



CLASS OF 2015 HANDBOOK

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History of the YouthBuild Program

“How would you improve your community if you had adult support?” YouthBuild founder, Dorothy Stoneman posed that question to a group of teenagers in East Harlem, N.Y. in 1978. They said that they would take empty houses back from drug dealers and rebuild them – simultaneously eliminating places where crime occurred and creating places for people to live. Stoneman and these young people formed the first YouthBuild program (the Youth Action Program, which still operates in New York City) and renovated the first YouthBuild building.



Their successful renovation of the East Harlem tenement led the Youth Action Program to form a citywide coalition in 1984 to replicate the program. New York City contributed tax dollars that enabled 20,000 youths to obtain education and job training in various community-improvement projects. Soon, it became clear that YouthBuild should spread beyond New York City. Stoneman and Leroy Loper founded YouthBuild USA in 1990 to replicate the initiative across the country. Stoneman still serves as the president of YouthBuild USA and Loper is chairman emeritus.

By the early 1990s, YouthBuild had been replicated in 14 cities. Congress passed legislation authorizing the federal YouthBuild program and appropriated \$40 million in 1993. In 1994, the U.S. Department of Housing and Urban Development granted the first federal YouthBuild grants to 31 local programs. Since then, more than \$500 million has been sent into hundreds of low-income communities nationwide, matched by other federal and local dollars to support these programs.

There are now more than 273 YouthBuild programs nationwide; 92,000 young people have participated in building 19,000 units of affordable housing.

Our Mission at YouthBuild Louisville

To Champion young adults to be great citizens who build productive lives and sustainable communities.

The YouthBuild Louisville Vision

At YouthBuild Louisville, young adults realize their potential through the development of life and job skills. Students are inspired to reach lifelong success as they become strong, confident young adults with a commitment to work, education, family and community.

YouthBuild Louisville Provides:

- Profound respect for the intelligence of all Students
- Power for Students over their immediate environment
- Access to resources and protection from disaster, as much as possible
- Meaningful and important work
- Real and patient caring for individual member development
- Instruction in hard and soft skills
- A firm and loving challenge to stop self-destructive behavior and change negative attitudes
- Family-like support and appreciation from peers
- High standards and expectations of all Students
- Inspiring and caring role-models
- Understanding of each member's proud and unique cultural background
- Heightened awareness of the present day world and our important place in it
- A path to future opportunity
- Opportunities for social, cultural and artistic activities
- Real concern and self-help action from YouthBuild Louisville to change the conditions that have affected our Students and the people they love

Commented [SS1]: Who is "their"? Maybe say "our"

YouthBuild Louisville Pledge

We, the Students of YouthBuild Louisville, commit that we will work together:

- *To always improve and be building blocks for our community*
- *To cooperate with each other*
- *To constantly be aware of developing our leadership potential*
- *To use education to improve ourselves and others*
- *To respect fellow Students, family, neighbors and all others we meet along the way*
- *To fully understand that we are continuing a great movement for justice, equality and peace*

All this, we will do with love and dignity for ourselves, each other and the world we occupy.

YouthBuild Louisville Affirmation

Today is the most important day of my life.

Today, I become better than I was yesterday.

Today I will try harder, work smarter and support honest effort in others.

The future can only be bright, because today I control it.

The AmeriCorps Pledge

I will get things done for America - to make our people safer, smarter, and healthier.

I will bring Americans together to strengthen our communities.

Faced with apathy, I will take action.

Faced with conflict, I will seek common ground.

Faced with adversity, I will persevere.

I will carry this commitment with me this year and beyond.

I am an AmeriCorps member, and I will get things done.

About YouthBuild Louisville

YouthBuild Louisville (YBL) is an exciting youth and community development program designed to build a bridge and introduce urban youth to lifelong educational and vocational career opportunities that will empower them to be positive self-sufficient Students of society. This nationally recognized program provides opportunities for unemployed, undereducated, and untrained young people, ages 16 to 24, most of whom lack a High School Diploma or GED, to build affordable housing for homeless and low-income families in their own communities. Students split their time between the construction site and the classroom, where they earn their GED or high school diploma earn numeracy and literacy gains (assessed by increased Test of Adult Basic Education (TABE) test scores), learn to be community leaders, and prepare for high-demand jobs or college. Being accepted into the YouthBuild Louisville program is a privilege and honor.

YouthBuild Louisville Enrollee defined - an enrollee is defined as any individual currently eligible to participate in the YouthBuild Louisville program and receiving services, including but not limited to vocational, educational, or follow-up, funded by the program.

Enrollment date defined – the date the first service is received by an enrollee after the individual is determined eligible to attend the program.

YouthBuild Louisville Required Documents

Students will be required to fill out an application.

All Students accepted into the program must successfully complete orientation before enrolling into the full cycle program.

Students are required to submit a copy of the following documents prior to enrollment:

1. A state birth certificate
2. Driver's license or government issued picture ID
3. Social Security card
4. Verification of income (or lack thereof): copy of W2's, filed income tax, copy of FAFSA, statement from a social service agency or any other verifiable source
5. Verification of educational status: copy of GED certificate, High School Diploma, or withdrawal form (if under 18)
6. Verification of address: mail/bill sent to you
7. Verification of status as a juvenile offender, if occurred

These documents will be kept in a confidential individual Student file along with all signed forms required along with program counseling notes, intake documents, and other pertinent information and forms. These files will be kept in a locked cabinet and will follow the Student through graduation and the alumni follow-up program.

Commented [SS2]: Spell out these acronyms the first time they appear in the document... then follow with the acronym in parenthesis so that is understood in acronym form throughout the rest of the document

Commented [SS3]: Deleted this because the sentence is so long and has so many clauses

Commented [SS4]: More professional way of saying this? "Under lock and key" is more of a banal saying than policy language. "Files will be kept in a locked cabinet"?

YouthBuild Louisville Program Structure

While enrolled in YouthBuild Louisville, a Student is expected to:

- Earn an education upgrade and a GED / High School Diploma during the program cycle
- Earn at least one (1) Home Builders Institute, HBI, *PACT* certificate / *MC3* certificate
- Actively participate in leadership development training
- Actively participate in construction, environmental, or medical (Certified Nursing Assistant CNA) vocational training
- Obtain Occupational Safety and Health Administration OSHA 10 hours training and certification
- Obtain a Personal Protective Equipment (PPE) certificate
- Obtain 450 community service hours as an AmeriCorps volunteer.
- Obtain First Aid and CPR training and certification.
- Obtain literacy and numeracy increases in TABE scores
- Demonstrate a readiness to take personal accountability for transforming one's own life and improving the quality of life for one's family and community

Commented [SS5]: What is CNA?

Commented [SS6]: What is OSHA? Or maybe have an acronym index in the end???

Program Distribution:

- Education: Student will spend a minimum of 50 % of time in education, working to complete either: A high school diploma, a GED
- Construction: 40% of time will be in vocational training, construction in Tier 1 and construction, environmental or nursing assistant training in Tier 2/3.

This will be divided into three areas:

- Classroom instructional time learning the PACT curriculum leading to a certification by the HBI
- Lab time where Student will demonstrate competency in carpentry and other areas in the construction shop
- Job site where Student will function as a trained individual to build new homes with Habitat for Humanity or renovate and rehabilitate affordable housing with the Fuller Center for Housing, self-owned assets or other approved low-income housing.
- Leadership or Community Service: Student will spend a minimum 10% of time involved in leadership development and career planning, or community service projects.

Attendance Policy

Attendance Policy

A Student who is expecting to be late, leave early, or attend an appointment during the program day will speak with an assigned Case Manager about the absence as early as possible. Advance notice is almost always possible, and it is the Student's responsibility to provide advance notice. Missing class time is a serious imposition to other Students and interferes with the program's standard of excellence.

Absences under the following circumstances may be excused:

- Serious illness
- Family emergency or
- Personal appointments such as doctor visits or court appearances

Students should schedule outside appointments for times when the program is not in session, whenever possible. Documentation of a preplanned appointment must be on letterhead or official documentation. Excused absences require an in-person conversation with assigned case manager, instructor, or a YouthBuild Louisville staff member at least the day before appointments or events, and a phone call to case manager, instructor, or YouthBuild Louisville staff member at 502-290-6121 no later than 8:30 a.m. for an illness or emergency. In the event that the Student must leave a message when calling the office, leave a full name, contact number, and reason for tardiness or absence.

Students must provide a documented excuse on letterhead from a physician or hospital in order for absences greater than two (2) consecutive days to be considered excused. Proper documentation must account for the entire time the Student was absent. The only way that a Student can be paid for an excused absence is if it is to attend court or to meet with a probation or parole officer, as required by the court system.

In the event that a Student must leave YouthBuild Louisville or the worksite for a personal reason, the Student must notify the instructor. YouthBuild staff must approve prior to the event. YouthBuild Louisville staff will work with the Student to ensure situation is handled appropriately.

Excessive or patterned absences of any kind, even if excused, interfere with learning, job performance and work completion, and may result in an inability to successfully complete the standards of the YouthBuild Louisville program. Therefore, excessive or patterned absences, even if excused, may result in warnings, suspensions, and expulsion.

Employability is a prime goal of a YouthBuild Louisville graduate. To this end, the development of strong work habits is essential to success following graduation. Therefore, a requirement of YouthBuild Louisville is for each Student to maintain a **90%** or above attendance average. In the event that a Student's attendance drops below 80%, the Student's case manager will set up a meeting to assess barriers and issues to attendance.

Commented [SS7]: Follow up here about what to do if one is "missing work". Or should it just say "missing class time"

Commented [SS8]: Make this sentence more clear... Participant must present documentation for an excused absence the day before the appointment or event. In the case of an illness or emergency, the participant must present documentation for each missed day no later than 8:30 a.m. the day the participant returns to the program

Students will be expected to complete missing lessons or activities (if applicable) that occurred during their absence to retain information and develop skills.

Students are required to attend the program Monday through Friday all classes, workshops and events as scheduled.

Recording Attendance:

1. Roll will be recorded in morning session by a YouthBuild staff member.
2. After morning session the sign-in sheet will be given to the appropriate instructor, along with any supporting documentation.
3. At the end of the day the appropriate instructor will provide sign-out sheets for Students.
4. The sheet is then given to the AmeriCorps Coordinator to record the information in the computerized time keeping database.
5. AmeriCorps Coordinator reports absences and late arrivals from the previous day promptly the following morning to Case Manager for follow-up.
6. A Student must have a note for excused absences, unless a Youthbuild Louisville staff member has initialed and noted otherwise.
7. Any other relevant information may be recorded in the “Notes” section at the bottom of the timesheet.
8. Students attending probation appointments will receive stipend
9. Doctor appointments do not qualify for a stipend, but do count toward overall attendance goal, if documentation is received deeming it an excused absence.

Orientation Attendance

Orientation is extremely important and absenteeism and tardiness will not be tolerated. All unusual circumstances that cause a Student to violate this policy will be handled on a case-by-case basis. (Unusual does not include situations such as children catching school buses, alarm clock mishaps, arrests, etc.)

Projects Outside Normal Program Hours

Voluntary service projects are sometimes scheduled outside normal program operating hours. However, on occasion there are **mandatory** projects that will be scheduled outside of normal program hours that all Students will be required to attend.

Extended Absences

YouthBuild Louisville Students may be granted a break from the program for up to 90-days, due to **extenuating circumstances**, without completely exiting the program. Situations that would warrant this break include pregnancy, extended illness or caring for a disabled family member. All situations will be evaluated on a case-by-case basis. If the absence exceeds a continuous 90-day period, the Student will automatically be exited from the program. If the Student then desires to

participate in the YouthBuild Louisville program at a later date, the Student will be subject to the same selection process as all others interested in the program. Enrollment will not be automatic.

Rudy Award for Perfect Attendance

Students with perfect attendance are eligible for the Rudy Award for Perfect Attendance. Perfect attendance allows for preplanned and excused absences related to leadership and educational development only. No absences for being sick, dependent's illnesses, or other unplanned absences are allowed. Rudy Award winners will receive a plaque honoring their accomplishments and a check for \$100 at the end of the program year

Tardiness Policy

All YouthBuild Louisville Students will be expected to attend class on time each day as scheduled throughout the program cycle. Failure to do so could mean dismissal from the program. After completion of orientation, the following policy will be in effect: **No exceptions will be made** other than court, probation/parole or supervision. The day begins **at no later than** 8:30 a.m. Monday-Friday.

Tardiness Policy

A Student is considered tardy after five (5) minutes. After an excess of fifteen (15) minutes, the Student will be dismissed for the remainder of the half day. Students dismissed in this way will forfeit pay/stipend.

This includes:

- Arriving late to class or training in the morning
- Returning late to class or training from lunch

Punctuality is based on the time stated on the YouthBuild Louisville clock, not personal timepieces.

- Multiple instances of tardiness will be entered into the Students MSP. This will result in a reconciliation meeting with a Case Manager.
- Students will receive a verbal warning upon every instance of tardiness.
- The second instance of tardiness will result in a written warning from Student Services.
- There will be a 15 minute tolerance window for the morning session. Student must contact direct supervisor and case manager within grace period. Any Student arriving after this grace period, as well as any Student who does not contact their direct supervisor and case manager, will forfeit a half day stipend and be asked to return at the next half day (either 1pm or 8:30am)

- No tolerance of tardiness for all other classes. Students arriving tardy will make their presence known, **without disrupting the group**, and wait for a break in instruction to receive explicit permission from the instructor to rejoin the class.
- All Students should leave and return from all breaks and lunches as scheduled or they will be marked absent and forfeit a half day's stipend.
- Any Student arriving 15 minutes after these times will constitute forfeiture of a half day stipend, and be asked to return at the next half day (either 1pm or 8:30am)
- Any Student that has three (3) or more unexcused absences in one calendar month will need to fulfill requirements of the Restorative Conference. Students will not be paid until Restorative Conference requirements are complete.

Stipend/Pay Policy

The full stipend amount of \$100.00 is earned for five days of attendance and active participation—Monday through Friday.

- The daily stipend amount will be given for five days of attendance and active participation.
- Students will be paid per days attended and **actively** participated
- Allowances are made for court dates or probation and parole meetings **with documentation** brought in to the AmeriCorps Coordinator, or circumstances excused by the Executive Director (i.e. sickness or death)
- Documentation for any excused absences, paid or unpaid, must be submitted the **day of return** to program to be eligible for a stipend
- **Students with unexcused absences on Friday will be able to pick up their paycheck on Friday between 4:30 and 5:00 p.m. – No exceptions!**

Stipend Pay:

- Stipends will be set at: 5 days = \$100.00
 4 days = \$80.00

Taxes will not be deducted from stipends

Site Construction:

- Minimum wage, currently \$7.25, an hour
- **Taxes will be deducted from all hourly pay**
- **Students who leave the job site without supervisor approval have volunteered their time and will not receive hourly pay**
- If pulled off job site for YouthBuild Louisville activities, Student will be paid by Stipend instead of hourly wage.

Inclement Weather Pay

YouthBuild Louisville follows JCPS's schedule for inclement weather. If the Student qualifies to receive a daily stipend, Student will receive 50% of the stipend for inclement weather days. However, he/she **MUST** maintain an 80% attendance average and be present the last operation day before and first operation day after the inclement weather day. No exceptions!!

Holiday Pay

To qualify for holiday pay, a Student must have an 80% attendance average and be present the last program operation day before the holiday and the first operation day after the holiday. Holiday pay is 50% the regular stipend. No exceptions!!

Case Management

Case management is an integral part of the YouthBuild Louisville program. Each Student is assigned a case manager. This is the staff member who is dedicated to helping the Student address barriers and concerns. Case managers will work with the Student to review progress towards career and program goals on a regular basis. These reviews are intended to give each Student a clear course of action to reach goals, both personal and professional.

My Success Plan (MSP)

Each Student will develop his/her My Success Plan with the assigned case manager. The MSP will serve as the blueprint for the Student's graduation from the program and transition into the beginning steps of a career. This form will be used by the Student to set goals and form the concept for a career plan, which may include post-secondary education. The MSP will address specific goals and strategies for overcoming barriers identified in the assessment process necessary to reach desired goals.

YBL Assessment Process

Assessments are designed to help determine who is motivated enough to benefit from YouthBuild Louisville. Additionally, assessment results will help develop each Students' career plan. A case manager will discuss assessment results with a Student, and then they will **jointly** develop the MSP. The MSP will address specific goals and strategies for overcoming barriers identified in the assessment process. The YBL application assesses, motivation for joining YouthBuild Louisville, what the applicant hopes to accomplish and the applicant interest in high demand occupations and/or post-secondary education.

YBL will use the following assessment tools to assist in determining applicant enrollment:

Pre-Orientation:

1. Locator Test to determine appropriate TABE test.
2. Vocational Assessment

Commented [SS9]: Worded strangely

Mental Toughness:

Learning Styles Assessment

3. Behavior Styles Assessment
4. Career Assessment
5. Entry Assessment
6. Department of Labor **DOL** Assessment and MSP (My Success Plan).

Commented [SS10]: Acronym

During this time punctuality, program commitment, active participation, team building, and motivation are assessed through a variety of activities including:

1. Discussion groups (both large and small)
2. Activity rotation groups
3. Goal focus groups
4. Barrier assessments
5. Group/teambuilding assessments

All potential YouthBuild Louisville Students will have to successfully complete parts one and two of the orientation process to continue in the program. Part one includes eligibility paperwork and assessment process. Mental Toughness is part two of the orientation process which can last from a week to a month. It introduces trainees to YouthBuild's culture, values, goals, rules, teamwork, and expectations. Trainees will be asked to leave the program if they have an unexcused absence or a disciplinary problem during this time period.

Commented [SS11]: What is part one?

YouthBuild Louisville Program Components

YouthBuild Louisville consists of many components to ensure equal access to opportunities for enrichment, success, and personal development. These components include but are not limited to:

- Education Component: General Education Diploma, Remedial Education & College Prep
- Vocational Component: Construction, Medical, or Environmental
- Leadership/Personal Development
- Employability Skills/Transitions
- AmeriCorps/Community Service
- Alumni Services

Education Component

The goal of the Educational component is to:

- Assist Student in obtaining a GED and an education upgrade
- Assist Student in obtaining literacy and numeracy education improvements
- Develop Students' skill set for college, further vocational training, and the job market
- Encourage and stimulate life-long learning

Activities:

- Prescribed high school coursework toward obtaining a High School Diploma
- Prescribed coursework for GED preparation
- Test-Taking Skills
- ACT/SAT Preparation
- Introduction to Computers and the Internet
- Cultural/Social History
- Application to college/vocational technical school

Commented [SS12]: Is "high school diploma" capitalized? It is some places and not in others

Remedial:

Remedial training in reading, mathematics and writing in preparation for post-secondary education or industry related pre-employment testing is provided.

College Prep:

The college preparatory curriculum includes note-taking strategies, test-taking skills, time management proficiency, learning styles inventory, learning strategies, and an introduction to college classroom structure. This "college prep" experience will help a Student transition smoothly from YouthBuild Louisville into college.

Vocational Component

The goals of the Vocational component are to:

- Promote proper and safe work habits
- Provide individual Students with the training and skills which enable them to find employment in high demand jobs in the construction, medical, and environmental industry
- Foster team development
- Instill a sense of personal pride in work ethic, craftsmanship, individual accomplishments, and YouthBuild Louisville team accomplishments

Construction Component

The goals of the Construction component are to develop the skills necessary to earn pre-apprenticeship certification.

Activities:

- Tool ID and Proper Use
- Measurement
- Demolition
- Rough Carpentry
- Roofing
- Electrical
- Plumbing
- Heating (HVAC)
- Door Installation
- Drywall Finishing
- Painting, Staining & Wallpapering
- Finish Carpentry
- Kitchen Cabinets
- Floor Coverings
- Concrete Masonry
- Excavation/Landscaping
- Hardscaping
- Green Building Techniques
- Energy Efficient Materials
- Blueprint Reading
- Permits & Licensing, etc.
- Project Completion
- Building site and manufacturing visits
- Completion of assigned renovation or new construction
- Completion of PACT (Pre-Apprenticeship Certificate Training)
- First-Aid/CPR Certificate
- OSHA certification

Medical Component

The goals of the Medical component are to provide learning opportunities to students interested in the medical field. This training can lead to nursing assistant training, followed by state certification.

Activities:

- Pre-Nursing Education Curriculum
- Job Shadowing
- CNA certification course
- Heart Healthy Practicum
- State Boards
- First Aid / CPR

Environmental Component

The Environmental component is designed to provide learning opportunities and expose a student to the many job opportunities available in the environmental field.

Activities:

- Urban Agriculture
- Energy and Resource Conservation
- Tree Planting
- Landscape
- Completion of Landscaping PACT (Pre-Apprenticeship Certificate Training)
- Weatherization
- Waste Renewal

Leadership/Personal Development Component

The goals of the Leadership/Personal Development component are to:

- Develop public speaking skills
- Foster responsible decision making
- Learn more about local, state and national legislative processes
- Participate in the Youth Policy Committee
- Develop community leadership
- Set personal goals
- Work as a team
- Improve leadership skills
- Participate in character development programs

Activities:

- Substance Abuse Prevention
- Health/Sex Education
- Diversity Training
- Parenting Skills Classes
- Gender Equity Workshops
- Violence Reduction/Conflict Resolution/Anger Management
- Victimization and Personal Empowerment
- Personal Financial Management
- Critical Thinking
- Workshops covering an array of Student issues
- Life Skills Training

YouthBuild Louisville believes that Students should have an environment where leadership and responsibility are practiced and nurtured. We will place Students in a variety of positions that allow them to test their abilities in leadership, from serving on the YouthBuild Louisville Policy Committee to public presentations. The opportunities will be many and varied. We expect all Students to accept this as an important component of the leadership curriculum. Leadership and personal responsibility are core components for success in most YouthBuild Louisville activities and will be interwoven throughout.

An important part of this component includes Life Skills Training. Work in this area will help a Student bring about positive change in behavior, attitudes, and lifestyle. Doing so will prepare Students to become self-sufficient, develop positive relationships with peers, family and other community Students, and serve as role models in the community.

Employability Skills/Transitions Component

The goals of the Employability Skills/Transitions Component are to:

- Provide Students with realistic expectations of the world of work and the requisite skills necessary to succeed in the workplace
- Develop employability skills
- Assist Students to locate, secure and maintain gainful and enjoyable employment after graduation from YouthBuild Louisville
- Submit application for financial aid
- Attain placement in a high demand job, college or the military

Activities:

- Career Interest Inventory
- Knowing Your Skills
- Resume Preparation
- Interviewing Skills
- Appropriate Workplace Etiquette
- Preventing Sexual Harassment Training
- Financial literacy
- FAFSA
- Job Shadowing, Mentoring, Internships
- Completion of PACT (Pre-Apprenticeship Certificate Training) Unit 4: Employability
- MSP (My Success Plan) development

AmeriCorps/Community Service Component

The goals of the AmeriCorps/Community Service component are to:

- Complete 450 hours of community service projects
- Earn an education award of \$1,493
- Prepare all Students to assume leadership roles in their respective communities
- Develop a spirit of volunteerism
- Make a positive impact in the community
- Perform community service during 6 Saturdays

Activities:

- Various activities throughout the year. Past activities have included neighborhood/park clean-ups, assisting community events, art projects, service trips, fundraisers, and workshops with youth.
- Some activities will take place on weekends and after program hours.

Upon graduation from YouthBuild Louisville and AmeriCorps, each Student will have up to seven years to use their education award for the following:

1. Tuition for higher education
2. Cost of approved school to work programs
3. Repayment of Student loans

AmeriCorps and Community Service:

One of the primary goals of YouthBuild Louisville is to prepare all of our Students to assume leadership roles in their respective communities. To this end, YouthBuild Louisville Students are co-enrolled in AmeriCorps. Started in 1993, AmeriCorps engages thousands of Students in community-based service programs, while earning financial support for college or job training through volunteer service. As an AmeriCorps member, Students will become part of a national movement to improve our communities and our country.

Throughout the program year, all Students will be asked to commit to providing 450 hours of community service projects as outlined by YouthBuild Louisville and AmeriCorps. This service is mandatory and each member will be expected to participate to continue their enrollment in the YouthBuild Louisville program. In some cases, Students can choose their own service projects. All Students will be required to participate in service projects six (6) Saturdays during the course of the program year.

Projects will be coordinated by YouthBuild Louisville staff. YouthBuild encourages Student input and cooperative planning in order to provide a variety of service opportunities that meet both Student interest and community need.

The construction of new and/or rehabbed, affordable housing for low-income or homeless families, in the federally designated Empowerment Zone, is one way that YouthBuild Louisville serves the community. **It is our firm belief that the best way to serve a community is to become directly involved in it.**

Communicating Service and Attendance to Students

1. Students see their total service hours earned during the week on their timesheets.
2. Each month, the AmeriCorps Coordinator will review and discuss cumulative service hours and attendance with the Students.
3. Each month, the AmeriCorps Coordinator will update a large classroom display to show Students' progress toward completion of their 450 hours.

Alumni Services Component

The goal of the Alumni Services component is to:

- Provide a support system for YouthBuild Louisville graduates to assist them in achieving their goals.

Commented [SS13]: All caps?

Activities:

- Access to higher education
- Utilization of AmeriCorps scholarship
- Graduate assistance in moving from a job into a career with full employee benefits and potential for growth
- Assistance in obtaining social services
- Alumni Council meetings
- Participation with YouthBuild National Alumni Council
- Workshops
- Family events and social activities
- Alumni newsletters

This component is designed to support and enrich the progress of former graduates as they continue the growth and success achieved at YouthBuild Louisville. Graduates of the program are encouraged to stay in contact with YouthBuild Louisville staff and take advantage of the alumni services offered. These services enable graduates to further their education, make improvements to the community, and stay in touch with former classmates and staff.

Commented [SS14]: Already stated what services offered above in "Activities"

Graduate Services and Employment:

In order for YouthBuild Louisville staff to provide graduates follow-up services as required, it will be the responsibility of all YouthBuild Louisville graduates to update their current address, telephone number, and employment status to YouthBuild Louisville on a monthly basis. Failure to do so could limit availability of graduate services and opportunities.

Tier Structure

The program is divided into three tiers:

TIER I

Tier I is the first of three tiers. Each Tier leads to graduation and successful exit from the program. During Tier I, MSP's are developed, individual barriers are assessed, and initial program outcome goals are set. Education and construction are the primary activities during this Tier. It is a time to learn and explore new skills.

Commented [SS15]: This is all passive language. Make stronger. Too tired to fix sentence. Watch passive language.

All Tier I courses are set by grant requirements and are mandatory.

A Student graduates from Tier I if he or she earns:

- GED, if needed
- Upgrades in literacy and numeracy
- PACT Certificate and a MC3 Certificate

TIER II

Courses in Tier II are set by current grant requirements and elective class options. Tier II focuses on...

- YouthBuild Louisville's community involvement.
- Courses exposing Students to their field of interest and other career options
- It is at this point that a Student may begin training in the medical field, the environmental field or increase his/her skills in construction.
- Required Courses:
 - Career Readiness
 - Driver Education (if Student does not have a Driver's License)
- Elective Courses:
 - Intro to Nursing (CNA Training)
 - Intro to Computers
 - Plumbing
 - Carpentry 2
 - Electrical
 - Weatherization
 - Small Home Repair
 - Job Site
 - Facilities Maintenance
 - Landscaping

- Gardening
- College Prep:
 - Math
 - Science
 - Reading
 - Study Skills

TIER III

- Tier III focuses on vocational training. The successful Student will have attained a GED and increased literacy and numeracy TABE scores in order to receive a vocational or post-secondary placement. YBL staff will seek appropriate job shadowing or internship opportunities during this Tier for the qualified Student. Program completion and graduation take place at the end of Tier III.

Graduation Requirements

YouthBuild Louisville recognizes three levels of program completion:

COMPLETER

The Student must:

- Complete the YouthBuild Program

GRADUATE

The Student must obtain/complete one of the following:

- GED/ Construction Certification
- At least one upgrade in Literacy or Math

HONORS GRADUATE & NATIONAL HONORS AWARDS

Students who fulfill the following requirements are considered Honors YouthBuild Graduates and are entitled to receive Honors Graduate Certificates from YouthBuild USA.

Graduates must:

- Remain in the program for a minimum of six months (this may include Students who have been deliberately placed in appropriate job or school after six months but before the program cycle is over)
- Have an average overall active attendance record of 90%
- Attain a GED or diploma
- Attain at least one upgrade in Reading or Literacy
- Complete Construction Certification
- Complete 450 AmeriCorps community service hours

Placement and Follow-up

- Program staff makes a concentrated effort to find job placements and careers for all graduates who have performed well. Adequate staff time is dedicated to fulfilling this function
- All Students gain a thorough understanding of how to build a career path, including the ways postsecondary education — 4-year, 2-year, stackable credentials, certification programs, apprenticeships, etc.—fits into their personal path. Students get support on initiating a career path during the program year and through the graduate resources program
- YouthBuild Louisville works with each Student to align his/her work values, skills and interest with a high demand career
- Follow-up case management and help in job-search is available for at least 12 months after graduation
- Students' progress is tracked after placement, and support is provided for their continued success. Contact with employers is similarly maintained
- The program builds a reputation for producing graduates who make good employees and for providing helpful information and support after placement
- Job candidates are screened for readiness

Commented [SS16]: Elaborate?

Expectations for Student Behavior

We believe that each YBL Student enters this program with the desire to learn and to achieve. We believe that for success to occur a Student must put forth their effort each and every day. The fact that you were accepted into the program means that we believe you are committed to learning and growth. We intend to help you in that process. In coming to YouthBuild Louisville, you have made a commitment to take your life in a new direction, to strive to do your best and contribute to your community as a future leader. As a YouthBuild Louisville Student, you are agreeing to:

1. Participate fully in all aspects of the program (Education, Vocation, Leadership, Personal Development and Community Service).
2. Report to the classroom or job site as scheduled and with the appropriate supplies.

3. Maintain a positive attitude, display respect and cooperation toward all Students, staff, college and community. Remember that your actions are not only a reflection of you, but of the group and the YouthBuild Louisville program as a whole.
4. Make progress by constantly working to improve in your required educational and vocational components (e.g. GED, construction, environmental corps, or medical field).
5. Follow all pre-existing requirements set by the courts, i.e. probation and parole, drug court, home incarceration program etc.
6. Work with YouthBuild Louisville as we work with other agencies on your behalf.
7. YouthBuild Louisville Students are responsible for appropriate and professional conduct in all settings and in all forms of communication, including, but not limited to, verbal communications/speech, written communications, Internet and e-mail communications, physical gestures, motions or any other form of interaction while on program area and during school events. Failure to adhere to the requirements of this policy may result in consequences, up to and including termination from the program..

YouthBuild Louisville staff will conduct three evaluations throughout the program to discuss your progress. Evaluations are a time to reflect on your accomplishments, understand what barriers or goals have not been achieved and revise goals as desired. Additionally, we encourage you to schedule a time to speak with YouthBuild Louisville staff should the need arise.

Program Hours:

Monday - Friday 8:30 a.m. - 4:00 p.m.*

Commented [SS17]: Change Monday hours?????

***Expect occasional weekend hours.
Regular weekday hours for Students are subject to change.**

Respecting YouthBuild Louisville Campus

YouthBuild Louisville, in keeping with its mission of preparing Students for “real world” situations, has instituted the following guidelines:

1. All YouthBuild Louisville Students should be conscious of their language and behavior during program hours, throughout the YouthBuild Louisville campus and on job sites. The “N” word will not be tolerated under any circumstance.
2. Appreciate and be respectful of our YouthBuild Louisville campus. This includes keeping our buildings and grounds clean, as well as free from alcohol and illegal/non-prescribed drugs.
3. All smoke breaks should be taken in designated areas and away from entrances to the buildings. **Do not throw cigarette butts on the ground.**
4. Breaks should be taken in designated areas.
5. **Student cell phones are not to be used in the classroom or on the job site unless required by the instructor.** Cell phones are to be turned off or put on vibrate and **kept** in Student’s pocket or bag during class or on the training site. **Text messaging and cell phone may be used before 8:30am, on breaks, at lunch and after 4:00.**
6. All emergency calls should be directed to the front desk at 502-290-6121
7. No Student shall use any staff computer or work area unless authorized.
8. Office phones are not to be used for personal use. You may use the phone in the conference room with staff permission.
9. All Students must leave work areas, classrooms and lunch area neat and orderly.
10. If eating lunch on campus, Students should eat in designated areas or outside.
11. The kitchen area should be cleaned after use.
12. Do not spit on sidewalks.
13. Be respectful of fellow Students, family, neighbors and all others we meet along the way.
14. Be mindful that your behavior is a reflection of YouthBuild Louisville at all times during your program term.
15. All bags and backpacks are subject to search by YouthBuild Louisville staff. **See *SEARCH POLICY AND PROCEEDURE* below.**

Tobacco Use—should be short since it is stated as a Level 1 concern

The use of all smoking and any other tobacco products is only allowed in designated areas on the YouthBuild Louisville campus. There is absolutely no smoking in any YouthBuild Louisville vehicle. It is the responsibility of the individual to properly dispose of tobacco waste products (e.g. cigarette remnants). This includes all tobacco products, such as smokeless tobacco. Smoking at the entrance/exit of any structure is prohibited. When at a YouthBuild Louisville activity and not at the YBL campus, Students will need to abide by the given locations tobacco use policy.

Lying, Spreading False Information about Someone, and Creating Negative Rumors

Lying and/or creating negative rumors about individuals create an atmosphere of mistrust, particularly when individuals are not courageous enough to be honest and sensitive to the feelings of others. We should lift each other up not tear each other down. Therefore, common respect for all should be shown.

Worksite Property

The supplies, materials, equipment and tools used at the training and worksite locations should be treated with respect and care. Damaging or destroying them may result in disciplinary actions or Student termination from the program.

Theft

Stealing is not acceptable at YouthBuild Louisville. Any person stealing must return or replace the property or property's value will be deducted from Student's stipend. Stealing the property of YouthBuild Louisville, YouthBuild Louisville staff, or another Student can, at the discretion of the Executive Director, result in automatic expulsion with no opportunity for appeal and being reported to the appropriate law enforcement authority.

Possession of Weapons

YouthBuild Louisville is committed to providing a safe environment for its Students, staff, volunteers, and contractors and has a zero tolerance weapon policy. Weapons include guns, knives, brass knuckles, etc. Weapons will not be permitted on any part of YouthBuild Louisville's campus or program area. This includes on your physical person or in automobiles, backpacks, lockers, etc.

Disciplinary Actions

YouthBuild Louisville views discipline in the context of a learning experience and logical consequence of behavior. That is, discipline should be used to teach, not punish. The goals of the Student's learning experience are as follows:

1. How to identify inappropriate behavior(s);
2. How to assess behavior(s);
3. How to avoid old patterns of behavior; and
4. How to incorporate new and appropriate behaviors which will strengthen personal character

Learning experiences are administered in a number of different ways, ranging from:

1. Verbal warnings
2. Meeting with Case Manager
3. Situational essays
4. Disciplinary Conference
5. Loss of stipend
6. Combinations of any of the above

Learning experiences are separated into a series of four levels ranging from simple interactions with instructors to suspension or program expulsion.

Level 1

- Tardy
- Bad Attitude/Disruptive Behavior—see Level 2
- Smoking in unauthorized area

- Unauthorized food/drink in classrooms
- Inappropriate dress
- Inappropriate use of electronic devices in classrooms or on job/volunteer sites
- Sleeping
- Refusing to cooperate
- Lying
- Inappropriate language—includes use of “N” word
- Use of staff computer without permission of that staff member
- Inappropriate use of computer—can be Level 2, Level 3 or Level 4
- Displays of affection

Level 2

- Unwilling to change Behavior (bad attitude at next level)
- Hate speech towards gender or group
- Leaving without notice
- Coming to YBL with evidence of drinking
- Failure to notify Case Manager of arrest within 5 days of occurrence
- Excessive tardiness/absences—can be Level 3 or Level 4
- Behavior that negatively affects YouthBuild Louisville outside of normal program hours—can be Level 3 or 4
- Misuse of YBL property—can be Level 3 or Level 4
- In possession of pornographic materials on site
- Falling below 80% attendance—can be Level 3 or Level 4
- Ignoring Anti-fraternization Policy

Level 3

- Theft
- Physical or threats of violence
- Sexual Harassment
- Possession of drugs/alcohol at any YBL function
- Came to YBL showing signs of intoxication or being “high” on drugs--can be Level 4
- Destroying property—can be Level 4

Level 4

- Possession of weapon on any YBL site or project
- Use, possession, distribution or sale of illegal drugs while on YBL property—will be reported to appropriate law enforcement agency
- Retaliation against Student for reporting sexual harassment or assisting YBL in the investigation of a complaint
- Found guilty of sexual harassment charge

Code of Conduct Levels

Level 1

Staff member handles the situation and verbalizes expected behavior with Student—Student complies. If the Student is unable to change his/her behavior or if the staff member chooses, the Student will be referred to the Case Manager. If involving the Case Manager, the situation is Level 2.

Level 2

Disciplinary actions become Level 2 when staff member feels the situation requires involvement of appropriate case manager.

Staff member sends Student to Case Manager. If the Student is on site, it is up to the Student to return to YBL to meet with Case Manager within that period of the day (morning or afternoon). The Student will be asked to write a description of what happened and how he/she might have handled the situation in a different manner. If the Student is able to turn the experience into an opportunity to learn how to appropriately handle disagreements, the Case Manager can allow him/her to write the description of what happened and how he/she might have handled the situation in a different manner and return to class (if the instructor allows) after the next break. If the Student is unable to de-escalate his/her behavior, then the case manager will refer the Student to the Disciplinary Team. The Disciplinary Team (DT) is comprised of AmeriCorps Coordinator, Case Managers and Instructor (if available). If involving the Disciplinary Team, the situation is Level 3.

When the situation calls for Level 2 intervention and the Student cannot return to class/site following break, Student loses stipend for that morning or afternoon. Student receiving wages will lose wages from the time of leaving site until time returning to site.

Level 3

Disciplinary actions become Level 3 when situation escalates to necessary involvement of Disciplinary Team.

Disciplinary Team (DT) meets with Student, helping Student achieve a level of calmness where the Student is able to listen.

Should the DT decide to suspend the Student for a set period of time (half day increments, up to a day-and-a-half); the Student will be required to meet with the DT upon return. If the Student is under 18 years of age, the parent/guardian will be notified that the Student is leaving YBL campus.

To resume regular YBL schedule, the Student must bring a completed, signed Incident Form. If under 18 years of age, he/she must return with parent/guardian to meet with DT. The parent/guardian will also be asked to sign the Incident Form, which acknowledges

his/her understanding of the why the Student was suspended. A copy will be given to the Student, the parent/guardian and YBL's copy will go in Student's file.

Student also meets with assigned Case Manager on day of return to classes as a means of support for appropriate behavior.

Student loses stipend/wages for time out of class and until resuming regular class schedule.

Level 4

This level is for non-negotiable violations of conduct expected/required of a YouthBuild Louisville Student.

At this level the Student must meet with Disciplinary Team and Executive Director (or designee). Student will either be suspended or dismissed from YouthBuild Louisville at this point and, if appropriate, law enforcement officer will be called.

Should the DT/Executive Director (or designee) decide to suspend the Student for a set period of time; the Student will be required to meet with the DT upon return. If the Student is under 18 years of age, the parent/guardian will be notified that the Student is leaving YBL campus.

To resume regular YBL schedule, the Student must bring a completed, signed Incident Form. If under 18 years of age, he/she must return with parent/guardian to meet with DC. The parent/guardian will also be asked to sign the Incident Form, which acknowledges his/her understanding of the why the Student was suspended. A copy will be given to the Student, the parent/guardian and YBL's copy will go in Student's file.

Student will lose stipend/wages from time out of class or off site until accepted back on premises/site. If Student is dismissed, his/her last check will be mailed by next pay period.

Anti-fraternization Policy

While a Student of the YouthBuild Louisville program, intimate relationships with other program Students is strongly discouraged and intimate relationships with any YouthBuild Louisville staff member is strictly forbidden. Any public displays of affection between Students including but not limited to hugging, kissing, hand holding, or laying/leaning on each other, is considered unacceptable.

The goal of the YouthBuild Louisville program is to assist **individuals** to “realize their potential through the development of life and job skills. Students are inspired to reach lifelong success as they become strong, confident young adults with a commitment to work,

education, family and community.” This is a process that requires the Student’s **undivided attention**. The full benefits of the program cannot be attained in an environment that is not free of dating or relationship issues.

Alcohol Policy

The use of alcohol is prohibited at all YouthBuild Louisville activities or sites.

Drug Policy

YBL DRUG POLICY

Young Adults in Action, Inc. (dba YouthBuild Louisville) is committed to providing a safe environment for its students, staff, volunteers, and contractors. YouthBuild Louisville has defined any and all conduct in relation to the use, possession, distribution, manufacture, or sale of illegal or unauthorized drugs while at YouthBuild Louisville or any YouthBuild Louisville sponsored event as unsafe and impermissible. Conduct which violates this definition poses unacceptable risks and disregard for health, safety and welfare of students of YouthBuild Louisville and shall result in discipline up to and including dismissal from YouthBuild Louisville. During the program year YouthBuild Louisville will continually monitor this policy through scheduled and random drug testing of all students according to the following:

- Random Testing
- Scheduled tests will be given at three points:
 1. At the beginning of the program
 2. After Christmas break
 3. At exit for the incentive savings match.

At the beginning of Mental Toughness, YBL will inform all participants of our drug policy. Participants will be given a drug test prior to enrollment and will receive random test at least three more times during the year.

Regardless of drug test results, each student enrolled will meet with Substance Abuse Team for a drug assessment during the first quarter of enrollment. The drug assessment is given to understand a student’s level of risk or dependency for alcohol and chemical substance abuse. The assessment consists of the following:

- AUDIT – Alcohol Use Disorders Identification Test
- DAST 10 – Drug Abuse Screening Tool

Following the assessment, each student will meet with Substance Abuse Team for an assessment interview. If assessment indicates a student is in the “Risk” category, he/she will meet with appropriate case manager to investigate drug awareness options. If they fall within the “Dependent” category, he/she will be referred to a drug treatment class. If the provider indicates a student displays need for individual counseling, student’s case manager will make an appointment for required counseling.

If the drug test given at the end of Mental Toughness is positive, it is viewed as the First Positive Drug Test and process proceeds as follows:

Students who test positive for any substance covered on the drug test has failed the drug test and will be:

- Placed on 50% pay status as of the day of the failed drug test.
- The Counselor will notify all YBL staff that the student had a positive/failed drug test via email the day of the failed test.
- Assigned case manager will enter drug test results into the MSP on the Assessments tab.
- The loss of the ability to use power tools, ladders or participate in any other potentially hazardous activities as determined by the Executive Director until the student has a negative drug test.
- Assigned Case Manager will explain the consequences as outlined in this policy to ensure the participant is clear about what he/she can and cannot do. Conversation will be noted in their MSP Case Notes and Services forms.

If the student's THC levels decrease or do not increase during subsequent test, he/she will continue to earn 50% of the stipend until they have a negative test. If THC levels increase during subsequent test, all stipends will cease until the student test negative. Will be given the option to retest within 30 days. Reports/Documents stating test results are placed in student's permanent program file and into the MSP.

*Note: Student must pass their drug test administered at "End of Program Evaluation," to qualify for incentive savings match. Program staff can revoke incentive savings match as a consequence of inability to comply with program policies.

Dress Code Policy

A Student's dress and grooming should be consistent with what is acceptable in the business and construction community.

Students should come dressed for construction at all times unless otherwise instructed. Students will wear YouthBuild Louisville uniforms, to be provided, consisting of YouthBuild Louisville shirts, a belt, steel-toed boots, and fitting pants. When on the work site, Students must wear hard hats and steel-toed boots or appropriate Personal Protective Equipment (PPE) and may not wear loose fitting clothing.

In addition, all Students are required to keep a uniform (including a YouthBuild shirt, belt, and fitting pants) and a pair of boots on site in their assigned locker. These are to be used only in situations where YouthBuild Students lack the appropriate dress upon arrival at the YouthBuild campus. The backup uniform and boots must be returned to the locker at the end of each workday. There will be a check at the end of each week to ensure that the uniform and boots have been returned to the Students' lockers.

At all times the following apply:

- Students must be dressed in appropriate YouthBuild work attire by 8:30 each day, this also holds for Students who must change into their back up uniforms
- No rips or holes in the clothing
- Sheer and/or tight attire as to expose underwear or body parts is not allowed

- Flip-flops are not allowed
- Sunglasses are not to be worn when inside a building
- Underwear (boxers, briefs, bra or bra straps, etc.) must not be exposed at any time
- Attire and jewelry must not be sexually suggestive or feature crude, vulgar or disrespectful lettering, printing, pictures or drawings which would be offensive or insensitive to others. They may not depict drugs, tobacco, or alcohol.

If a Student’s dress is found to be inappropriate and not in compliance with the dress code, they will: (1) be given the opportunity to change or correct it and (2) if they choose not to, will be told to leave for the day and will not be paid for the time they would otherwise have been paid that day.

We define “program area” as all property under YouthBuild Louisville’s control, along with any place where extracurricular activities and/or events may take place including any location visited during the course of field trips and/or other YouthBuild Louisville sponsored activities.

No bagging and sagging is ever allowed!
This is a safety issue and will not be acceptable at any time.

Search Policy and Procedure

Introduction

The purpose of searching Students, their belongings, lockers, or automobiles, is to protect the property and safety of others and/or to maintain the on-going educational/vocational training process of YouthBuild Louisville. Searches are used to determine if there is evidence of Student misconduct as a last resort and only when other techniques have been exhausted. Students have the protection, as do all citizens, against unreasonable search and seizure of their property. This procedure will be implemented under the authority of the Executive Director or designee only.

I. Definitions

- Reasonable Suspicion- a reasonable person under the circumstances, would, based upon specific and clearly expressed facts believe that the search will turn up evidence that the Student has violated a State or Federal law, YouthBuild Louisville policy or regulation.
- YouthBuild Louisville Official- Any teacher/instructor, YouthBuild Louisville administrator, and/or other YouthBuild Louisville personnel authorized by the Executive Director.
- Witness- Any YouthBuild Louisville employee.

II. Grounds for Search

The YouthBuild Louisville official must have **reasonable suspicion**, based on information made available **prior** to the search that the Student is in possession of item/evidence definitely illustrating the Student has violated or is violating a State or Federal law, YouthBuild Louisville policy or regulation. **The evidence believed to be possessed by the Student should be that which may endanger life, safety, and /or property of another, or disrupt the on-going educational/training process.**

III. Intent of Search

- A.** The search of a Student must be done for the purpose of maintaining discipline, or the detection and punishment of program misconduct. Evidence gathered may be used in organizational discipline (YouthBuild Louisville program), but may not be gathered for the expressed, premeditative intent of pursuing criminal proceedings. The search should be authorized by the Executive Director or designee and without the aid or involvement of law enforcement officials.
- B.** If a YouthBuild Louisville employee believes that a Student possesses evidence that may be used in a criminal action prosecuted in a court of law, the Student **must** be escorted to the Executive Director or designee. The Executive Director or designee will contact the appropriate law enforcement officials to conduct such a search. At no time should the Student be left alone or out of sight of the school administrator or another school official.

IV. Personal Search of Students

A personal search includes a search of a Student's accessories (purse, wallet, backpack, notebooks, gym bag, etc.) and/or outer garments (pants/skirt pockets, shirt/blouse pockets, pant legs, socks, shoes, jacket pockets, waist band, etc.) that would not require disrobing to the skin. **All searches are to be conducted individually and in private.** There will be no group searches or disrobing to the skin. To conduct the personal search of a Student's accessories or outer garments, the following procedure must be used:

- A.** Students under the immediate supervision of an instructor/teacher may be searched to determine if there is evidence of Student misconduct if:
1. Standards of reasonable suspicion are met; **and**
 2. The Student is given an opportunity to turn over the object(s) in question prior to the search; **and**
 3. A second YouthBuild Louisville employee is present to serve as a witness; **and**
 4. Intentional embarrassment to the Student is avoided; and
 5. The search is reported as soon as possible to the Executive Director or designee; **and**
 6. When the search of a Student's person has been conducted, the instructor/teacher will immediately fill out an incident report. The report will be given to the Case Manager to be placed in Students file.
- B.** Students who are not under the immediate supervision of an instructor/teacher may be searched, according to the procedures described above, to determine if there is evidence of Student misconduct, if there is prior administrative approval and/or the presence of Executive Director or designee.
- C.** If the YouthBuild Louisville employee determines that there is immediate danger to life and/or safety, (i.e., the school official believes a Student is in possession of a weapon(s),

drugs, a dangerous instrument(s) or explosives/fireworks), and if staff member has reasonable suspicion that a particular Student is in possession of the dangerous object(s), the Student and his property may be searched by the YouthBuild Louisville employee immediately. If a dangerous object is found as the result of such a search, YouthBuild Louisville staff should contact Executive Director or designee and law enforcement officials.

- D.** YouthBuild Louisville Executive Director or designee will contact law enforcement officers and not conduct a search of a Student's person when:
1. The search may require disrobing to the skin; or
 2. The Student refuses a search; or
 3. There are grounds for possible criminal legal action, but there is no immediate danger to life or safety.

V. Searches of Student Lockers and Automobiles

Students shall be informed that Students have no expectation of privacy in school lockers and that the school reserves the right to search lockers and automobiles parked on program area under the procedures set forth below.

- A.** The search is based on reasonable suspicion that something in violation of the law, policies, or the rules of YouthBuild Louisville may be extremely dangerous to the program and its Students and staff will be found in the locker or automobile.
- B.** The information leading to the search and the seizure of evidence is not provided by the police.
- C.** The primary purpose of the search is to determine if there is evidence of Student misconduct for YouthBuild Louisville disciplinary purposes. However, in appropriate circumstances the evidence may be made available to the police. If it is evidence of a crime or grounds for a proceeding in the criminal justice system, including a juvenile court proceeding.
- D.** Executive Director or designee authorization is needed when a search of a Student's vehicle is considered, and YouthBuild Louisville staff should also follow these procedures:
1. In circumstances when YouthBuild Louisville staff have a reasonable suspicion that a Student has in their vehicle an object(s) which presents an immediate danger to life or safety (i.e. a weapon(s), drugs, a dangerous instrument(s) or explosives/fireworks), the Student should be contacted and brought to his or her vehicle and asked if he or she will consent to a search of the vehicle.
 2. If the Student refuses, law enforcement officials **must** be contacted.
 3. Under no circumstances should the Student be allowed to return to the vehicle or left alone by YouthBuild Louisville staff.

VI. Use of Police Detection Canine Teams

- A.** Students shall be informed that police detection canine teams may conduct random and unannounced searches of general YouthBuild Louisville areas, including lockers, buildings, and parking lots in an effort to keep YouthBuild Louisville drug-and gun free.

Locker Policy

All lockers made available for Student use on the YouthBuild Louisville premises are the property of YouthBuild Louisville. A Student has full access and possession of the locker assigned, but understands that the locker remains the property of YouthBuild Louisville and as so, it is presumed there are no expectations of privacy in that locker or the locker's content.

YouthBuild Louisville retains the right to conduct general inspections of all such property and resources located in the provided lockers on a regular basis to insure that the locker is being used in accordance with its intended purpose, and to eliminate fire or other hazards. Lockers may be searched if reasonable grounds exist to believe that evidence of a violation of the law or YouthBuild Louisville rule is contained therein.

Locker Use Rules:

In order to implement the YouthBuild Louisville policy concerning Student lockers, YouthBuild Louisville adopts the following rules and regulations:

1. **Locks.** YouthBuild Louisville will retain access to Student lockers by keeping a master list of combinations or retaining a master key. Students **may not** use their own locks to prevent access to lockers by YouthBuild Louisville employees. Any unauthorized locks will be removed without notice and destroyed.

2. **Use of lockers.** These lockers are made available for Student use in storing YouthBuild Louisville vocation supplies, backup uniforms (including YouthBuild shirt, belt, and fitting pants) with boots, and personal items necessary for use at YouthBuild Louisville. Lockers are not to be used to store items which cause, or can reasonably be foreseen to cause, an interference with program objectives or are illegal by state law or YouthBuild Louisville rules/policies. Prohibited items include but are not limited to drugs (other than medicine for which a Student has a current prescription or common cold or headache medicine sold over the counter), drug paraphernalia, beverage containing alcohol, weapons, any flammable substance, bomb or explosive devices, any strong acid or nauseous chemical, any stolen items, or any obscene materials that are banned by YouthBuild Louisville rules or regulations.

3. **Authority to inspect.** YouthBuild Louisville retains the right to inspect lockers to insure they are being maintained in accordance with the conditions of Rule No. 2 above. There will be a weekly locker check on the final day of the workweek to ensure that the backup uniform and boots remain in the Student's locker. This check can be done under the direction of the YouthBuild Student unless they are noncompliant.

4. **Inspection of individual Student's lockers. The inspection of a particular Student's locker will not be conducted unless there is reasonable suspicion that it contains items prohibited by state law or YouthBuild Louisville rules or which pose an imminent and serious threat to health and safety.** Before a particular Student's locker is inspected, the Student, if present on the YouthBuild Louisville premises shall be contacted and given the opportunity to be present during the inspection unless circumstances require that the inspection be conducted without delay in order to protect the health and safety of others present on YouthBuild Louisville premises.

Whenever an individual Student's locker has been inspected under this rule without the Student's presence, a staff member of YouthBuild Louisville administration shall notify the Student of such inspection as soon as practicable thereafter.

5. Inspection of all lockers. An inspection of all lockers at YouthBuild Louisville, or all lockers in a particular area of YouthBuild Louisville, may be conducted if there is reasonable belief that such an inspection is necessary to prevent, impede or substantially reduce the risk of:

- A. An interference with YouthBuild Louisville objectives
- B. A physical injury or illness to any person
- C. Damage to personal or YouthBuild Louisville property
- D. A violation of state law or YouthBuild Louisville rules

Examples of circumstances justifying a general inspection of a number of lockers are:

- A. When YouthBuild Louisville receives a bomb threat
- B. At any time to check for missing items or YouthBuild Louisville equipment
- C. When there is a reasonable belief that weapons or drugs are stored in the lockers

6. General inspection. If a general inspection of a number of lockers is necessary then **ALL** lockers in the defined inspection area will be examined. Students will not necessarily be given the opportunity to be present while a general inspection is being conducted

7. Student's property. When conducting an inspection pursuant to these rules, the inspector(s) shall take care to avoid disrupting the contents of the locker or intruding unnecessarily into any Student's written material located in the locker.

8. Disposal of confiscated contraband. All contraband confiscated from lockers may be disposed of by YouthBuild Louisville or designee as he or she deems appropriate, including:

- A. Return to the proper owner or place, unless it poses a threat to health or safety;
- B. Use as evidence in a Student discipline proceeding if possession of the contraband constitutes a ground for suspension or expulsion under YouthBuild Louisville's policy
- C. Delivery to the appropriate law enforcement officials
- D. Used as evidence of a crime; or
- E. Complete destruction

9. Involvement of law enforcement officials.

YouthBuild Louisville staff may request the assistance of law enforcement officials to assist the YouthBuild Louisville administrators in inspecting lockers or their contents for purposes of enforcing YouthBuild Louisville policies:

- A. To identify substances which may be found in the lockers; or
- B. To protect the health and safety of persons or property, such as to aid in the discovery and disarming of bombs if located in the lockers; or
- C. Any other occasion YouthBuild Louisville administrators deem necessary

D. YouthBuild Louisville administrator(s) may cause a locker inspection to be performed for YouthBuild Louisville purposes if information supplied by law enforcement officials gives rise to a reasonable suspicion that a locker or lockers contains contraband.

10. **Locker cleaning for Students.** Student is expected to clean out their assigned lockers prior to graduation of YouthBuild Louisville program

11. **Locker cleaning for staff** - Nothing in these rules shall affect staff, who at the direction of Executive Director or designee, clean out:

- (1) Lockers from time to time in accordance with a general housekeeping schedule; or
- (2) The locker of the Student no longer enrolled in the YouthBuild Louisville program due to graduation or dismissal.

10. **Publication of rules.** A copy of these rules shall be provided to each member at the start of each YouthBuild Louisville year or as soon as practicable after the member's enrollment in YouthBuild Louisville.

Sexual Harassment Policy

YouthBuild Louisville is committed to providing a learning environment free from sexual harassment. Therefore, all Students at YouthBuild Louisville shall avoid offensive or inappropriate sexually harassing behavior and will be held responsible for assuring compliance with this policy. All Students will participate in a mandatory workshop about Sexual Harassment.

You should keep a copy of this policy, read it and be familiar with its contents.

Definition

Sexually harassing conduct may include, but is not limited to, unwanted sexual advances, assault or coerced sexual acts, demands for sexual favors in exchange for favorable treatment or continued employment, repeated sexual jokes, flirtations, advances or propositions, language of a sexual nature, graphic, verbal commentary about an individual's body, leering, whistling, touching, pinching or suggestive, insulting, obscene or demeaning comments or gestures, or display anywhere in the YouthBuild Louisville campus or work sites of sexually suggestive objects or images. These are examples of conduct, which may constitute sexual harassment.

Policy

Sexual harassment is illegal and unacceptable in any YouthBuild Louisville academic or working environment. As a result, YouthBuild Louisville prohibits all forms of sexual harassment by its Students, staff members or community volunteers and partners.

No staff member or community volunteer/partner shall threaten or insinuate, either explicitly or implicitly, that a Student's submission to or rejection of sexual advances will in any way influence any personnel decision regarding that Student's employment, wages, advancement, assigned duties, shift schedule or any other condition of participation in the YouthBuild Louisville program.

Other sexually harassing conduct which may create an offensive environment anywhere on the YouthBuild Louisville campus or at a YouthBuild Louisville work site, whether in the form of physical or verbal harassment committed by supervisory, non-supervisory personnel or Student, is also prohibited.

YouthBuild Louisville has policies and support structures to enable every Student and staff member to study/work in an environment free of harassment.

Instructors'/case managers' responsibilities

Instructors/case managers are responsible to ensure that Students understand what is considered acceptable and unacceptable behavior regarding sexual harassment. To do so, a Preventing Sexual Harassment Course will be offered. Students will be given the opportunity for discussion to ensure understanding of how to recognize sexual harassment, what course of action to take if they feel they have been subjected to sexually harassing behavior and what to expect from YouthBuild Louisville. At the end of the course, a test will be given that can lead to a certificate from the University of Louisville.

Instructors/case managers who become aware of incidents of possible sexual harassment are required to investigate and ensure the incident is reported to the Disciplinary Coach/Executive Director and the EEO officer. When the allegations of a complaint are verified or credited, the Disciplinary Coach and the Executive Director are responsible for taking prompt and appropriate corrective and/or disciplinary action.

How do I know if I'm experiencing sexual harassment?

If you are being subjected to offensive unwanted behavior anywhere on the YouthBuild Louisville campus or work sites, you should inform the offender you wish him/her to stop, and report the incident to your instructor/case manager or use YouthBuild Louisville's complaint procedure. It is important to stop the unwanted behavior regardless if the incident fits the legal definition of sexual harassment. It is your right to study/work in an environment free from harassment. If you feel that you have been harassed, you may be subjected to behavior that should cease, regardless of whether it is unlawful or just personally offensive.

You should not experience retaliation for making the complaint. Successful claims of retaliation are not dependent on whether the original behavior is found to be unlawful. If your initial, internal complaint is not taken seriously and the misconduct continues, you have the right to complain to the EEO.

These processes must be followed to determine the legality of the unwanted behavior. If you report the incident early, ideally the matter can be resolved to your satisfaction without necessary further action.

Complaint procedure

Commented [H18]: Should this be EEOC? Or is it the EEO officer?

YouthBuild Louisville strongly urges reporting all incidents of discrimination, harassment or retaliation, regardless of the offender's identity or position. If any YouthBuild Louisville Student, employee, or community volunteer feels that he/she has experienced conduct he/she believes is contrary to this policy or if he/she has concerns about such matters, a complaint should be filed on the YouthBuild Louisville *Reporting Sexual Harassment Form* supervised by the Student's case manager, or employee/volunteer's supervisor. If that is not desirable or appropriate, discuss the complaint with the EEO representative and give the EEO the YouthBuild Louisville *Reporting Sexual Harassment Form*.

Process to follow if you believe you are being sexually harassed:

1. Consider **firmly, clearly and directly** telling the harasser to stop.

Say "Please stop"

Keeping quiet about the harassment will not help stop the unwanted behavior. Speaking up can be helpful in finding support. Speaking up does not necessarily mean directly confronting the harasser if you do not feel comfortable doing so. However, discussing your experiences and feelings with your instructor/case manager, and taking advantage of the complaint procedures and support resources available through YouthBuild Louisville, is a good start to putting yourself back in control.

If you feel comfortable confronting your harasser, make it known clearly that you find the behavior offensive. By confronting the offender, you assert control over the situation. Speak up and assert your rights to a respectful work environment.

For example:

"Thank you for your help, but I don't like your hand rubbing against my arm. Please remove it."

OR

"Please stop making remarks about my body. I don't find them complimentary, I find them offensive."

If you do not feel that you can confront the offender face to face, you may think about putting your request in writing. In that case, keep a copy of what you write and document when and how the material was delivered.

If you do not feel comfortable telling your harasser to stop, follow the YouthBuild Louisville complaint reporting procedure.

2. If the behavior continues, [document](#) the conversation or offending behavior
3. Follow YouthBuild Louisville reporting procedures

Document incidents

Individuals should keep records of each incident, which include the location, date, time, and exact details of what was said, what happened, and names of witnesses present. Store your

records at home, and save any offensive letters, faxes, photographs, cards, emails or other notes you receive. You should attach a copy of your documentation to the YouthBuild Louisville *Reporting Sexual Harassment Form*.

Reporting Procedure

- a. File a complaint, which includes your written documentation and the completion of the YouthBuild Louisville *Reporting Sexual Harassment Form* through the lines of supervision, beginning with the your instructor/case manager. If that is not desirable or appropriate, discuss the complaint with the EEO representative and give the EEO the YouthBuild Louisville *Reporting Sexual Harassment Form*.
- b. Recognize that the filing of your complaint is taken seriously and that your concerns will be addressed.
- c. Be prepared to answer any/all questions, knowing you do not need to worry about reprisals against you for making the complaint.

Disciplinary action

Charges of sexual harassment against a Student:

- a. Will be investigated immediately by your instructor/case manager, and the incident will be reported to the Disciplinary Coach, Executive Director and the EEO officer.
- b. If the allegations of a complaint are verified or credited, the Disciplinary Coach and the Executive Director are responsible for taking prompt and appropriate corrective and/or disciplinary action, which will result in disciplinary action up to, and including, dismissal. This immediately becomes a Level 3 or Level 4 offense under YouthBuild Louisville's Code of Conduct.
- c. May lead to personal, legal, and financial liability.

Information Technology Policy

Internet usage is conducted solely for the purpose of educational and vocational training. Some instructors/classes require access to the Internet and the use of software in addition to the Microsoft Office suite of products. Software needed, in addition to the Microsoft Office suite of products, must be authorized by and downloaded by an IT administrator. If you need access to software, not currently on the network, talk with your supervisor and consult with the IT administrator. Keep in mind that Youthbuild Louisville owns any communication sent or that is stored on company equipment. Management and other authorized staff have the right to access any material in your email or on your computer at any time. Please do not consider your electronic communication, storage or access to be private if it is created or stored at work. Breaking any of the terms of agreement outlined below will result in immediate disqualification from the use of the computer facilities.

USERS CODE FOR INTERNET, E-MAIL AND COMPUTERS

Expectation of Privacy:

Student understands by signing the “Handbook Acknowledgement” Student agrees to the following:

As a Student of YouthBuild Louisville there is no expectation of right to privacy concerning but not limited to the following:

- Written correspondence
- Verbal correspondence
- Electronic correspondence

YouthBuild Louisville has the right at any and all times to request or obtain documentation or information on any of the above correspondence while employed or utilizing the YouthBuild Louisville computer server to conduct such transfers of information.

Proper Use

Students will not use the YouthBuild Louisville Internet and E-mail account to look for material that is unrelated to the curriculum, unless they have been given permission by YouthBuild Louisville or Instructor. Students will use material which they access in accordance with YouthBuild Louisville policies.

Password Communication

All users (adults and young people) will have responsibility for the security of their username and password, and must not allow other users to access the systems using their log on details. It is essential that users keep username and passwords secure as unauthorized access can cause **permanent data loss and loss of computer privileges**. All users are to immediately report any suspicion or evidence that there has been a breach of security to their Case Manager.

Passwords for new users and replacement passwords for existing users will be allocated by the IT administrator or designee. Any changes carried out must be done with IT administrator’s approval.

Photo/Media Policy

Throughout the year, YouthBuild Louisville staff and Students will document Students’ participation in the program through photographs and video.

These materials will become the property of YouthBuild Louisville and will not be returned. YouthBuild Louisville may edit, alter, copy, exhibit, publish or distribute this photo for purposes of publicizing their programs or for any other lawful purpose. Students waive the right to inspect or approve the finished product, including written or electronic copy, wherein likeness appears. Additionally, they waive any right to royalties or to other compensation arising or related to the use of any photograph.

Students also hold harmless and release forever and discharge YouthBuild Louisville from all claims, demands, and causes of action which they, their heirs, representatives, executors, administrators, or any other persons, acting on Student's behalf or on behalf of Student's estate have or may have by reason of this authorization.

- While using the computers and lab Students will be cooperative, mature, responsible, and courteous.
- Students will not damage hardware or change any software configurations; including adding unauthorized programs or files.
- Students will not use any unauthorized CD's, compact flash/SD cards, jumps drives, etc. on the computers.
- Internet sites dealing with pornography, extreme violence, and illegal downloading are not permitted at YouthBuild Louisville. Students will not use the Internet to access unacceptable material.
- Students will not download any files, programs, or other content without the expressed permission of a YouthBuild Louisville instructor or IT administrator. Students will not break copyright law by copying and/or redistributing another's work without correctly acknowledging them. (Write down the author/date/URL address).
- Students understand that **KRS 525.080** states:
 1. A person is guilty of harassing communications when with intent to intimidate, harass, annoy or alarm another person he or she:
 - (a) Communicates with a person, anonymously or otherwise, by telephone, telegraph, mail or any other form of written communication in a manner which causes annoyance or alarm and serves no purpose of legitimate communication;
 - (b) Makes a telephone call, whether or not conversation ensues, with no purpose of legitimate communication; or
 - (c) Communicates, while enrolled as a Student in a local school district, with or about another school Student, anonymously or otherwise, by telephone, the Internet, telegraph, mail, or any other form of electronic or written communication in a manner which a reasonable person under the circumstances should know would cause the other Student to suffer fear of physical harm, intimidation, humiliation, or embarrassment and which serves no purpose of legitimate communication.
 - (2) Harassing communications is a Class B misdemeanor.
- In all communication with others Students will be respectful, accurate, and use appropriate written expression.

Recidivism/Reoffending Committee

Notice of Arrest and Convictions

As a condition of enrollment, YouthBuild Louisville Students are to notify their Case Manager of any arrest or conviction within five (5) days of such arrest or conviction.

Additionally, we require that any person arrested or convicted of any charge must notify his or her Case Managers. Failure to comply could result in dismissal from the YouthBuild Louisville program at the discretion of the Executive Director.

Recidivism/Reoffending Committee

Students of YouthBuild Louisville will meet with the Recidivism/Reoffending Committee at least once.

Recidivism means having an existing record and either re-offending or being charged with a new charge at any time within 1 year of enrollment date. If Student has no arrest record at enrollment and an arrest occurs during active program cycle this does not equal recidivism.

The Student Services Coordinator will address understanding of criminal records. This will help assess future barriers, assist with employability and job readiness and provide education on restorative justice.

Plan:

Upon acceptance into the YouthBuild program a background check will be obtained on every potential Student. This record will be immediately reviewed before program acceptance. **YouthBuild Louisville cannot serve individuals convicted of sexual offenses of any nature.**

If a Student enters YBL with an existing record, the Recidivism/Reoffending Committee will meet to assess the barriers to the Students and a case note will be entered onto the MSP. The committee or committee representative will then meet with Student to review records, assess barriers, and set goals.

Goals:

- Provide support and educate individuals of restorative justice concept
- Assess court dates and probation/parole appointments and create a calendar
- Staff member will make every effort to attend court dates with the Student
- Make sure Student understands record (the charges, implications, probation, etc)
- Start re-entry plan (set goals for restitution, probation/parole officer letter, etc)
- Create case management plan – next steps
- Inform/educate Student on results of recidivism, send letter to probation/parole at each meeting/evaluation, a copy of the letter goes into MSP and Student file.

If recidivism occurs:

1. Evaluation and written report/case note will be completed specifying:
 - a. Nature and seriousness of offense
 - b. Decision to continue to serve Student offsite will be made according to the nature and seriousness of offense

YouthBuild Louisville will not continue to serve individuals charged with any and all sexual offenses or murder related offenses.

DOL's in custody "90 day inaccessibility" policy permits YouthBuild Louisville to exit a Student from the program with no penalty.

2. A Recidivism/Reoffending Committee member will make every effort to attend court dates with the Student
3. Updates will be entered into Students MSPs and documentation placed in Student file.

Grievance Procedures

A. The Student understands that YouthBuild Louisville has a grievance procedure to resolve disputes concerning the Student's suspension, dismissal, service evaluation, proposed service assignment, sexual harassment claim, or any other conflict that may arise.

B. The member understands that, as a Student of the YouthBuild Louisville program, he/she may file a grievance in accordance with YouthBuild Louisville's grievance procedure.

C. In the event that informal efforts to resolve disputes are unsuccessful, AmeriCorps Students, labor unions, and other interested individuals may seek resolution through the following grievance procedures. These procedures are intended to apply to service-related issues, such as assignments, evaluations, suspensions, or release for cause, as well as issues related to non-selection of Students.

1. **OPTIONAL ALTERNATIVE DISPUTE RESOLUTION (ADR):** ADR is available, but must be selected within 7 days of the disagreement. If ADR is a first option, the Executive Director can choose someone not involved in the disagreement to try to mediate a solution both parties can agree with. The neutral party must not have participated in any previous decisions concerning the issue in dispute. ADR is confidential, non-binding, and informal. Nothing done in the ADR can be used in any future mediation or resolutions. The neutral party may not participate in any future proceedings. If ADR is chosen, an ADR hearing must be done within 7 days and a decision made within 14 days. If ADR does not resolve the matter within 14 calendar days, the neutral party must notify the person with the disagreement of his/her right to request a hearing. At any time, he/she may decline ADR and proceed directly to the hearing process
2. **GRIEVANCE HEARING:** If the above ADR process does not result in a mutually agreeable solution or if the individual filing the grievance chooses to forego the ADR process, the individual filing the grievance may request a Grievance Hearing by submitting a hand-written request to the Executive

Director. The program will then make available to the individual filing the grievance all information used in reaching any previous disciplinary decision related to the matter in question. Also, the program will arrange for a pre-hearing conference (or conferences) as an attempt to reach a mutually agreeable decision, or to narrow the issues to be decided at the hearing, prior to the Grievance Hearing. If no mutually agreeable decision has been met within 15 calendar days from the request for a Grievance Hearing, a Grievance Hearing will be held. The Grievance Hearing must be conducted by an impartial party that has not been involved in any previous decision related to the matter in question. The Grievance Hearing must be held no later than 30 calendar days after the filing of the grievance, and a written decision must be made no later than 60 calendar days after filing.

3. **BINDING ARBITRATION:** An aggrieved party may request binding arbitration if a grievance hearing decision is adverse or if no decision is made within 60 days of the filing of the grievance. The arbitrator must be independent and selected by agreement of the parties. If the parties cannot agree on an arbitrator, the Executive Director will appoint one within 15 calendar days after receiving a request from one of the parties. An arbitration proceeding will be held no later than 45 calendar days after the request for arbitration, or no later than 30 calendar days after the appointment of an arbitrator by the Executive Director. An arbitration decision will be made no later than 30 calendar days after the commencement of the arbitration proceeding. The cost of arbitration will be divided evenly between the parties, unless the aggrieved party prevails, in which case the program will pay the total cost of the proceeding as well as the prevailing party's attorneys' fees.

Pregnancy Statement

YouthBuild Louisville assumes to be a normal and healthy physical condition. Pregnant Students should provide assigned Case Manager with a doctor's statement indicating any physical limitations and the amount of weight the Student may lift during the first and second trimesters. If a doctor indicates that the pregnancy is complicated in a way that prevents physical labor, the Student will not go to the construction site. Otherwise, a pregnant Student may perform regular construction tasks in the first two trimesters, as long as the weight limitations, indicated by the Student's doctor, are observed.

In the third trimester, YouthBuild Louisville **does not allow** pregnant Students to work on ladders, scaffolding or other situations that requires balance. YouthBuild Louisville allows up to 90 days of unpaid leave before and/or after delivery. Students should work closely with the YouthBuild Louisville program staff leading up to and during leave status.

Equal Opportunity is the Law

It is against the law for this recipient of Federal financial assistance to discriminate on the following basis:

- Against any individual in the United States, on the basis of race, color, religion, sex, national origin, age, disability, political affiliation or belief; and
- Against any beneficiary of programs financially assisted under Title I of the Workforce Investment Act of 1998 (WIA), on the basis of the beneficiary's citizenship/status as a lawfully admitted immigrant authorized to work in the United States, or his or her participation in any WIA Title I-financially assisted program or activity.

The recipient must not discriminate in any of the following areas:

- Deciding who will be admitted, or have access, to any WIA Title I-financially assisted program or activity;
- Providing opportunities in, or treating any person with regard to, such a program or activity; or making employment decisions in the administration of, or in connection with, such a program or activity.

What to do if you believe you have experienced discrimination

If you think that you have been subjected to discrimination under a WIA Title I-financially assisted program or activity, you may file a complaint within 180 days from the date of the alleged violation with either:

- the recipient's Equal Opportunity Officer (or the person whom the recipient has designated for this purpose); or
- the Director, Civil Rights Center (CRC), U.S. Department of Labor, 200 Constitution Avenue NW, Room N-4123, Washington, DC 20210.

If you file your complaint with the recipient, you must wait either until the recipient issues a written Notice of Final Action, or until 90 days have passed (whichever is sooner), before filing with the Civil Rights Center (see address above).

If the recipient does not give you a written Notice of Final Action within 90 days of the day on which you filed your complaint, you do not have to wait for the recipient to issue that Notice before filing a complaint with CRC. However, you must file your CRC complaint within 30 days of the 90-day deadline (in other words, within 120 days after the day on which you filed your complaint with the recipient).

If the recipient does give you a written Notice of Final Action on your complaint, but you are dissatisfied with the decision or resolution, you may file a complaint with CRC. You must file your CRC complaint within 30 days of the date on which you received the Notice of Final Action.

Please note: Nothing in the handbook shall be construed to be in violation of any federal or state law, and that if any provision is later found to be unlawful, this will not invalidate the remainder of the handbook.

Signature in Agreement to Conditions

I, _____, have received, read, and understand the
Print Name
conditions and all policies that are described in the YouthBuild Louisville Student Handbook. I agree to abide by these and all rules as a condition of my enrollment in YouthBuild Louisville. I understand that YouthBuild Louisville has the option of terminating my program enrollment at any time at will.

Student's Printed Name

Student's Signature

Date

Parent's Signature if under 18

Date

YBL Staff Member's Signature

Date

Who else saw the incident (s) happen:

You should understand that you should not worry about retaliation against you for making the complaint. It is only by the filing of a complaint can the legality of the behavior be determined.

By signing below, I verify that my statements above are true:

| | |
|-----------|------|
| Signature | Date |
|-----------|------|

Signature of parent/guardian, if Student is under 18 years of age Date

| | |
|---------------------------|------|
| Signature of Case Manager | Date |
|---------------------------|------|

| | |
|---------------------------------|------|
| Signature of Executive Director | Date |
|---------------------------------|------|