**Covington Independent Public Schools and YouthBuild of Northern Kentucky**

**Memorandum of Understanding**

**CATS (Career Academy to Success) Program**

**2018-2019 School Year**

**Covington Independent Public Schools will select students based on the following entry expectations**:

1. Students must enter the program with enough credits to render it possible for them to attain the remaining credits necessary to graduate with their HSD, within a 12m period – students will be prescreened to determine their grade level and suitability to the program.
2. Qualify for free or reduced lunch or are an offender with the CDW or the DJJ worker;
3. Are willing to undergo a criminal records check;
4. Are willing to undergo drug testing through YouthBuildNKY;
5. Agree to abide by the Code of Acceptable Behavior Booklet, CIPS Student Handbook, and the YouthBuildNKY Blueprint;
6. Agree to use the Covington Independent Public Schools mode of transportation;
7. Agree to take the COMPASS exam every nine (9) weeks in both math and reading;
8. Agree to take the TABE test 3-4 times during the school year;
9. Agree to take all state assessments as required by the Kentucky Department of Education as they are given;
10. Agree to take the ACT at least one (1) time during the 10 month period;
11. Participate and complete the YouthBuildNKY Orientation/Mental Toughness;
12. Agree to participate in the **Home Builders Institute (HBI) Pre-Apprenticeship Certificate Training (PACT) Certification and/or the National Center for Construction Education & Research (NCCER) Certification,** and the construction / rehab of a house;
13. Agree to participate in CPR & First Aid Training;
14. Agree to participate in Occupational Health & Safety Administration (OSHA) Training;
15. Agree to participate in community service events to accumulate 450 hours. An AmeriCorps education award to the amount of $1,612.43 will be awarded to the student once he/she has satisfactorily met the requirements stated in the AmeriCorps Member Contract. This is not a monetary award but similar to a scholarship;
16. Agree to the YouthBuildNKY Dress Code as outlined in the YouthBuildNKY Blueprint (All students will be provided with work clothing that are expected to be worn each day.) Disallowable attire will be explained to students during Mental Toughness.
17. Complete all necessary paperwork for the YouthBuild Northern Kentucky enrollment process;
18. Submit required documentation, as follows (Students will not be enrolled into the program if all documentation is not presented):
    * Photo ID
    * Birth Certificate **OR** Social Security Card
    * Proof of Income or Offender documentation
    * High School Transcript
    * State of Kentucky Criminal Record Check
    * FBI Criminal Record Check
    * National Sex Offender Search
    * Selective Service Registration (Males age 18 & older).

**YouthBuildNKY will provide at no cost to Covington Independent Public Schools:**

1. Transportation for students relative to YouthBuild daily activities, such as drug testing, background checks, community service projects, field trips, and other such activities as determined by YouthBuildNKY
2. All drug testing performed on CIPS students
3. All criminal background checks on CIPS students
4. Work clothing that will be part of the uniform for the students;
5. Construction instruction for all students involved with the program;
6. Supervision for all students by individuals who have completed the appropriate background checks and are accredited appropriately through YouthBuildNKY and AmeriCorps Programs;
7. Academic advisory while completing the Apex/virtual software programs for all students;
8. Case management and support
9. Stipends for the students, as explained below.

**YouthBuildNKY Staff will:**

1. Collaborate with CIPS staff with regards to behavioral issues that are deemed serious so to determine the appropriate consequences;
2. Follow the CIPS ‘Absences/Excuses Policy’ as per the YouthBuildNKY Blueprint
3. Communicate with the DPP regarding concerns with student attendance.

**Covington Independent Public Schools will:**

1. Provide transportation for students to and from YouthBuildNKY situated at 1850 Augustine Avenue, Covington, KY 41011 each morning and afternoon;
2. Provide breakfast and lunch for all of the CIPS students enrolled with YouthBuildNKY;
3. Provide testing for the EOC’s and required KPREP testing for all of the students enrolled with YouthBuildNKY;
4. Assist with administration of the COMPASS and TABE assessments;
5. Provide assistance as needed for CIPS students in the program as supported by the YSC ;
6. Assess any CIPS student who is classified as a junior during the spring ACT testing date;
7. Provide Edgenuity for those CIPS students enrolled in the program and provide the necessary support for those courses for students and staff.
8. Arrange for state testing for CIPS students to take place at YouthBuild or Holmes.

**If selected the CIPS student will be expected to:**

1. Participate fully in all program components including but not limited to: Education, Construction, AmeriCorps, Mentoring, Transitioning, Leadership Development, and Alumni Service;
2. Maintain a positive attitude, display respect and cooperation toward all members, staff, and the community at all times;
3. Be on time for all trainings such as CPR & First Aid, OSHA-10, and HBI-PACT (this is a strict requirement as the classroom doors are locked and no admittance is permitted once the instructor has begun teaching and a student may be dismissed from the program if they do not participate in required trainings);
4. Meet educational goals set for each nine week grading period.

**Expectation of Student Behavior:**

1. All YouthBuildNKY students are expected to be in attendance and participate in all program activities each day.
2. Minor misbehaviors may include, but not limited to the following:
3. Disrupting the normal operations of a classroom or site
4. Tardy on a regular basis
5. Failure to carry out a reasonable request from YouthBuild Northern Kentucky staff
6. Failure to comply with YouthBuild Northern Kentucky dress code

3. Minor misbehaviors will require immediate intervention by the YouthBuildNKY staff member who is supervising the student and/or observes the violation. Disciplinary action will be as per the YouthBuildNKY Blueprint.

4. Behaviors against a person(s) or property which may endanger the health or safety of others may require administrative action and dismissal fromYouthBuildNKY. Depending on the circumstances, some of these offenses may require notification of the Covington Independent Public Schools and appropriate law enforcement authorities. These offenses may include but are not limited to:

* Repeated violations of behavior listed previously
* Fighting
* Assaulting another person
* Threatening another person
* Vandalism
* Interfering with staff as they carry out their responsibilities
* Gambling
* Sexual contact, sexual harassment
* Theft
* Creating a disturbance such as a bomb threat or a false fire alarm activation

**Academic Completion Expectations:**

Completion goals will coincide with the Covington Independent Public School’s academic calendar

* End of 1st 9 weeks
  + Students must have 20% of required coursework completed;
  + If the student has not met this goal they will meet with counselors to discuss progress and receive a warning concerning future completion goals and expectations.
* End of 2nd 9 weeks
  + Students must have 50% of required coursework completed;
  + If the student has completed 30% or less of the required coursework, they will no longer be eligible for the program and will have to return to the high school;
  + If the students has completed only 31-40% of the required coursework, they will receive a reduction in their daily stipend of $5 for three weeks or until they meet a goal of 45% completion;
  + If the student has completed 41-45% of the required coursework, they will meet with counselors to discuss progress and receive a warning concerning future completion goals and expectations.
* End of 3rd 9 weeks
  + Students must have 75% of required coursework completed;
* If the student has completed 55% or less of the necessary coursework will no longer be eligible for the program and will have to return to the high school;
* If the student has completed only 56-65% of the required coursework will receive a reduction in their daily stipend of $10 for three weeks or until they meet a goal of 70%
* If the student has completed 66-70% of the required coursework will receive a reduction in their daily stipend of $5 for three weeks or until they meet a goal of 75%

**For successful completion of the YouthBuildNKY program students will be expected to:**

1. Achieve one functional level gain on both math and reading (TABE);
2. Obtain OSHA-10 Certification;
3. Obtain CPR & First Aid Certification;
4. Obtain HBI-PACT Certification;
5. Maintain strong attendance based on the CIPS / YouthBuildNKY Absences/Excuses Policy;
6. Complete graduation requirement to receive their high school diploma;
7. Complete (at least) 450 hours of AmeriCorps Community Service;
8. Obtain job placement or enroll in post-secondary education.

**Explanation of Student Stipends:**

Students can earn a stipend of $20.00 per day each day they are in attendance and complete their assigned tasks, this includes both an education component and a construction skills/life skills component. Since this is a performance based stipend payment, if a student fails to complete assigned tasks or refuses to complete tasks, then their stipend may be reduced. Student stipends may also be reduced due to failure to meet educational goals as outlined above.

Students are paid bi-weekly and will receive their stipend checks on a Friday. Students will each have their own time sheet and must sign in and out EVERY day. If a student does not sign their timesheet then their stipend for the week cannot be paid.

A student must be present at least ½ day in order to receive a stipend at all for that particular day. If a student is present for any portion of the day, between ½ and less than a full day, then they receive a half-day stipend in the amount of $10.00. In order to receive a full day stipend the student must be present the full day and completing assigned tasks productively.

A stipend is money that is earned by the student. A student’s stipend amount is determined based on their dedication, behavior & effort for that day. Students may earn up to a total of $20.00 per day. Students who have received all the appropriate training and certification may be selected to work with community partners (who construct & rehab homes for low-income families) for which they will earn $7.25 per hour. **However, it is up to the student to earn this money, it is not automatically given to them just for being present.**

Orientation & Mental Toughness for CIPS students will take place in late Aug/early Sept 2016 - students will not be paid for this time. If accepted into the program, students will be enrolled andwill receive the first stipend check the second Friday after completing the first full week after enrollment in the YouthBuild Northern Kentucky program.

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| G.E.D. Classroom stipend | **$10 per day** (for days of full compliance with tasks) |
| Construction Class (Platform 1) stipend | **$10 per day** (for days of full compliance with tasks) |
| Job site wages (Platform 2 and Platform 3) | **$7.25 per hour** (less standard employment deductions) |
| Friday Life Skills/Community Service | **$20 per day** (for days of full compliance with tasks) |
| Special events stipend | **$20 per day** (for days of full compliance with tasks) |
| Community Service stipend (for Saturdays, etc) | **$20 per day** (for days of full compliance with tasks) |
| OSHA & other training stipend | **$20 per day** (for days of full compliance with tasks) |
| Advanced education stipend | **$10 per day** (for days of full compliance with tasks) |