

Dear Student,

Welcome to York Adams Academy. We are pleased that you have decided to return to school and pursue your high school diploma. The flexible hours are designed to meet your individual needs. We hope that you will utilize them in the best possible way.

Our staff is dedicated and willing to work with you to ensure your success. However in order for you to make the most progress, excellent attendance is essential.

One of the benefits of York Adams Academy is that you do not have schoolwork to complete outside of school, but it means that you must work hard while you are here, and you must be here to work hard.

We sincerely hope that you will take advantage of this opportunity to work with us for your success.

Now that you have taken the first step and have returned to school, graduation is within your reach. When this goal is realized, your reward will be new opportunities in the workplace and/or in higher education.

Sincerely,

Christopher Fultz
Director

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STATEMENT OF NON-DISCRIMINATION

It is the policy of the York Adams Academy to not discriminate on the basis of race, color, national origin, sex and handicap in its educational program, activities, or employment practices, as required by Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973 and Title VI of the Civil Rights Act of 1964. Inquiries regarding compliance with any of these statutes may be directed to Dr. Michael S. Snell, Superintendent, Central York School District, 775 Marion Road, York, PA 17406, Compliance Officer, or to the Director of the Office of Civil Rights, US Department of Education, 3535 Market Street, Philadelphia, PA 19104.

A NOTE TO STUDENTS

York Adams Academy's unique program exists for one reason: to give students the opportunity to complete a quality high school education. The administration and staff have endeavored to develop a program that will meet your individual needs. We understand that there are many reasons students have been unable to complete high school. The uniqueness of York Adams Academy's program may be able to address some of the reasons. However, no program will provide a successful education unless there is a solid commitment by the student. This commitment is demonstrated through **good attendance, a solid work ethic, and effective communication.**

We are delighted you have chosen York Adams Academy, and look forward to seeing you in class every day.

A NOTE TO PARENTS/GUARDIANS

We expect the parents/guardians of our students to take an active role in monitoring their student's attendance and progress at YAA. Students are required to assume responsibility for their own attendance and the completion of academic assignments. Generally, warnings will not be issued. Students and parents can view attendance and academic progress information on the MMS Student/Parent portal. Should questions or concerns still exist, please contact your student's teacher.

We need your support. We will make every effort to collaborate with you. When schools and families work together, the student's success can more easily become a reality.

CONFIDENTIALITY OF SCHOOL RECORDS

School records of York Adams Academy students are available to the parents/guardians of any student under the age of 18 years. Information will not be released to agencies without written consent of the parent/guardian. Information regarding a married student 18 years or older, not claimed as dependents, is strictly confidential and will not be shared with anyone without the written consent of the student. We ask all individuals to honor the right of privacy of all students.

VISITORS

In an effort to maintain a safe and secure educational environment for YAA students and staff, upon arrival all visitors must report to the main office to sign-in and receive a visitor's badge.

York Adams Academy makes no provision for students wishing to bring guests to school. Due to limited space, students may not bring friends or relatives to classes. Please do not ask for an exception to be made.

We also ask that York Adams Academy students not request permission to bring their children to class. We understand that unexpected problems may arise regarding availability of child care services; however, younger children in the classroom create distractions to the learning process.

Parents/Guardians are always welcome to visit the student's classroom but must have prior approval from the Director to do so.

YORK ADAMS ACADEMY SITES

The York Adams Academy is housed at two sites.

<u>The York Learning Center,</u>	300 E. 7 th Avenue Suite 500 York, PA 17404 Phone 717-718-5836
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Students enrolled at the York Learning Center site come from a consortium of ten participating York County School Districts – Central York, Dallastown, Dover, Eastern York, Northeastern, Red Lion, South Eastern, Spring Grove, West York, and York Suburban.

<u>The Adams/Hanover Site,</u>	2904 Carlisle Pike New Oxford, PA 17350 Phone 717-624-3535
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Students enrolled at the Adams Site are referred by Bermudian Springs School District, Conewago Valley School District, Gettysburg Area School District, Hanover Public School District, Littlestown Area School District, South Western Area School District, and Upper Adams School District.

REGULAR CLASS SESSIONS

Morning Session 8:00 am – 11:00 am	Monday - Friday
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Mid-Day Session* 11:15 am – 2:15 pm	Monday - Friday
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Evening Session* 5:00 pm – 8:45 pm	Monday - Thursday
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*York Learning Center Site only

Students are not permitted to attend more than one session per day, without the approval of the director.

Students receiving financial assistance from state or federal agencies (example: Social Security, etc.) must follow the attendance policy of the specific agency. Most government assistance programs require a minimum of twenty (20) hours per week. It is also the responsibility of the student to inform the Academy’s office at the time of enrollment that they are receiving benefits. Failure to meet attendance policies of the social or governmental agency handling each case may jeopardize monthly benefits.

PROGRAM DELAYS AND CANCELLATIONS

All York Adams Academy classes will be cancelled when the Board of Education and/or the Director approves the closing of school due to inclement weather. Should classes be dismissed during the school day, the evening class will also be cancelled. York Adams Academy closings or delays will be posted on the York Adams Academy website (www.yorkadamsacademy.org) and announced on channel WGAL – 8 (NBC).

TWO HOUR DELAY SCHEDULE

Morning Session 10:00 am – 12:00 pm	Monday - Friday
Mid-Day Session* 12:15 pm – 2:15 pm	Monday - Friday
Evening Session* 5:00 pm – 8:45 pm	Monday - Thursday

*York Learning Center Site only

TRANSPORTATION

The student or parent/guardian is responsible for providing transportation to and from the Academy. Private vehicles or public transportation may be used. A back-up plan should be prepared in the event that a problem arises with the primary form of transportation. Lack of transportation will not be counted as an excused absence from school.

STUDENT PARKING

Speak with Academy staff about specific information pertaining to parking at your site. Provisions and restrictions may change from time to time. Parking is a privilege, not a right. Failure to abide by parking rules and/or safe driving practices may result in the loss of this privilege.

ATTENDANCE POLICIES

Regular school attendance is essential for success at York Adams Academy. One aspect of a student's educational experience at YAA is to learn to assume responsibility for one's behavior and to accept the consequences for one's actions. In that regard, the student is responsible for his/her own attendance. **Students are expected to attend a minimum of 3 hours per day in their designated session.**

In order to get students prepared to enter the workforce, YAA requires students who will be absent from school to notify the Academy by telephone prior to their absence. Students should use the following numbers to notify their teacher.

York Site:

Morning and Mid-day- (717) 718-5836

Evening- (717) 718-5838

Adams/Hanover Site:

Morning- (717) 624-3535

*Students may leave a message on the voicemail/answer machine. On their message the student should state their name, teacher's name and scheduled session that they are to

attend. Also report if the absence is anticipated to continue for more than one day. Excuse documentation is due on the day the student returns from the absence.

Excused absences include time missed from class due to illness of self or child (note: after 15 hours of absence due to illness, a doctor's note is required for the absence to be excused), funeral services, legal appointments with documentation submitted within three (3) school days, and valid family emergencies.

All other absences will be deemed unexcused.

Upon initial enrollment each YAA student receives allotted unexcused time. A student's unexcused time limit will be based on the number of credits needed for diploma completion – three (3) hours for each credit. For example, a student that has five (5) credits to complete will have an unexcused time limit of fifteen (15) hours.

The minimum unexcused time limit will be nine (9) hours and the maximum will be thirty (30) hours.

Withdrawn students that later re-enroll will receive allotted unexcused time based on the discretion of the Director.

STUDENT ABSENCE CARDS

All absence cards must be completed and signed by the parent/guardian of dependent students under the age of twenty-one (21) to be considered valid. Documentation to excuse the student or a note with a parent's signature should be attached to the completed absence card and submitted upon the day of returning to school or within three (3) school days. Dependent students are defined as

children claimed as dependents on tax returns submitted to the Internal Revenue Service (IRS). Non-dependent students may complete and sign their own cards.

A doctor's note will be required after a student has accumulated fifteen (15) hours of absence due to illness. Failure to submit the doctor's note on the day of return or within three (3) school days will result in the absence being declared unexcused.

Should it become necessary to withdraw a student for failure to maintain acceptable attendance, a time period of five (5) weeks must pass from the date of withdrawal until a student may apply for re-enrollment. Re-enrollment approval is entirely at the discretion of the sponsoring district and is not guaranteed.

EDUCATIONAL TRIPS

Students wishing to be excused for educational experiences such as hunting and family vacation must complete a Pre-Planned Educational Trip form to seek approval. Educational Trip forms can be found on the YAA website under the "About Us" tab. Completed forms must be submitted to the director for approval at least twenty-four hours before the trip. No trips will be approved retroactively.

A maximum of five days will be allowed in one school year. All additional days will be recorded as unexcused absences and will count towards a student's allotted unexcused time.

STUDENT TARDINESS

Students are expected to arrive on time for their designated session. Late arrival to school will result in the student being deemed tardy. The following steps will be taken to address student tardiness:

First offense – verbal warning

Second offense – verbal warning and one hour of unexcused time assigned to student's attendance

Third offense – Student is dismissed for the remainder of the day, and any remaining time is recorded as unexcused time.

Additional offenses- Student is dismissed for the remainder of the day, and any remaining time is recorded as unexcused time. Once unexcused time is exhausted, the student will be withdrawn from York Adams Academy.

Morning and Mid-Day students attending class at the York Learning Center must report to the Main Office prior to class to check in to school.

GENERAL DISCIPLINARY RULES AND PROCEDURES

Students who violate disciplinary guidelines and policies while in attendance at York Adams Academy may forfeit the right to remain in the program. Withdrawn students will be referred back to their sponsoring district to review their educational options.

1. Our campuses at The York Learning Center and Cross

Keys Village are governed by specific rules. York Adams Academy is a guest at these locations. Should it become necessary for authorized personnel to refer a student to the Academy administration as a result of one's inappropriate behavior, that student may be dismissed from the program.

2. Students who are apprehended under the influence or in possession of drugs and/or alcohol will be referred to law enforcement for prosecution. The student will be withdrawn from York Adams Academy.

3. Students who fail to follow the directions or instructions of the Academy staff may be asked to leave the site. Serious offenses or repeated noncompliance will be grounds for dismissal from the program. Serious or repeated offenses of noncompliance may be grounds for dismissal from the program. Serious offenses include, but are not limited to:
 - Use of profanity
 - Insubordination
 - Disorderly conduct
 - Theft
 - Smoking/Vaping/Chewing anywhere on school property (includes inside the building and in the parking lot)
 - Possession of an illegal substance or weapon
 - Physical assault
 - Harassment
 - Trespassing in any part of the building not specifically designated for use by students and/or the general public, etc.

4. Students may not leave a class session early unless given specific permission to do so by the teacher and/or director.

5. Each student shall read and familiarize himself/herself with the rules and sign YAA Enrollment Contract before beginning classes on the first day of attendance. Parent/Guardian shall be responsible for reviewing the Student Handbook. The YAA Enrollment Contract must be signed and returned with student on their second day of school.
6. It is very important for all York Adams Academy students and parents/guardians to understand that their signatures on the Academy's Enrollment Contract represent a commitment on their part to accept responsibility for full compliance with the rules and regulations of the program.

OFF-TASK ACTIVITY

Member districts spend a considerable amount of money for the seats that York Adams Academy students occupy. They expect that students are using their time diligently.

Student responsibilities are simple: Good attendance, diligent work habits at school, and asking for help when necessary. Students who take care of these responsibilities can almost ensure their educational success.

Off-task activity, on the other hand, will almost guarantee failure. York Adams Academy defines off-task activity as any activity which keeps a student from progressing academically. Off-task behavior includes, but is not limited to the following activities:

- Talking in class
- Use of cell phone
- Sleeping

- Doing little or no work
- Loitering in the bathroom or hall
- Being out of your assigned area

DRESS CODE

The dress code for York Adams Academy is simple: clothing that is distracting or inappropriate is unacceptable. It is our expectation that students will use good judgment in choosing the clothes they wear in class. We ask that you not make it necessary for the staff to ask you to leave because you have worn inappropriate dress. Repeated cases of poor judgment regarding dress may result in your withdrawal from the program.

CELL PHONES/ELECTRONIC DEVICES

Cell phone use is not permitted in the classroom, hallways or restrooms. All cell phones must be silenced prior to entering the building. No use of electronics of any sort is permitted by students unless permission for educational use is granted by your teacher, or you are using the school computer. Cell phone use is only permitted in the case of emergency communication, and in that case you must see your teacher/director to receive permission to complete the communication. Failure to comply fully with the rule established by the staff may result in disciplinary action.

USING ONLY AUTHORIZED AREAS

York Adams Academy students shall use only classroom and designated public areas. Students shall not enter any prohibited space. Failure to follow this rule and all other rules established by the Academy may result in dismissal

from the program.

BULLYING/CYBERBULLING

The Board is committed to providing a safe, positive learning environment for Academy students. The Board recognizes that bullying creates an atmosphere of fear and intimidation, detracts from the safe environment necessary for student learning, and may lead to more serious violence. Therefore, the Board prohibits bullying by Academy students.

For any questions regarding Bullying/Cyberbullying, reference School Board Policy 249: Bullying/Cyberbullying.

UNLAWFUL HARRASSMENT

The Board strives to provide a safe, positive learning climate for students at the Academy. Therefore, it shall be the policy of the Academy to maintain an educational environment in which harassment in any form is not tolerated.

For any questions regarding Harassment, reference School Board Policy 248: Unlawful Harassment.

SMOKING/VAPING/CHEWING

Pennsylvania Act 145 prohibits students from possessing or using tobacco products in a school or on school property. Act 168 states that school property includes property owned or leased and under the control of the school. No smoking/vaping/chewing will be permitted within the school facilities or on school grounds/property. Failure to

abide by this restriction may result in withdrawal from York Adams Academy.

DRUG AND ALCOHOL POLICY

- 1. Students possessing, using or under the influence of drugs or alcoholic beverages on school grounds will be referred to law enforcement and IMMEDIATELY dismissed from enrollment at York Adams Academy.

- 2. Social Workers have a list of agencies that are eager to be of assistance to chemically-dependent students. If you need help, ask!

RETURNING TO HOME SCHOOL DISTRICT

It should be noted that, as a general rule, students, once enrolled in York Adams Academy, should plan to complete the graduation credits from York Adams Academy and not plan to return to their home school for graduation. Although the content of the course work at York Adams Academy and the sponsoring school district may be similar, the nature of the program is quite different and generally incompatible.

ACCEPTABLE USE OF TECHNOLOGY/INTERNET

The Board supports the use of technology devices and Internet in the Academy's instructional and operational programs in order to facilitate learning, teaching and daily operations through interpersonal communications and access to information, research and collaboration.

For instructional purposes, the use of technology devices and network facilities shall be consistent with the

curriculum adopted by the Academy as well as the varied instructional needs, learning styles, abilities, and developmental levels of students.

WORK COMPLETION POLICY

A student is expected to complete a minimum of .5 credit each month of school. Progress of student's work will be regularly assessed by the classroom teacher. If it is determined that the student is not making wise use of instructional time, he/she will be counseled by the teacher, and/or the director. If work habits do not improve, the student will be withdrawn from York Adams Academy for a minimum of five weeks after which the student may apply for re-admission.

It is vitally important for the student to remember that should a withdrawal be made for lack of academic progress, York Adams Academy cannot guarantee that the student will be re-enrolled.

Parents/Guardians are encouraged to monitor their student's academic progress. If questions or concerns arise, please contact your student's teacher.

PLAGIARISM/CHEATING

Plagiarism: the unacknowledged use of another person's work. This use would include words, phrasing, data or ideas, whether published or unpublished, in any form of work submitted as the student's own for assessment or evaluation. Be responsible for your own accomplishments. Plagiarism, including copying work directly from the

internet or another student, cribbing and cheating in any form, are unacceptable and penalties will be severe.

Cheating: the giving, receiving, or using of aid or assistance not authorized by the teacher on a test, quiz, project, or other form of work submitted for assessment or evaluation.

When it has been determined that a student has plagiarized or cheated, student consequences will be as followed:

1st offense- Parent/guardian will be contacted and the student will receive a zero grade for the assignment(s)

2nd offense- Parent/guardian will be contacted and the student will receive a grade of "F" for the class

3rd offense- Parent/guardian will be contacted and the student will be withdrawn from York Adams Academy

*If you are the student that has "assisted" in the cheating, you too are responsible and will receive the same consequences as the student who cheated.

GRADING

York Adams Academy has no defined grading periods. Individual credits are awarded as they are completed. Individual grades are based on the following:

Components of Academic Grades:

Teachers will use a balanced approach by using three grading categories (Engagement, Progression, and Mastery) to determine grades for each credit-bearing course. Academic grades are based on standards and reflect what the student knows and is able to do. Each of the three categories is represented and explained in the chart below:

Categories of Academic Grades (must include all three):	Component/Assignments for Each Category (Examples include, but are not limited to, the following):
Student Engagement with Standards • Shall count for 40% of the total academic grade	Class assignments, projects, and papers
Student Progression toward Standards • Shall count for 40% of the total academic grade	Unit tests
Student Mastery of Standards • Shall count for 20% of the total academic grade	Final Exam

Grading Scale:

The following is approved by the Joint Authority Board and will be used by schools for the assessment of individual student progress:

Grading Scale For:	Grading Scale	Performance Description
Academic Coursework	90-100	Above Standards
	75-89	Meets Standards
	70-74	Approaching Standards
	60-69	Below Standards
	Below 60	Significantly Below Standards
Test Out Exam	P (75-100)	Meets Standards
	F (Below 75)	Does Not Meet Standards

HOMEWORK POLICY

York Adams Academy does not require students to complete homework. Textbooks and workbooks may never be removed from the classroom. All daily assignments and tests must be done in class under the direct supervision of the teacher. Students may have supplemental assignments that they are allowed to complete off site (ex: Fool Proof Me [Part of the Career Awareness Project], Work Co-op, and the Community Service and Awareness Learning Course).

“FOOLPROOFME AT HOME” DAY PROGRAM

Guidelines and Expectations

Objective:

To afford students at York Adams Academy an opportunity to continue moving forward on their academic journey when they are physically unable to attend their individual session due to sickness and/or transportation issues. This option only applies to students who have not completed their Career Awareness Project.

Expectations:

Students must call into school and inform their teacher of their pending absence and their intent to utilize a **“Foolproofme at Home”** Day. While absent, the student must satisfactorily complete a minimum of three (3) modules on the FoolProofMe website to receive full credit for attendance for the missed session.

Students who are required to attend double sessions must complete six modules to meet their full attendance obligation.

The student must demonstrate a 70% or higher score on each module in order to gain the full credit. One completed module of 70% or higher is equal to one hour of attendance.

Students who do not meet the minimum module score expectation during their absence will not receive credit for the completion of the module and will have to redo the module until the expected accuracy level is reached.

Any hours lost due to not meeting the above expectations, will be added to the students UNEXCUSED hours total. Upon arrival back to school, the teacher will print out the results of the three (3) completed modules, highlight the dates completed and provide the attendance secretary with this documentation.

Accountability:

Each and every student will be afforded the opportunity to utilize our “Foolproofme at Home” Day Program as they encounter adversities in their academic journey at YAA. It is up to each individual student to **abide by all guidelines and meet all expectations** outlined above in order to maintain eligibility to continue utilizing this extension of the York Adams Academy academic program. Failure to do so will eliminate any student from taking advantage of future opportunities.

WORK CO-OP PROGRAM

Students may be eligible to earn elective credits in the Work Co-op Program if they are employed at an approved job site. Students who are employed at the time they are enrolled at York Adams Academy or secure employment subsequent to enrollment should request the necessary application forms from the teacher. The student should complete the application form along with the signature of the employer and submit it to the teacher who will monitor the student’s Work Co-op participation. The student must periodically turn in pay stubs to validate the number of hours worked, along with an evaluation form on which the employer provides a written assessment of the student’s job performance. The student is further required to complete related projects and/or coursework assigned by their teacher. Students will be awarded 1 credit for completion

of each 100 hours of satisfactory job performance and related course assignments. A maximum of 3.0 elective credits may be earned through the Work Co-op Program.

Community Service and Awareness Learning Course

Students who elect to take the Community Service and Awareness Learning Course (CS100) may choose to earn a minimum of .5 credits, up to a maximum of 3 credits. In order to receive credit for the course, students are required to complete a minimum of 25 hours of community service per half credit along with the designated coursework. All community service hours must be done outside of the student's designated class time. No court-issued community service will be counted towards the number of volunteer hours needed to earn credit(s) for this course.

TEST-OUT OPTION

The York Adams Academy Joint Authority Board shall grant high school credit in all courses (except Algebra I, Biology, English 10, Physical Education, Work Co-op, Community Service and Awareness Learning Course, and the Career Awareness Project) to a student enrolled at York Adams Academy, but who has not previously failed the course (at YAA or another school) and who exhibits a reasonable level of mastery of the subject matter of the course by attaining a grade of a 75% C+ on a final exam in the course.

For the purpose of earning credit under this section, any YAA student who has not previously failed the course (at YAA or another school) may take the final examination in all courses (except Algebra I, Biology, English 10, Physical Education, Work Co-op, Community Service and

Awareness Learning Course, and the Career Awareness Project).

- Credit earned under this section shall be based on a “pass” grade and shall not be included in the computation of grade point average for any purpose.
- Credit earned under this section will be counted towards a student’s graduation requirements.
- The course will count towards the sequence fulfillment as a requirement for a subject-area course (ex. If a student “tests-out” of English 11 they may move on to take English 12).
- Once credit is earned under this section, a student may not receive credit thereafter for a course lower in course sequence concerning the same subject area.
- Students may only attempt to test out of a course one time.

Students wishing to “test out” of a course:

- Must notify their teacher prior to starting the course.
- The teacher will then schedule a “test out” appointment with the school.
- Prior to starting the “test out” assessment, the student must turn in any personal electronic device(s) to the director or designee.
- The student will have one full 3 hour test session to complete the assessment.

For basic math course assessments, the use of a calculator is prohibited.

GRADUATION REQUIREMENTS

The following requirements must be met in order for a student to earn a dual diploma:

Successful completion of at least 23 credits. Those credits must be earned in specific subject areas noted below:

- 4 credits of English
- 3 credits of Mathematics
- 3 credits of Science
- 4 credits of Social Studies
- .5 credit of Health
- .5 credit of Physical Education
- 7 credits in electives
- 1 credit of Senior Career Awareness and Exploration Project

23 Total Credits

Students will graduate when the above requirements have been fulfilled.

DUAL DIPLOMA AND TRANSCRIPT

Graduating students will receive an accredited dual diploma that is issued by the Member District and embossed by seal with the words *York Adams Academy*. Official transcripts will be issued from the student's sponsoring school district. The diploma will be signed by the sponsoring district superintendent as well as York Adams Academy personnel. The diploma will denote that the student completed his/her high school coursework at YAA.

GRADUATION CEREMONY

Please note that a YAA student is NOT graduating from his/her sponsoring district's *high school* and in most cases is ineligible to participate in the sponsoring district's commencement program. For specific district eligibility, please contact the student's home district. York Adams Academy holds two formal commencement ceremonies each year, in December and June, for graduating students. Students intending to participate in the commencement exercises must complete all course work by the established Graduation deadline. Exact dates of the commencement exercises are announced well in advance to allow students adequate time to plan effectively.

GRADUATION FEES

Students graduating from York Adams Academy will be responsible for paying a graduation fee. The breakdown of what is included is outlined below.

Students electing to participate in YAA's Graduation Ceremony will receive:

- Cap
- Tassel with Signet
- Gown
- Diploma/Cover

Students electing not to participate in YAA's Graduation Ceremony will receive:

- Diploma/Cover

*Students may purchase a tassel with signet for an additional fee.

STUDENT SERVICES

Comprehensive services are available to all students. College and workforce development counseling, mental health counseling, academic guidance, life planning and referrals to community agencies are but a small part of the student services available for YAA students. Students and families are invited to contact the Coordinator of Student Services and/or the Director for help in reaching short and long-term goals. Helping students to be successful and to have an enjoyable school experience are the primary functions of the Students' Service Department.