide Training program.
- The individual designated to review and approve applications for enrollment into the Nurse Aide program who willfully fails to comply with the regulations shall be subject to a civil penalty as provided for in 701.21.
- Nurse Aide program "Right to Know Policy" for Criminal History Records—the criminal history, FBI and other sensitive information provided to YCST from the student is placed in locked file cabinets. The facility's "Right to Know" personnel have access to the information. These individuals are the Nurse Aide Administrative Assistant and Supervisor of Nursing Education with current and up to date clearances. Other individuals permitted to view these files are NATCEP state and federal employees involved with the programs review/audit.
- All Nurse Aide applicants must be able to communicate effectively with the residents.

Registration Requirements

All applicants for admission to the Nurse Aide program must submit the following prior to the first day of class:

- Original forms
 - Completed application form.
 - Verification of Residency form.
 - Attestation of Compliance with PA Act 14 – NA Resident Abuse Prevention Training Act form.
 - Completed Health form which includes the following:
 - 2-Step PPD/Chest x-ray/QuantiFERON blood test.
 - 10 Panel Urine Drug Screening Results.
 - Be able to lift 50 lbs. and be free of physical restrictions.
 - Free of communicable diseases.
- CHRI report from the PA State Police.
- FBI Original Letter from PDE for applicants who have not resided in PA for at least the past two full years. FBI reports with the corresponding "rap sheet" are required for evaluation by the Supervisor of Nursing Education.

Administrative Record Keeping Policy

The following documents are kept on file ad infinitum in the Nurse Aide program Class Folders:

- Nurse Aide student grades and attendance.
- PA Nurse Aide Training Report with CEP results.

The following documents are kept on file ad infinitum in the individual Nurse Aide student's file:

- A copy of the Nurse Aide student Performance Checklist from beginning to end of Nurse Aide program.
- Certificate of Completion for Nurse Aide program.
- Skills Lab Procedure sheet.
- Reimbursement Receipt/Assurance form.
- Anecdotal notes.

The following documents are kept on file for up to three years:

Class Folder

- Program calendar.
- Emergency contact card.
- One-Call form.
- Sample Skills lab evaluation.
- Sample Letter of Denial.
- Program Evaluation.
- Sample Resident care document.
- Sample ID badge.
- Teaching assignment form.

Individual Nurse Aide Student Files

- Nurse Aide program application form.
- Proof of full payment for tuition.
- YCST Nurse Aide Student Handbook receipt and agreement.
- Verification of PA Residency and Attestation Compliance.
- Driver's License.
- PA CHRI and FBI (if indicated).
- YCST Physical form and 10 panel drug screen.
- 2-step PPD/QuantiFERON blood test/chest x-ray.

Class and individual Nurse Aide student files are kept in a secure locked file cabinet inside the Adult & Continuing Education office which is only accessible by administrators and administrative staff.

Essential Components

Communications

Students must be able to:

- Read and write English at a proficient level.
- Comprehend and speak fluent English and must be able to read and answer test questions on their own.

Visual

Students must be able to, with aid of corrective lenses if needed:

- Read information on labels, charts and computer screens as necessary.
- Read markings on sphygmomanometer.

Hearing

Students must be able to (after instruction), with use of hearing aid and/or amplified stethoscope, if needed.

- Hear blood pressure readings + or -2 mmHg.
- Hear apical pulse + or -2 beats.
- Hear directives with the speakers mouth covered with a surgical/isolation mask.
- Hear call bells and equipment alarms.
- Hear amplified phone.

Manual Dexterity

Students must be able to (after instruction):

- Perform all tasks related to being a Nurse Aide.

Physical Stamina

Students must be able to:

- Lift 50 lbs. on a regular basis.
- Push and maneuver a stretcher and wheel chair containing adults of various sizes.

Program Hours

Schedule

Classes are scheduled multiple times during the year. Classes begin promptly at 7:00 a.m. and dismiss at 3:15 p.m. Lunch and short breaks are provided. The Adult & Continuing Education Center opens at 7:30 a.m. and closes at 7:00 p.m. Students are required to be in their assigned classroom at the start of class and must return from breaks at the announced return time otherwise they risk being marked tardy.

Clinical experiences begin promptly at 6:30 a.m. and conclude at 2:30 p.m. Periodic breaks and 30-minute lunch are included. Students are required to be in their assigned clinical area at the start of clinical otherwise they risk being marked tardy. Break time is provided for restroom use and to refresh for the next instruction. **Break time is not intended for errands or leaving the campus.** Students must follow instructions from the faculty regarding break time. Leaving early or returning late from break will require the student to sign in/out. Missed time will be counted toward absence and may be considered a leave early/tardy incident. Leaving the classroom during class is only for emergency restroom needs.

ALL schedules are subject to change.

Attendance/Tardiness Policy

The Nurse Aide program attendance policy is designed to prepare the student for the work environment. Success in the job environment is greatly dependent upon regular attendance at work. Class and clinical attendance is a critical aspect of the teaching/learning process. Each student's attendance record and cumulative health record constitute part of the student's permanent record that is retained by the Nurse Aide program.

- ATTENDANCE AT EVERY CLASS/CLINICAL IS MANDATORY.
- Students must attend theory class and clinical ON TIME. Arriving 15 minutes early is highly recommended.
- If the student misses the first day of Nurse Aide training, it will result in immediate withdrawal from the program regardless of the reason.

- If the Nurse Aide student is late to class, the student is required meet with the instructor to coordinate a date, time, and to determine what homework or activities will be required to make up the missed time.
- If the Nurse Aide student is late to or absent from clinicals, this time cannot be made up during the current Nurse Aide training class. The student must contact the Adult Nursing office 717.747.2135 to reschedule the missed time, which may be made up during the next clinical rotation, provided that space is available. Making up time will incur additional costs to the student or employer/ sponsor, including up to full tuition.
- Dismissal from class due to sleeping or disruptive behavior will be counted as missed time.
- If the student is withdrawn due to absence(s), the employer or individual sponsoring the student will be made aware of the Nurse Aide training withdrawal, re-enrollment date, and the additional costs associated with re-enrollment.
- Mandatory attendance is 120 hours per Nurse Aide class. Due to the intensity of the program, make up time may occur during the next scheduled Nurse Aide class.
- You must attend the following five content areas before the clinical component: Communication, Infection Control, Safety and Emergency, Resident Rights, Resident Independency.
- Only special circumstances will be taken into consideration.
- If dismissed, the tuition is forfeited. Upon return to the program repayment in full is required.
- If the student withdraws prior to the start of the Nurse Aide class, tuition is full refunded, please refer to Section 1 regarding Refund Policy.
- If the student decides to voluntarily withdraw from the program and wishes to re-enter, they may do so.

Reporting of Absence or Tardiness

Class

If you are going to be late or absent for class, you must:

- Call Vickie Hake, the Nursing Education Administrative Assistant, at 717.747.2135 to notify her of the reason for delay or absence and your estimated time of arrival.
- Call your instructor. The instructor's phone number will be available on the first day of class.

Clinical

If you are going to be late or absent for clinical, you must:

- Call Rest Haven – York at 717.843.9866 and leave a message with the receptionist. You must call 15 minutes before the clinical start time.

Please note: Clinical experiences begin at 6:45 a.m. and you may need to make arrangements for childcare accordingly.

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 enrolled.

Therefore, it is the policy of YCST to be pro-active 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 YCST's 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.
- 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 observe or become aware of a violation are strongly encouraged to report it to their instructor. Students who engage 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 terminate any student who has violated the Academic Integrity Standards as outlined above.

Grading and Evaluations

Students must pass the theory (academic), skills lab and the clinical portions of the Nurse Aide program. Failure to pass one or more areas will result in failure of the program. Students must achieve a letter grade of 75% or better in theory, satisfactorily perform skills testing and pass the clinical experience in order to pass the course.

Theory Testing & Grading

Theory Testing

Testing will be scheduled during regular program hours. Check with your instructor for specific times. If a student cannot complete a test as scheduled, the student is required to notify their instructor before the exam. The student is required to confirm the new scheduled date of the test with the instructor.

Theory Grading

A student must have both passing quiz and final exam grades in order to pass the academic portion of the program.

A quiz grade of 75% must be obtained to pass each unit. If a grade is below 75%, one retest will be given on that unit. The student must achieve a grade of 80% or higher on the retest. Failure to pass the retest in any unit will result in dismissal from the program. Failing more than one quiz will result in dismissal.

The final exam must be passed with a 75%. If a grade is below 75%, a retest will be given. The student must achieve a grade of 80% or higher on the retest. Failure to pass the retest of the final exam will result in dismissal from the program. If the student has previously failed a quiz and fails the final exam they will be dismissed from the program and will not be given the opportunity to retest.

Weight given to quizzes and final exam in determining overall theory grade:

Quizzes: 50%

Final Exam: 50%

Skills Testing/Lab Evaluation

Skills Testing

The skills testing is completed on the last day of the class, which is on the last week of class prior to attending clinicals. The student is given five skills to perform within 30 minutes. In order to pass the class, the student must be able to complete the following skills based on the NNAAP skills booklet:

• Pass all Critical Element Steps

- Not miss more than two Non-Critical Element Steps

If a student does not meet these standards, the student is placed on probation and will be given one opportunity to retest due to the short duration and length of the program. The student must achieve a passing result on any retest or he/she will fail the skills test and will be unable to attend clinicals and will be withdrawn from the program.

When a student is placed on probation due to failure to meet skills testing requirements, the student must attend skills lab remediation after program hours. The student is responsible for communicating and coordinating remediation time with the instructor. At the end of the probationary period, the student will be evaluated on the skill that warranted remediation. If the student is unable to complete the skill successfully and satisfactorily, the student will be unable to attend clinicals, and may be withdrawn from the program.

Lab Evaluation

- Hand hygiene.
- Apply one knee-high elastic stocking.
- Assist to ambulate using a transfer belt.
- Assist with use of a bedpan.
- Clean upper and lower dentures.
- Counts and records radial pulse.
- Measure and record weight of ambulatory patient.
- Perform modified passive range of motion for one shoulder.
- Provides foot care on one foot.
- Provides mouth care.
- Measures and records manual blood pressure.
- Count and record respirations.
- Donning and removing PPEs.
- Dress client with affected (weak) right arm.
- Feed client who cannot feed self.
- Perform modified passive range of motion for one knee and one ankle.
- Provides perineal care for female.
- Gives modified bed bath (face, one arm, hand and underarm).
- Measure and record electronic blood pressure.
- Measure and record urinary output.
- Positions on side.
- Provides catheter care for female.
- Transfers from bed to wheelchair using transfer belt.

Clinical Experience, Grading, Objectives & Guidelines

Clinical Experience

Each student must satisfactorily complete 45 hours of the clinical experience component in order to pass the course. The student is given either a pass or fail according to the clinical grading scale. The student must attain a Satisfactory (score of 5-6) or Above Satisfactory (score of 7-8) each clinical day. The clinical grading scale is provided in the chart below. Additionally, to receive a passing grade for the clinical experience each student is expected to:

- Demonstrate appropriate communication skills.
- Respect resident rights.
- Comply with the HIPAA Law.
- Be punctual and follow the rules regarding tardiness.
- Dress appropriately and maintain acceptable personal hygiene.
- Comply with facility rules.
- Demonstrate ethical conduct.
- Follow safety and emergency procedures.
- Have an instructor present when performing each procedure until the student is proficient.
- Take initiative in providing resident care.

Clinical Grading Scale

Points achieved per Clinical Day	3-4	5-6	7-8
Performance Status	Unsatisfactory	Satisfactory	Above Satisfactory
Clinical Grade	Fail	Pass	Pass

Clinical Objectives

With direct supervision the nurse aide student will:

- Function in the role of an unlicensed individual in the role of a nurse aide, within the legal and ethical standards established by the Pennsylvania Department of Education and Department of Welfare.
- Demonstrate appropriate and effective communication skills.
- Apply the basic principles of infection control.
- Assist with basic emergency procedures.
- Demonstrate behavior that respects resident's rights.
- Demonstrate behavior that promotes resident's independence and prevents abuse.
- Demonstrate knowledge and apply the principles of basic nutrition to prevent neglect and exploitation.
- Identify and report abnormal signs and symptoms of common diseases and conditions of the body systems.
- Demonstrate care for the resident's environment.
- Provide personal care as directed by the licensed nurse.
- Provide care to the resident when death is imminent (if experience available).
- Demonstrate skills that incorporate principles of restorative care under the direction of a licensed nurse.
- Demonstrate basic skills by identifying the psychosocial characteristics of the populations served in the nursing facility.
- Demonstrate basic principles of validation therapy and other intervention strategies.
- Demonstrate successful completion of the NATCEP Student Performance Checklist.
- Mechanical Lifts—16-17 year olds

The teen may not operate the lifting device alone AND the teen may only assist in the use of the device as a junior member of at least a two-person team that is headed by an employee who is at least 18 years of age. All members of the team must be trained in the safe operation of the lifting device(s) being used.

The teen may not independently engage in "hands on" physical contact with the resident during the lifting/transferring process, such as placing or removing the sling, including pushing or pulling the sling under/around the resident; adjusting the sling under/around the resident; or, manipulating the resident when placing, adjusting or removing a sling. The teen, however, may assist in these "hands on" activities when assisting a trained adult employee who is manipulating, guiding, rotating or otherwise maneuvering the resident during the lift/transfer. The teen may similarly assist a trained adult

employee who is pushing, pulling, or rotating lifting devices when the device is engaged in the process of lifting/transferring a resident.

Clinical Experience Guidelines

- All students must attend the facility Orientation and the remainder of the clinical component in order to continue in the program.
- Professionalism is expected at all times.
- As representatives of YCST students are to dress professionally and within reasonable limits of decency, morality, safety and propriety. Students must also comply with the facility dress code and rules of conduct.
- Students will adhere to professional standards of cleanliness and personal hygiene.
- Students are to be neat, clean, well groomed and dressed in appropriate attire (free of holes, tears, and not frayed).
- Students must report to the clinical facility at five to ten minutes prior to the start time.
- An instructor must be present when a student performs a procedure until the student is proficient in performing the procedure.
 - Students may **NEVER** use a mechanical lift without an instructor present.
 - Students under the age of 18 **CANNOT** use a mechanical lift.
 - Students must **ALWAYS** feed residents in the dining room **WITH** an instructor present.
- When the instructor “passes” the student on a procedure (with the exception of the above two skills), the student will then be permitted to perform the procedure on his/her own.
- Students may not leave the clinical facility/site.
- Students shall abide by all policies and rules of the clinical nursing facility.
- Any student who ambulates, transfers, showers or uses a mechanical lift without the instructor present will be immediately dismissed from the program.

Counseling and Guidance

Counseling is provided to:

- Keep the student informed of his/her progress
- Encourage student self-evaluation and personal growth
- Appraise the student’s professional growth
- Provide assistance to students with personal problems

Students are counseled by the faculty concerning personal, professional, and academic matters. Personal counseling is provided through referrals to a local Mental Health Center and other persons and agencies as appropriate. Counseling may be initiated by the student or faculty member.

Faculty members are available for personal, professional, and academic counseling and guidance initiated either by a student or faculty member. When further professional assistance is needed for personal problems, students will be referred to the Nursing Supervisor or community agencies.

If a student is having an issue with an instructor, the student should first discuss the issue with the instructor before meeting

with the Nursing Supervisor. If the instructor and the student cannot agree, the student, instructor, and Nursing Supervisor will meet to correct the issue.

Student Bullying, Discrimination and Harassment

YCST is committed to providing every student with a learning environment that is free from bullying, discrimination, and harassment. YCST strongly supports State and Federal laws that protect all students from acts of discrimination, harassment and bullying. A copy of the school’s policy that prohibits this type of behavior is available in the office.

The affiliating agencies reserve the right to recommend to YCST that any student in the Nurse Aide program for reasons of unsatisfactory performance, violation of rules or other misconduct, not be allowed to practice in the agency. Students cannot graduate without clinical practice. It is a requirement of the educational program.

A student shall be dismissed without probation if conditions merit such action. For example:

- Unsatisfactory clinical performance
- Unprofessional conduct

Disciplinary Problems

In the event of a student disrupting a class or unsafe clinical practice, the student will be dismissed from class or the clinical area immediately and the matter will be reported to the Nursing Supervisor for further action.

Students violating rules and regulations are subject to probation or dismissal from the program. Your cooperation in understanding and complying with these rules and regulations is essential to the total operation of YCST.

Involuntary Withdrawal

YCST reserves the right to terminate the enrollment of a student who does not meet academic standards or financial obligations. Suspension or expulsion by YCST administration may occur for any of the following reasons:

- Failure to maintain regular class attendance.
- Failure to meet financial obligations to the school.
- Malicious damage to school property.
- Insubordinate acts against staff or other YCST employees or vendors.
- Failure to abide by YCST policies, procedures, and regulations as outlined during the admissions process and in this Handbook (including updated information distributed in addenda).
- Dishonesty.
- Theft.
- Unprofessional conduct in classroom or clinical.
- HIPAA violations.
- 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 absence. Excessive occurrences of these types of behavior could result in failing a course and/or being dismissed from a program.

- Unsafe clinical practice.
- Negligence.
- Endangering the physical and/or mental well-being of a patient.
- Unethical conduct—rudeness, disrespect, using foul language, insubordination, and loudness.
- Safety violations.
- Disregard for the rules and regulations of the affiliating agencies.
- The affiliating long-term care facility reserves the right to recommend to YCST that any student be removed from the clinical portion of the Nurse Aide program for reasons of unsatisfactory performance, violation of rules or other misconduct, and not be allowed to practice in the agency. Students cannot graduate without clinical practice. It is a requirement of the educational program.
- Any form of harassment, bullying or disrespectful behavior.

Graduation Requirements

A student will be eligible for graduation and to receive a certificate from YCST upon successful completion of:

- The YCST mandatory 100% attendance policy.
- All theory, skills and clinical requirements related to the Nurse Aide program of study as approved by the Pennsylvania Department of Education with a passing final grade in all components.

Upon completion of the Nurse Aide program, the graduate will be eligible to sit for the NNAAP exam

Post-Graduation Survey

YCST may survey graduates to gather feedback regarding the facilities, education and the student's program as a whole.

After graduation, students may also receive a brief survey inquiring as to their current employment status and their level of preparedness for their position. The information gathered through these surveys is utilized to improve the value of YCST's educational programs.

YCST may also send surveys to your employer to gather their feedback with regard to your preparedness as an employee through completion of our program.

SECTION 4: Student Resources

At the Adult & Continuing Education Center at York County School of Technology (YCST), the focus is on education and support for our students. We work hard to keep our institution recognized as a valued community resource directed at all facets of career and workforce development. We provide a variety of educational opportunities and avenues open to adult students. Any student with a disability that wishes to receive reasonable accommodations must request support services and provide documentation indicating disability. We encourage participation in student organizations and offer general educational and career counseling assistance to help students adjust to and succeed in training by providing academic assistance and advice in the following areas.

- Counseling on concerns affecting academic performance
- Assistance for students with disabilities

Please note: In order for us to best serve you and provide the support services above, it is recommended that students needing student support services notify their instructor or an adult education representative prior to or at the start of training.

In addition, YCST assists students with decisions related to their occupational choices, career opportunities, and personal problems affecting progress at school.

Disability Services

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 Nursing 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 Nursing 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 does not 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 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 Nursing 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 Nursing Education (or designee) will discuss the creation of an accommodation plan designed to assist the student reach his or her educational goals. The Supervisor of Nursing Education (or designee) will complete the Disability Services Accommodations Profile (Appendix 1). Both the student and Supervisor of Nursing Education (or designee) will sign and date the form. A copy of the form will be provided to the student and a copy filed in the office.

The student may appeal any decision regarding the proposed accommodation plan through the regular grievance process outlined in Appendix 2. 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 two 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 or opportunity, the Supervisor reserves 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.

Student Records

YCST maintains day-to-day student records using classroom management software which contains electronic information for all students attending YCST. Upon completion of the program, any paper records are consolidated and held at YCST. YCST agrees to store the records for 50 years in accordance with regulations and to make records available to students as needed. Student school records are a valuable resource when furthering education and/or securing employment following graduation. If students have any questions or concerns related to their YCST school records, speak with Student Services.

As long as a student's account is in good standing, official transcripts are available upon request. 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 Center office at least ten days in advance and must pay a fee of \$5.00 prior to receiving the copy.

Attendance is recorded daily by the instructor, and a student can request his/her progress at any given time.

Welcome Veterans

Thank you for your service! YCST is committed to helping current and former members of the United States Armed Forces attain their educational goals. Many of our programs are VA friendly and your educational training is very important to us. It is our goal to provide training and services in a professional, customer-focused atmosphere that fosters continuous learning.

GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by the VA is available at the official U.S. government website at <https://www.benefits.va.gov/gibill>.

APPLY FOR YOUR BENEFITS!

Go to <http://www.benefits.va.gov/gibill>. Click on the Education & Training tab (left side of the web page), then "For Students", "Get Started", "Apply for Benefits".

When you've completed the application, print out a copy of your application for your records. For questions about your application, call the VA at 1.888.442.4551. Depending on which program you're eligible to receive, you will receive a Certificate of Eligibility (COE) letter from the VA. You must provide a copy to the school's VA Certifying Official in order to have your enrollment certified.

Any amount not paid by the VA directly to the school is the student's responsibility.

Benefits for those receiving Chapter 30, 1606, 1607, or 35, will be paid directly to the student. Arrangements for payment of your bill are your responsibility.

It is also recommended that you apply for federal financial aid to assist you with payment of any additional expenses not covered by your GI Bill funds.

Apply through www.fafsa.gov for the Free Application for Federal Student Aid.

Chapter 30 – Montgomery GI Bill® – Active Duty Educational Assistance

Period of Service: 7/1/85 to present

Eligibility: Two or three years of active duty; Honorable discharge; Eligible 10 years from date of separation.

Chapter 1606 – Montgomery GI Bill® – Selected Reserve

Eligibility: Student must be currently enrolled in a Selective Reserve program such as the National Guard or the Army Reserves.

Chapter 1607 – Reserve Educational Assistance Program

Eligibility: Available to certain reservists who were activated for at least 90 days after September 11, 2001. Program ended 11/25/15. Please visit the VA website for additional information.

Chapter 31 – Vocational Rehabilitation

Eligibility: Student must have a service related disability which the Department of Veterans Affairs has rated at least 10%

compensable. There must be an employment handicap and generally the student must complete the program within 12 years from the notice of the disability rating.

Chapter 32 – Veterans’ Educational Assistance Program (VEAP)

Period of Service: 1/1/77 to 6/30/85

Eligibility: Active duty for a least 181 days, contribution to the program and other than dishonorable discharge. Eligible ten years from date of separation.

Chapter 33 – Post 911

The Post-9/11 GI Bill® provides financial support for education and housing to individuals who served on active duty after September 10, 2001.

Eligibility: Must have 90 days of aggregate service on or after September 11, 2001, or individuals discharged with a service-connected disability after 30 days. You must have received an honorable discharge to be eligible for the Post-9/11 GI Bill®.

Chapter 35 – Survivors’ and Dependents’ Educational Assistance

Eligibility: A child (under 26) or a spouse of a veteran who is 100% disabled or who died because of service related injuries.

SECTION 5: STUDENT CONDUCT

Student Conduct Policy

The Adult & Continuing Education Center at York County School of Technology (YCST) recognizes its postsecondary students as responsible and dedicated individuals who are preparing for career employment. An integral part of career and professional development is the expectation that students conduct themselves at YCST in the same manner as will be expected in the workforce.

Students of YCST have responsibilities and duties commensurate with their rights and privileges. The YCST Student Conduct Policy provides guidance to students regarding those standards of student conduct and behavior that are considered essential to its educational mission. This policy also provides guidance regarding the types of conduct that YCST finds disruptive to its educational mission.

All students are expected to embody the following characteristics:

- Initiative, enthusiasm and cooperation related to their learning experiences.
- Respect and courtesy toward instructors, staff, administration and classmates.
- Responsibility and dependability.
- Professionalism in appearance and attitude at all times.
- Appropriate response to constructive criticism.
- Behavior that contributes to a positive learning environment for all.
- Uphold high standards of integrity which will reflect positively upon him/her and YCST.
- Adherence to all policies and procedures of YCST.

Students must also adhere to the Ethical Codes and Standards of Conduct in the Practical Nursing program which are designed around the student's intended profession. Students are expected to conduct themselves in a safe, professional and 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, 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.

The following are examples of behaviors that would be considered to be in violation of YCST's Student Conduct Policy whether in a school building, on school property, at a school-sponsored event or at an affiliating agency. This list is not comprehensive.

- Persistent or gross acts of willful disobedience or defiance toward school personnel. Assault, battery or any other form of physical abuse of a student or school employee.
- Verbal abuse of a student or school employee.
- Conveyance of threats by any means of communication including, but not limited to, threats of physical abuse and threats to damage or destroy school property or the property of other students or school employees.

- Any conduct that threatens the health or safety of another individual.
- Harassment by any means of any individual, including coercion and personal abuse. Harassment includes but is not limited to written or verbal acts or uses of technology, which have the effect of harassing or intimidating a person.
- Any form of unwanted sexual attention or unwanted sexual contact.
- Theft, attempted theft, vandalism/damage or defacing of school property or the property of another student, faculty or staff member.
- Interference with the normal operations of the school (i.e., disruption of teaching and administrative functions, disciplinary procedures, pedestrian or vehicular traffic or other school activities).
- Use of cell phones or other electronic devices during scheduled classroom times.
- Unauthorized entry into, or use of, school facilities.
- Removal of equipment from school premises without permission.
- Forgery, falsification, alteration or misuse of school documents, records or identification.
- Dishonesty, including but not limited to cheating, plagiarism, or knowingly supplying false information or deceiving the school and/or its officials.
- Disorderly, lewd, indecent or obscene conduct. This would include, but is not limited to, any type of clothing or materials worn or brought onto the premises by any student or guest deemed to be lewd, indecent or obscene as determined by school officials. This includes display of drug or alcohol symbols on vehicles.
- Violation of school safety regulations, including but not limited to setting fires, tampering with fire safety and/or fire equipment, failure to exit during fire drill, turning in false fire alarms, and bomb threats.
- Use, sale, possession or distribution of illegal or controlled substances, drugs or drug paraphernalia, or alcohol on school property or at any function sponsored or supervised by the school. Being under the influence of illegal substances, controlled substances, or alcohol on school property or at any school function is also prohibited.
- Possession or use of firearms, explosives, dangerous chemicals or other weapons on school property or at school-sponsored functions.
- Tobacco possession and/or use on the YCST campus.
- Failure to comply with direction of school officials, faculty or staff who are acting in the performance of their duties.
- Failure to identify oneself or display ID card when on school property or at school-sponsored or supervised functions, upon request of school official acting in the performance of his/her duties.

- Violation of federal, state or local laws and school rules and regulations on school property or at school sanctioned or school sponsored functions.
- Any act considered inappropriate or as an example of misconduct that adversely affects the interests of YCST and/or its reputation.
- Any violation of the institutions policies on the responsible use of technology.
- Harassment based on sex, race, color, national origin, religion, sexual orientation, age, disability or any other criteria protected by state, federal or local law.

Classroom/Clinical Dress Policy

The following policy meets the organizational standards for appearance in the clinical sites utilized throughout the practical nursing program. Students that disregard this policy will be sent home, subject to disciplinary action up to and including dismissal.

- Students must wear the assigned uniform each day to class and clinical.
- Students will wear only the approved uniform. Uniforms must be kept clean and be free of discolorations/stains. Any student not in proper uniform attire will be asked to leave for the day and these hours will add to the total hours absent from the program.
- Students must wear scrub bottoms without holes, rips or tears. These must be worn at waist level with both pant legs down at the same length.
- Students may not display any potentially derogatory or hate Speech symbolism and/or any item that is deemed offensive towards race, gender etc. and/or may have the potential to cause a disturbance. Final determination of the appropriateness of any item, sign, graphic etc. on school property will be made by YCST administration and will not be negotiable.
- Uniforms need to fit properly (not too tight or too loose, pants are not touching the floor or frayed), and are neat, clean and wrinkle free. They must meet reasonable limits of decency, morality, safety and propriety.
- Students must wear their YCST ID badge at all times when on school property and in the clinical setting.
- An assigned facility ID badge is required for clinical facilities for security purposes. Student without badges will be sent home.
- Cell phones are NOT permitted in the classroom, hallways or in the clinical area.
- Electronic devices in the classroom and clinical that are NOT approved are smart watches, Apple watches. Google eyeglasses, etc.
- Obscenity and profanity will not be tolerated.
- Gum chewing is not permitted in the classroom or in the clinical area.

Classroom Dress

- The classroom uniform top is a Cherokee brand Hunter Green polo shirt.
- Students must wear fully enclosed shoes.

Clinical Dress

- The clinical uniform is a white scrub top and Cherokee brand Hunter Green pants.
- Plain white all leather-like sneakers or white “nursing shoes” must cover the enter foot.
- Clogs, crocs, open-toed or open-heeled shoes are not permitted. The shoes must allow for liquids to easily roll off the surface.
- White socks.
- A green lab coat may be purchased through Athletic Lettering. This is optional.

Hygiene

- Students will adhere to professional standards of cleanliness and personal hygiene.
- Offensive odors must be minimized.

Fragrances/Odors

- Students must be fragrance free and will be sent home if fragrances are worn.
- Students cannot wear fragrance products such as perfume, essential oils, cologne, scented lotions, body washes, etc., which may have significant health effects for many patients and staff and/or may be offensive.
- Students must be free of the smell of smoke per the policy of our clinical partners as a SMOKE FREE campus and offensive odors can cause adverse reactions/outcomes for patients.

Face/Hair

- Hair should be neat, clean and of a natural color (no green, purple, etc.) and out of the face.
- If the hair length extends past the collar, it must be pulled into a ponytail, a bun or braided and it must be kept off of the face and shoulders. Hair must not touch the patient during care.
- Facial hair must be neatly trimmed.
- Makeup is permitted but must be used in moderation.

Fingernails

- Nails must be the natural nail and be kept short and well-manicured. Nails may not extend past the tip of the finger.
- NO nail polish, gel polish, acrylics, French tips, etc., are permitted.
- NO artificial nail application including but not limited to items glued to the surface of the nail, items piercing the nail, wraps, gels, nail extensions are permitted.

Jewelry

- No facial piercings, tongue piercing devices or additional jewelry are allowed except for what is listed below:
 - Plain wedding band.
 - A watch with a second hand.

- One pair of stud earrings per ear, no larger than 1/4”
- Medical alert jewelry (bracelet or necklace).
- No visible body piercings are acceptable.
- No hoop earrings, bracelets or necklaces are acceptable

Tattoos

- All visible tattoos must be covered.

Smoking/Tobacco

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.

The purpose of this tobacco use policy is to encourage healthy living and decrease exposure to second hand smoke for all students, faculty, staff and patients/residents. Tobacco use cessation education is included in the nursing curriculum. Students, faculty and staff members who desire information about tobacco use cessation support groups should see the Supervisor of Nursing Education or Nursing Education Administrative Assistant.

Student Break Area

A student break room is located in the Adult & Continuing Education Center wing of the building and it 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 student use in the evening. All food and food containers, wrappers, drink cans and bottles should be disposed of in available trash containers. Students are expected to leave all areas clean and orderly. If food or drink is brought into the classroom, make sure that the food waste is disposed of OUTSIDE THE CLASSROOM.

Students are encouraged to bring their lunch and something to drink. A refrigerator and microwave ovens are available. Lunch can be purchased at the YCST School cafeteria of Spartan Inn.

Students may leave campus to get lunch however this is greatly discouraged. Most eating establishments are at a distance or busy. This may not allow the student adequate time for travel and eating. Eating in class is not permitted.

Clinicals at Rest Haven—It is recommended that students do not leave campus during lunchtime due to time constraints. Students returning to the clinical floor past the posted time are considered tardy.

Student Identification

School photo ID badges must be worn at all times with the lanyard provided by the school or clip style pin. Badges must be worn on the upper torso of the body with the name facing outward and visible to others. Students will be sent home to retrieve badge, and time missed in the program will add to total hours of attendance.

Students, visitors and prospective students are required to be processed through our Raptor ID system on their first visit to our facility.

When at clinical facilities, the school and facility photo ID must be worn at all times.

Student Interaction

It is the opinion of the Adult & Continuing Education Center at YCST administration that the welfare of YCST’s secondary students and students enrolled in the daycare are better served if there is little to no interaction between these students and the students enrolled in adult and postsecondary programs. Therefore, the Adult & Continuing Education Center at YCST administration does not condone, support, or encourage fraternization or socialization between adult students and students enrolled in the secondary school and/or daycare.

Policy: While it is understood that Adult & Continuing Education Center students have the right to access necessary areas of the building for the successful completion of their classes and programs (to include the Adult & Continuing Education Center center, the cafeteria, the Spartan Inn, areas where their classes are taking place, the parking lot and other designated areas), students enrolled in YCST are not permitted to fraternize or socialize with students enrolled in the secondary school and/or daycare. This policy extends from casual socialization to, and including, developing close personal relationships. The YCST administration assumes that adult students understand their superordinate position relative to the secondary students and daycare students; therefore, the adult student becomes the party responsible should any type of relationship develop. With the exception of administratively authorized interaction, or where there are jointly operated classes containing both adult and high school students, adult students are expected to have little to no contact with the aforementioned students. Adult students arriving at YCST before their classes begin should stay in their training area, provided their instructor is present. If the instructor is not present, adult students are expected to stay in the main lobby area or cafeteria, when not in use, until their classes begin. Adult students should only be traversing between their assigned locations, classes and areas they have been directed to by appropriate staff members; they should not be roaming the halls of the school or loitering in proximity to the secondary and/or daycare classrooms while classes are in session.

Breaking the Policy: Depending on the circumstances, adult students who break the fraternization and socialization policy for the first time may receive a verbal and/or written warning from either the Administrative Director of the school, the Director of Adult & Continuing Education Center or designee. A second offense may result in probation, suspension or involuntary discharge from the school, based upon the decision of the Director of Adult & Continuing Education Center.

Cell Phone Use

Cell phones are not allowed in the classroom, hallways or in the clinical areas.

Internet Use at Clinical Sites

Students should not be using any electronic devices at the clinical/externship site while training unless prior permission from the site is obtained to do so. If permission is granted by the site, students are required to adhere to all rules, policies and expectations that the site facility has regarding the use of electronic devices, including the use of its wireless internet on students' own personal electronic devices. Students have no expectations of privacy when using the Internet at the sites. YCST reserves the right to prohibit students from using electronic devices at clinical/externship sites if such usage is deemed to be disruptive to the educational program.

HIPAA & Violations

- Confidential information of patients, patient family members, visitors, physicians, nursing staff, faculty, fellow students, and class and clinical situations should never be discussed in any form online. HIPAA guidelines are to be upheld at all times. A student is subject to dismissal from the Nurse Aide program for any violation of HIPAA.
- Personal information and photos with students, faculty, staff, classroom and clinical sites may only be posted with written permission from all individuals involved. Students should avoid using names and never post photographs of patients/staff, etc.
- The posting of unauthorized pictures, videos, course materials, quizzes/tests or plagiarizing online information is prohibited.
- Harassing, threatening, belittling photos, emails, or videos that are demeaning, insulting, or discriminating against anyone are not to be posted.

Cell phones, cameras, recorder equipment, or beepers are NOT permitted in the classroom, hallway, or clinical sites/premises. They may be used in the student breakroom or outside the building when on break.

Failure to comply with this policy may result in:

- First offense—counseling form by instructor
- Second offense—program/behavioral contract
- Third offense—could result in dismissal

In clinical areas, any HIPAA violations are very serious with stricter consequences including dismissal.

Social Media Policy

The Adult & Continuing Education Center at YCST recognizes that social media can be a useful tool. However, use of social media also presents certain risks and carries with it certain responsibilities. To assist students in making responsible decisions about the use of social media, the following guidelines are established for appropriate use of social media.

Students who identify themselves as YCST Adult & Continuing Education Center students, when posting content to any social media site, should not represent that they are speaking on YCST's behalf, and are strongly encouraged to refrain from making disparaging, harassing or threatening comments regarding YCST, its students/faculty/staff and clinical/

externship sites. Inaccurate, inappropriate, threatening or harassing postings that substantially disrupt YCST's educational environment may result in disciplinary action being taken against students, including but not limited to removal from the program. Postings that attempt to describe any patient and/or patient care situation at clinical/externship sites, directly or indirectly, will be considered a violation of patient confidentiality and will result in dismissal from the program. If you have any doubt whether a potential subject of a social media post is permissible, check with your instructor first before posting.

Change of Personal Information

Please keep the school advised of any change by a written note given to the Nursing Education Administrative Assistant. If a student has no phone, the phone number of a nearby resident who could relay information to the student should be submitted. Current email address must be on file. Please also note that it is wise and courteous of you to continue this practice after graduating. Proof of name change must be officially documented before changes are made on school documents.

Children

No children are to be brought to school, class, clinical, or other related activities during school hours.

Disciplinary Procedures

Any student who is found to have violated the Student Conduct Policy is subject to disciplinary sanctions up to and including suspension or permanent dismissal, as further described below.

Warnings, Counselings & Evaluations

Disciplinary action will depend upon the nature of the student's conduct, the rule violations and the student's prior disciplinary record. The school reserves the right to immediately remove a student from the program for any disciplinary infraction if it believes such action is warranted.

The first step in the disciplinary process for a minor offense usually is a verbal warning. If the problem continues after a verbal warning, a written counseling will typically be given to the student, unless more severe disciplinary consequences are deemed appropriate.

Written counselings are signed by the instructor and the student and become a permanent part of the student's record. In lieu of written counseling, the instructor may recommend to the Supervisor of Nursing Education probation, dismissal, withdrawal or other for the student. Evaluations are signed by the instructor, the Supervisor of Nursing Education and the student and become a permanent part of the student's record.

For more serious disciplinary infractions, the school reserve the right to impose disciplinary consequences it deems appropriate, including but not limited to immediate removal from the program.

Complaint

- Any member of YCST (i.e., faculty, staff, student) may file a complaint against any student for misconduct or for otherwise being in violation of YCST policies. The complaint shall be submitted, in writing, to the Director of Adult & Continuing Education Center/Supervisor of Nursing Education. Complaints should be submitted as soon as possible after the alleged violation occurred.
- The Director of Adult & Continuing Education Center/Supervisor of Nursing Education shall review and investigate the complaint to determine if the allegations have merit, to identify violations of the Student Conduct Policy, and to impose sanctions for such violations.
- Unless otherwise provided by law, YCST generally will not disclose the name of the person making the complaint to the accused student unless it determines in its sole discretion that the circumstances warrant it.

Notification and Adjudication

- Within a reasonable period of time after the complaint is received, the Director of Adult & Continuing Education Center/Supervisor of Nursing Education will notify the student of the complaint and the alleged violation of the Student Conduct Policy. This notification may be in written form or through oral communication. The student will meet with the Supervisor of Nursing Education to discuss the complaint and alleged violation. The Supervisor of Nursing Education will render and communicate the decision to the student.
- If a good faith effort has been made to contact the student to discuss the alleged violation and the student fails to appear for the meeting, the Director of Adult & Continuing Education Center/Supervisor of Nursing Education may make a determination of violations of YCST policies on the basis of the information available, and impose sanctions for such violations. This decision shall be communicated to the student.
- The determination shall be made on the basis of whether it is more likely than not that the student violated a rule, regulation or policy of YCST by the Director of Adult & Continuing Education Center/Supervisor of Nursing Education.

Appeal Procedure for Disciplinary Action: Any student wishing to appeal a disciplinary decision may do so following the Student Complaint Procedure as outlined in Appendix 2 of this Handbook.

Breaking the Policy: Depending on the circumstances, adult students who break the fraternization and socialization policy for the first time may receive a verbal and/or written warning from either the Administrative Director of the school, the Director of Adult & Continuing Education Center, or designee. A second offense may result in probation, suspension or involuntary discharge from the school, based upon the decision of the Director of Adult & Continuing Education Center.

SECTION 6: HEALTH & SAFETY

Campus Security

The Adult & Continuing Education Center at York County School of Technology (YCST) is committed to the safety and welfare of our students, employees and visitors. We encourage everyone to report crimes promptly to the Adult & Continuing Education Center/Practical Nursing office.

YCST is not responsible for loss or damage to any personal possessions and/or property. Students' personal property is not covered by the school's insurance.

The Nurse Aide program participates with YCST by designating all school properties to be a Drug and Smoke Free Zone and/or Workplace. Students and employees are aware that the unlawful distribution, dispensing, possessing, or use of a controlled substance is prohibited in the school/workplace and any persons violating such prohibition shall subject themselves to disciplinary action. Students will be dismissed without probation. Employees are subject to disciplinary action which could result in a suspension or dismissal of employment.

All students are required to have a criminal history record check done by the Pennsylvania State Police and a Child Clearance Report. The cost is the responsibility of the student.

Information concerning campus crime statistics is available by request from the Adult & Continuing Education Center. These reports of crime are compiled in accordance with the provisions of the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act of 1998.

Drug-Free and Alcohol-Free Facility

YCST is committed to protecting the safety, health and wellbeing of all students. It is recognized that alcohol and drug use presents a significant threat to our school and to the safety of 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 or at clinicals. Students are also not permitted to attend class or clinicals 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 or clinicals immediately. The YCST staff will assist such student in securing transportation off of the premises. Any hours missed will be the responsibility of the student to make up in accordance with their program's makeup policy. The student may be asked to submit to random urine, drug screening and/or blood alcohol tests upon request.

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 use is mandatory for the student as a requirement to return to class. The student is required to provide release of information from any treatment center or hospital. The financial responsibility for treatment belongs to the student. In addition, students found responsible for violating this policy are subject to the jurisdiction of the State of Pennsylvania.

Tobacco-Free Facility

It is illegal to possess or use tobacco on the YCST premises or in/on any property, buses, vans, and vehicles that are owned, leased or controlled by the school. Violating this policy will result in a fine. Any reports of student violation of this policy will be explored by the YCST administration. Disciplinary action for violation of this policy may not be limited to legal ramifications and may include school disciplinary action such as suspension or termination.

Search of Student Property

YCST reserves the right to search the contents of students' personal property or belongings when there is reasonable suspicion on the part of the YCST staff that a serious risk to the health, safety and welfare of students and/or the school community exists. This includes but is not limited to vehicles brought onto school property, lockers, backpacks and clothing.

Driving and Parking

Students are responsible for providing their own transportation to school and clinical facilities.

Instructions for parking at the clinical facilities will be reviewed during orientation.

All students are requested to park their automobiles in the South Queen Street parking lot and enter the building through the Adult Education door #54 entrance toward the north end of the building.

No parking is permitted on the lot on snow days before 7:00 a.m. This will allow for the building crew to clear the parking lots slippery conditions.

Injuries and Accidents

No healthcare facilities are available at YCST. Basic first aid supplies are available through the Adult & Continuing Education Center. Students 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.

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

Illness

- If you become ill or have an accident on the clinical area, report to your instructor immediately. Your instructor will determine the action to be taken.
- Students with Herpes Simplex (cold sores, fever blister) and Herpes Zoster (shingles) may not be allowed in selected clinical areas. This will be decided at the discretion of the instructor and facility personnel.
- Incident reports must be filled out on the day of the incident.

Weapons

Possession of any weapon is prohibited on YCST property, at school sponsored events and at clinicals. 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 foregoing 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 the blade of which is exposed.

Any weapon on campus in violation of this policy will be confiscated. Violation of this conduct policy by students will be adjudicated in accordance with YCST's policies for student conduct. Depending on the circumstances, violation of this policy may subject the offender to discipline up to and including dismissal from YCST.

Personal Protective Equipment

For personal safety, students may be required to wear appropriate personal protective clothing and equipment in accordance with their program requirements. Students may be required to wear gloves or other protective clothing as necessary. 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.

Weather Delays and Cancellations

In the event of inclement weather or any other emergency situation, students will be notified via the School's "One Call" system. Information may also be posted on the YCST website and social media channels.

APPENDIX 1

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

Test Accommodations	Class Accommodations
<input type="checkbox"/> Extended Time 1-1/2x or 2x	<input type="checkbox"/> Note Taker
<input type="checkbox"/> Reader	<input type="checkbox"/> Recorded Lectures
<input type="checkbox"/> Use of Computer	<input type="checkbox"/> Oral Directions
<input type="checkbox"/> Distraction Free Environment	<input type="checkbox"/> Preferential Seating
	<input type="checkbox"/> Enlarged Print
Other Accommodations:	

In order to provide professional services, school counselors, the Supervisor of Nursing 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 Nursing Education _____

- Office Copy
- Student Copy

APPENDIX 2

Student Complaint Procedure

Students enrolled in the Adult & Continuing Education Center Nurse Aide program offered by the YCST are expected to abide by all program rules outlined in JOC policies, this 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 complaint 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 the Practical Nursing program. This procedure is not for academic matters. For students in the Practical Nursing program, the appropriate administrator is the Supervisor of Nursing Education.

Definition

For purposes of this procedure, a "complaint" is defined as a disagreement of a student enrolled in the Nurse Aide program with an administrative decision that either results in the student being placed on: (1) academic or disciplinary probation, (2) temporarily suspended from the Nurse Aide program for disciplinary reasons, or (3) dismissed or permanently removed from the Nurse Aide 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 YCST 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 the Nurse Aide program and seeks to bring forth a complaint under this procedure.

A complaint to be considered under this procedure must be initiated within five school calendar/business days of the aggrieved person's notification of being placed on probation or being suspended, dismissed or removed from the Nurse Aide program.

A school calendar/business day is a day the school is scheduled to be open. Complaints must be delivered to the Supervisor of Nursing Education (or designee) in writing, with an original signature, not by email or fax. Correspondence between the aggrieved student and YCST during the review of their properly received complaint is permitted by email and fax.

Purpose

The purpose of this procedure is to provide students enrolled in the Nurse Aide program at the YCST with a procedure to challenge or review administrative decisions involving students being placed on probation or being suspended, dismissed or removed from the Nurse Aide program.

Nothing herein contained shall be construed to limiting the right of any students having such a complaint to discuss the matter informally with an appropriate member of the administration and having the complaint adjusted without availing themselves to the procedures outlined herein.

Procedure

Since it is important that complaints 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 complaint is not filed and/or appealed within proper time limits by the aggrieved person, the complaint shall be considered to be untimely and no further administrative action shall be required.

In the event a complaint is filed at such time that it cannot be processed through all the levels in the complaint procedure by the end of the aggrieved student's completion of the program, the limits set forth herein may be adjusted so that the complaint procedure may be exhausted in a timely manner.

The following procedural rules shall apply to all complaints filed under this procedure:

- Failure at any level of this procedure to appeal a complaint 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 complaint, continue to observe all assignments and applicable rules and regulations of the school until such complaint and any effect thereof shall have been fully determined. However, if an aggrieved student is suspended, dismissed or removed from the Nurse Aide program, the administration, in its sole discretion, shall decide whether or not a student shall be permitted to attend the Nurse Aide classes while a complaint is pending.

Level I—Any aggrieved student who has a complaint shall submit it in writing, with an original signature, first to the Supervisor of Nursing Education (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 complaint.

Level II—If as a result of the review of the complaint 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 complaint in writing, with an original signature, to the Adult & Continuing Education Director (or designee) of YCST specifying: (1) the decision which is the subject matter of the complaint including the date it occurred, (2) the specific conduct or decision that is be disputed, (3) the relief being sought by the student, and (4) the reason the student is dissatisfied with the decision previously rendered. The Adult & Continuing Education Center Director (or designee) of YCST 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 complaint in writing, with an original signature, to the Administrative Director of YCST (or designee) specifying: (1) the decision which is the subject matter of the complaint including the date it occurred, (2) the specific conduct or decision that is be disputed, (3) the relief being sought by the student, and (4) the reason the student is dissatisfied with the decision previously rendered. The Administrative Director of YCST (or designee) shall communicate his or her decision to the student in writing five school calendar/business days of receipt of the grievance. The YCST Administrative Director's decision shall be considered final.



Adult & Continuing Education Center

at York County School of Technology

Nurse Aide

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