POLICY STATEMENT
All division-funded programs are responsible for maintaining a safe, secure, and accessible environment that will protect students, staff, property, and sensitive information. Programs must have a process in place to ensure equitable access to, and participation in, division-funded programs for eligible participants.

PURPOSE
Programs must promote an environment that supports the educational process by creating a safe, secure, and accessible setting for staff and students to work and learn and to ensure equitable access to, and participation in, program activities.

GUIDANCE
Program administrators have the responsibility to ensure that the appropriate resources are committed toward implementing safety, security, and accessibility procedures and communicating this information to all staff (paid and unpaid) and students. This guidance is applicable to all facilities where staff or students are located.

Program administrators should consult with legal counsel to evaluate policies and procedures to ensure continued compliance with relevant federal and state law. Programs should establish a grievance committee to address safety, security, and accessibility concerns. It is important for agencies to develop a complaint process and keep records of complaints filed.

Note: It is imperative that programs comply with applicable law to avoid possible site closure or loss of funding.

SAFETY
Building Environment – All staff office spaces and student classrooms are required to meet the local health, safety, and accessibility standards as established by law. During site visits, if Division of Adult Education advisors observe unsafe or unhealthy situations that place staff and students at risk, the advisor may require immediate action or a corrective action plan. If the
unsafe or unhealthy situation is not rectified, the Division of Adult Education can require that the site be closed.

Personal Health – To enhance readiness for potential medical emergencies and other types of crisis scenarios, agencies should establish a process for staff and students to access critical health and other pertinent information.

REFERENCES
Americans with Disabilities Act
Section 427, General Education Provisions Act
PDE Master Standard Terms and Conditions