



Project YouthBuild AmeriCorps
Student Policy
&
Program Handbook
Class of 2024



635 NW 6th Street • Gainesville, FL 32601 • Phone 352.225.3307
www.projectyouthbuild.org

This handbook is designed to represent the type of handbook that is commonly used in many real-world jobs. Although this Policy & Program Handbook is intended to include complete information it should not be construed as creating a contract of employment between Project YouthBuild AmeriCorps and students. Enrollment in Project YouthBuild AmeriCorps is at-will, and as such may be terminated pursuant to outlined termination procedures.

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Section 1—Program Expectations

PROJECT YOUTHBUILD AMERICORPS ELIGIBILITY

- Between the ages of 16-24

- Lack a High School Diploma/GED

- Successfully completed 8th grade

- Committed to a 9 Month Program

- Low-income

1.1 Orientation—Mental Toughness

The first week of participation, all prospective students will be considered to be in an “extended interview.” During this orientation, or Mental Toughness, each prospective student will be evaluated to determine their ongoing commitment to maintaining the dedication and effort needed to accomplish their educational and career goals.



The staff will assess your ability to:

- Arrive on time
- Be in Dress Code
- Get along well with others
- PARTICIPATE!

You will be tested and challenged, pushed beyond what is comfortable, to determine your *commitment to doing what needs to be done!* Be sure to put your best foot forward!

1.2 Program Length—9 Months! Graduation takes place in May 😊



Project YouthBuild AmeriCorps is an intensive nine-month program that operates similar to a school calendar with designated holidays. We want every student to reach their goals, and will continue to offer services upon completion/graduation to ensure ongoing success.

1.3 Overview

During their time with Project YouthBuild AmeriCorps students will be expected to:

- ➊ Attend regularly and participate in all program related activities,
- ➋ Earn their High School Diploma,
- ➌ Increase their educational functioning levels in reading, language and/or math,
- ➍ Complete 450 impact hours within the 9-month program,
- ➎ Earn the following Certifications:
 - Occupational Safety and Health Administration (OSHA)-10
 - National Center for Construction Education and Research (NCCER) Core Curriculum Certification
 - NCCER Your Role in the Green Environment
 - CNA Certification (if selecting the HealthCare Track),
- ➏ Remain drug-free,
- ➐ Avoid negative interactions with law enforcement,
- ➑ Move directly into college, occupational training/apprenticeship, employment, AmeriCorps, a transition program or military service after leaving Project YouthBuild AmeriCorps.

Holidays—Calendar of specific dates at end of handbook



You will receive a stipend for days that are designated holidays if they fall during the regular class week (Monday-Thursday); these are FEDERAL Holidays; we do not offer stipends for school breaks at Thanksgiving, Winter or Spring Break. Additionally, Project YouthBuild may close for 1 week during fall for staff to attend training, those dates will be determined if training is scheduled.

1.4 Program Components

Grading Scale					
100%	90%	80%	70%	65%	0%
Full Participation	Small reminder to stay on task	Average Participation	Low Participation	Unable to work independently	No Participation
Displays a willingness to learn		Few reminders to stay on task	Constant reminder to stay on task	Unwilling to learn	Sleeping while on-site
Team Player				Overall bad attitude	Sent home/left class
Conducts themselves appropriately					

Students MUST earn a 70% grade average in Leadership elective, Shop elective, Career Exploration elective, Life Skills elective, and Impact elective to attend the Graduation Ceremony. Grades will be tabulated through participation and the completion of assignments as they are assigned; it is expected that all students will participate in every component.

Leadership

Leadership elective curriculum will cover basic leadership competencies. In addition to these leadership competencies, students will participate in a Leadership Lab. During the lab portion of the class, students will successfully complete a minimum of 325 impact hours with registered 501(C)3 organizations serving the Gainesville area.

Students will be enrolled in the leadership course as an elective credit for their diploma.

Life Skills

The Life Skills elective offers a curriculum that teaches students strategies for coping with the stresses of everyday life. Students will learn skills to prepare them to be successful, happy, and fulfilled adults. Students will engage in a variety of individual and group activities designed to build social and emotional competencies.

Career Exploration

The Career Exploration elective develops the skills and competencies to pursue a meaningful career path. Students will engage with a curriculum designed to increase employability and job retainment. Additionally, students will explore the variety of training options and opportunities that are available once they complete the Project YouthBuild program.

The Project YouthBuild staff is always enhancing the career exploration opportunities; currently we offer:

- Civil Service
- Culinary
- Healthcare
 - C.N.A
 - Doula Training
 - Pharmacy Technician
- Horticulture

Participation in all Career Exploration groups are determined through student interest and eligibility. In order to earn the privilege to engage in career exploration activities students must:

- Successfully complete Life Skills etiquette class
- Have no disciplinary actions for 45 days
- Have a Career Exploration grade of over 70%
- Maintain an attendance rate over 80%
- Identified as “ready” by PYB Staff

Students interested in Healthcare must meet the above criteria as well as:

- Reached the age of 18; or if under the age of 18, earned their high school diploma.
- Score 4th grade or higher on the reading portion of the TABE
- Complete the BLS certification and be identified as suitable for the class per GatorCNA staff
- Passing a background screening
- Passing a 10-panel drug test scheduled by PYB staff

Education Core

Project YouthBuild AmeriCorps recognizes that each student is unique and that they learn in different ways/ at different paces. In order to meet individual needs in the most effective way possible, staff will assist each student in developing an Individual Service Strategy plan that will map out short-and long-term goals. Students will work towards earning their High School Diploma; the staff will establish weekly benchmarks necessary to reach their academic goals. Once students have earned their High School Diploma, staff will assist with preparation for further educational challenges—college placement tests, SATs, or college courses in keeping with each

student's Individual Service Strategy. **None of the credits earned through Penn Foster are transferrable.**

Shop

While in the Shop lab, students will practice construction techniques using various tools. “On-site” work will be conducted in conjunction with Alachua County Housing Authority; rehabilitating affordable housing for residents of Alachua County. **Demonstrating competency in OSHA-10 safety guidelines and curriculum, NCCER Construction Core & YRIGE will result credentialing and is a graduation requirement.** A large emphasis will be placed on workplace safety. As such, each day on the worksite the construction instructor will designate a Site Safety Manager—each young person should respect the safety guidelines to keep everyone out of harm's way.



In order to earn the privilege to engage in work-site activities students must:

- Successfully complete Life Skills etiquette class
- Have no disciplinary actions for 45 days
- Have a Shop grade of over 70%
- Maintain an attendance rate over 80%
- Identified as “ready” by PYB Staff

Impact elective

An important part of leadership involves dedicating time to community improvement; students must be involved in service opportunities. Students are scheduled to complete over 450 impact hours at designated Impact Projects. A staff will assist in designing suitable opportunities, which may include tutoring elementary school children, work with the houseless, or other special projects.




In order to earn the privilege to engage in impact activities students must:

- Successfully complete Life Skills etiquette class
- Have no disciplinary actions for 45 days
- Have an Impact grade of over 70%
- Maintain an attendance rate over 80%
- Identified as “ready” by PYB Staff

1.5 Graduation Requirements

The table below delineates the difference between the ability to participate in the graduation ceremony either with or without honors.

Graduation with Honors	Graduation
<ul style="list-style-type: none"> • Successfully earn your High School Diploma  • Complete Career Exploration, Impact, Leadership, Life Skills, & Shop electives with a minimum of an 85% average • Maintain an attendance rate of at least 85% • Raise literacy/numeracy by 2 levels, as demonstrated by pre and post TABE tests 	<ul style="list-style-type: none"> • Be within 2 credits of gaining your High School Diploma (Exceptions may be made for students that have at least 90% of coursework complete) • Complete Career Exploration, Impact, Leadership, Life Skills, & Shop electives with a minimum of an 70% average • Raise literacy/numeracy by 2 levels, as demonstrated by pre and post TABE tests
<p>Pass all Vocational Exams including:</p> <ol style="list-style-type: none"> 1. OSHA-10, NCCER Core & YRIGE 2. CNA Certification—if selected 3. CPR & First Aid—ALL Students 	<p>Pass all Vocational Exams including:</p> <ol style="list-style-type: none"> 1. OSHA-10, NCCER Core & YRIGE 2. CNA Certification—if selected 3. CPR & First Aid—ALL Students
<p>Complete 450 Impact Hours</p>	<p>Complete 325 Impact Hours</p>
<p>Obtain Placement* prior to May 20th</p>	<p>Obtain Placement* prior to May 20th</p>
<p>*Placement: Paid Internship, currently working, enrolled in college classes, accepted AmeriCorps VISTA/NCCC slot, military contract. Proof of the Placement is required to meet graduation ceremony requirements.</p>	
<p>If a student does NOT complete the above requirements, they will be unable to participate in the May Graduation Ceremony.</p>	
<p>None of the credits earned through Penn Foster are transferrable.</p>	

Section 2—Code of Conduct

The Code of Conduct sets the standards of behavior for all students of Project YouthBuild AmeriCorps. We strive to create an atmosphere of respect, responsibility and cooperation so that students may successfully accomplish the mission of becoming ethical and moral leaders. Project YouthBuild AmeriCorps students are expected to behave with dignity and respect for themselves and others. Each student shall abide by the program’s Code of Conduct at all times. A copy of the program’s Code of Conduct will be given to each student during the Mental Toughness orientation in the form of a contract. Signing this contract is agreement to abide by the expected conduct listed therein and to maintain our core values, which are, ***ACCOUNTABILITY, COLLABORATION, DIVERSITY, LEADERSHIP AND LOVE.***

1. ***Mutual Respect*** for Oneself and Others at All Times.

- ➊ Carry ourselves with dignity, treating others with respect,
- ➋ Proper behavior, language and attitude,
- ➌ Respect other people’s privacy and property, and
- ➍ Exercise self-control.

2. Willingness to Cooperate.

- ➊ Carry out assigned tasks to completion, and
- ➋ Maintain a positive attitude.

3. Do not allow any attitude, expressions or behavior that are racist, sexist, and homophobic or prejudiced against any group of people.

4. Prohibit violence, threats of violence, verbal abuse, use of profanities, cursing, and use of derogatory terms, gossiping, vicious rumor passing, bullying and other acts of hostility from one student to another. **This includes any and all social media accounts. Violation will result in any of the following: monetary fines, suspension and/or expulsion from the program with law enforcement involvement if necessary.**

5. ***Respect*** for Space and Property

- ➊ No vandalism, and
- ➋ Obey all safety regulations
- ➌ No stealing, and

- No borrowing/using without owner's permission.

Violation will result in suspension and/or expulsion from the program with law enforcement involvement if necessary.

6. No Alcohol/Drugs on site or campus at any time. Project YouthBuild is a smoke-free campus. **Violation will result in suspension and/or expulsion from the program with law enforcement involvement if necessary. Lockers/bags may be searched randomly.**
7. No Weapons—Knives or Guns on site or campus at any time. **Violation will result in expulsion from the program with law enforcement involvement. Lockers/bags may be searched randomly.**
8. Willingness to Work with peers, Staff and Other Partners.

When in the classroom, each student is expected to be fully attentive and to participate in all activities and complete all assignments. Electronic devices such as cell phones, games, etc. cannot be used in the classroom at any time. **During scheduled class time cellphones will be stored in secure location by staff (loss of stipend).** Additionally, food and/or drinks may not be consumed while in the classroom. Students found to have these items visibly on their person while in class will be subject to a disciplinary action.

A series of corrective actions, as outlined in the Disciplinary Policy, will be implemented for those students who violate any of the rules. Students who disagree with any disciplinary action are afforded the right to file a grievance (see section 4.2 Grievance Procedure). The process of grievance and reparation includes staff, Students and when appropriate the, Youth Policy Council.

2.1 Academic Code of Conduct

Project YouthBuild students are expected to conduct themselves with the highest academic and ethical standards. It is the responsibility of the entire Project YouthBuild community to promote and maintain conditions that foster the ethical behavior of all its members.

Project YouthBuild will assume the Academic Code put in place by Penn Foster as stated:

Student Identity Verification

All new students are provided with a unique student number. This student number should not be shared with anyone else. In order to enter the online learning management system and access study materials, students need to enter their student number and a unique password that restricts anyone else from accessing their student record. Sharing student numbers or passwords with any other individual is in violation of the honor code and can lead to disciplinary action.

Cheating

Cheating can be defined as any inappropriate collaborative activity in which the work submitted to the school does not represent the work of the enrolled student. This would include submission of someone else’s work, submission of answers obtained through inappropriate measures, or providing answers to another student. If cheating is suspected, the student will be notified and required to respond in writing to the charges made. The response will go before the Academic Standards Committee for a decision on the student’s enrollment. Disciplinary action can be applied up to and including termination of the student’s enrollment. Any inappropriate behavior on the part of a student will result in an invalid exam, which must be repeated as a make-up test.

Plagiarism

Plagiarism is another form of unethical behavior. Plagiarism is dishonestly using another person’s ideas or finished work as your own without giving credit for the source. It includes copying or paraphrasing something, as well as, using AI applications and submitting the work as your own. Any act of plagiarism will not be tolerated from students at Penn Foster. Students who submit plagiarized work will be disciplined. Possible measures may include expulsion. The best way to avoid plagiarism is to do your own work.

Online Behavior

Penn Foster Career School expects students to behave properly and use good judgment when communicating online with the school. Illegal or improper use of the Web (Googling Answers, utilizing AI applications or the use of Answer Seeking sites) within the school’s environment will not be permitted and may result in disciplinary action.

Section 3—Disciplinary Policy

Project YouthBuild AmeriCorps’s disciplinary procedures are similar to those used in many workplaces. Policies and procedures will be used with the goal to provide students:

- Written feedback about what isn’t working,
- Support to ensure the student success in correcting unacceptable behavior, and
- As necessary, consequences for counterproductive behavior.

Project YouthBuild AmeriCorps will use the following corrective action plan process with the goal of building constructive behavior and positive change:

Any inappropriate academic behavior can result in several forms of disciplinary action. This would include anything from awarding a “0” grade on an exam to termination. Project YouthBuild staff, and Penn Foster Faculty will report inappropriate behavior by students;

this will be forwarded to the Penn Foster Academic Standards Committee for action and a final decision.

1. ***Verbal Warning***—A verbal warning is used by staff to call attention and give the opportunity to improve behavior before more serious consequences arise.
2. ***Written Referral***—A referral is a formal recording of inappropriate conduct that reflects refusal to comply with Project YouthBuild AmeriCorps policies. Written reprimands incur stipend penalties.

3.1 Corrective Actions

The system described above is designed to encourage “progressive discipline”—utilizing increased consequences to re-direct behavior before more serious circumstances result. However, Project YouthBuild AmeriCorps staff are not required to use progressive discipline when student conduct is disruptive/destructive enough to warrant the immediate use of more serious corrective actions. These actions include, but not limited to:

1. ***Activity Participation Withheld-*** In the event that a student has not followed the rules and/or boundaries set, staff has the ability to withhold student from attending scheduled extra-curricular activities.
2. ***Stipend Withholding-*** In the event that a student has not complied with the rules and/or boundaries set, staff has the ability to withhold part or all of the student’s weekly stipend.
3. ***Partial Suspension***—In the event of unsafe or unacceptable behavior (or in the event that student academic effort and progress is not on the right track), students will be asked to leave the program for the remainder of the day.
4. ***Suspension***—If the situation is serious, the student will be suspended for a period of time determined by the Director of Youth Services. The student will not be allowed to participate in normal Project YouthBuild AmeriCorps activities until there has been a conference with all involved parties and a corrective action plan has been developed. If a student is suspended more than once they will not be eligible for graduation awards.
5. ***Expulsion***—Students will be expelled (permanently dis-enrolled) from Project YouthBuild AmeriCorps if behavior does not improve despite multiple efforts by staff to give feedback and support in making positive changes. Students who are expelled are disqualified for graduation awards and participation in graduation ceremony. Any further interactions with Project YouthBuild AmeriCorps will be by appointment only. **Situations involving violence mandates police involvement.**

3.2 Grievance Procedure

Many educational institutions have a grievance procedure that addresses disciplinary actions applied to students. In Project YouthBuild AmeriCorps if a student has a complaint about the corrective-action process applied in their case, they should follow the grievance procedure:

Step 1: Put the complaint in writing and give it to the Director of Youth Services within five business days.

Complaints should address these questions:

- What happened? What consequences did you face for your actions?
- Why should your case be reviewed? Were the reasons for the decisions unclear to you? Did the decision seem unfair? Was your side of the story considered?
- What alternative do you suggest to the decision that was made? What reparations are you willing to concede?

The Director of Youth Services, in consultation with staff, will respond in writing within three business days. If a student is dissatisfied with the response, they should proceed to and follow procedures as outlined in Step 2 within five business days.

Step 2: Submit all previous written complaints and responses to the Executive Director for review. In most cases, the Executive Director will meet with all parties involved and will respond in writing within five business days. This will be the final decision regarding the grievance.

If the corrective action used was suspension, the student will remain suspended until the grievance is resolved. If the suspension is overturned, the student will return to normal daily program activities and their attendance percentage will not reflect those days they were suspended. Students will not be penalized for work they were unable to complete during suspension; they will be given additional time depending upon the scope of the task.

Section 4—Attendance

Employers expect and assume that employees will arrive to work every day on time. While many employers understand that emergencies and unique circumstances may occur, most will terminate employees who frequently miss work, arrive late or leave early.



If students are going to be late or absent, they MUST call Project YouthBuild AmeriCorps before 8:30 am at (352) 225-3307. Leave a message if necessary.

Examples of an excused absence are: illness/injury to self or child, funerals, jury duty, court or probation appointments. In the case of an illness or injury, doctor's office, clinic, or emergency room visit, documentation is necessary. **Proof must be provided on first day back; otherwise, it will be considered unexcused.**

Students are limited to 6 full day unexcused absences per nine weeks or quarter.

Students arriving late to school on days that they are scheduled to be off-site will be sent home until the afternoon class or next day. It is essential to arrive on time as late students are unable to attend a class in which they are not scheduled.

Section 5—Discrimination and Sexual Harassment

As a recipient of Federal Funding, Project YouthBuild AmeriCorps is prohibited from discriminating on the basis of race, color, religion, gender, gender identity, sexual orientation, national origin, age, disability, political affiliation or belief, and is against any beneficiary of programs on the basis of the beneficiary's citizenship/status as a lawfully admitted immigrant authorized to work in the United States.

Project YouthBuild AmeriCorps strongly disapproves of, and will not tolerate, discrimination or sexual harassment of staff, students, volunteers or community partners by other staff, students volunteers or community partners. Any person who engages in discrimination or sexual harassment will be subject to discipline, and appropriate corrective action will be taken to prevent reoccurrence. Any incidents of discrimination or sexual harassment by anyone should be immediately brought to the attention of the Director of Youth Services for appropriate action. In the event the complaint is being made against the Director of Youth Services, PYB Executive Director will be notified.

5.1 Definition of Sexual Harassment

The Equal Opportunity Commission has adopted guidelines which state that unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute “sexual harassment” when:

- ➊ The victim as well as the harasser may be a woman or a man. The victim does not have to be the opposite sex.
- ➋ The victim does not have to be the person harassed but could be anyone affected by the offensive conduct.
- ➌ Unlawful sexual harassment may occur without economic injury to or discharge of the victim.
- ➍ The harasser’s conduct must be unwelcome.

A hostile environment may be one where:

- ➊ Crude or vulgar language is used.
- ➋ Jokes of a sexual nature are told.
- ➌ Comments are made that demean an individual based on gender or sexual orientation.
- ➍ Unwelcome nicknames are used.
- ➎ Photographs, calendars, magazines, books, etc. of nude or partially nude individuals are disseminated.

5.2 Procedure for Reporting Discrimination or Sexual Harassment

If a student believes that they have been the subject of discrimination or sexual harassment by anyone, they should follow this procedure:

- ➊ Promptly bring the matter to the attention of the Director of Youth Services. This report may be oral or written.
- ➋ The Director of Youth Services will advise the person who allegedly engaged in the sexual harassment of the charge. The complaint will be investigated promptly. The complaint will be kept as confidential as possible.
- ➌ After the investigation, it will be determined whether sexual harassment has occurred. The people involved will be notified of the decision.

- If a determination is made that a sexual harassment has occurred, appropriate disciplinary action, which may include termination, will be taken. The severity of the discipline will be determined by the degree and/or frequency of the offense.
- If you report an allegation of sexual harassment or assist someone who makes a complaint, there will be no retaliation against you.

Section 6—Safety

After Mental Toughness, each student will participate in a CPR and First Aid course, where they will be taught fundamental techniques used for emergencies. Everyone should be prepared in the event of an emergency.

One of the first Shop Elective classes students will participate in is Basic Safety; throughout the remainder of the construction course students will complete the components necessary for OSHA-10.



Section 7—Anti-Violence

Students may not use violence or threats, and may not possess or use weapons while engaged in Project YouthBuild AmeriCorps. Violence is defined as physical, verbal or emotional abuse, including demeaning or humiliating others. Threat includes any verbal or non-verbal attempt to intimidate another individual with the fear of personal injury, group retaliation, loss or negative event. This applies to behaviors aimed at other students, staff or anyone else. “Weapon” may be defined as anything used to inflict harm. **Violation of the above policy WILL result in suspension and/or expulsion from the program with law enforcement involvement if necessary.**

Section 8—Drug Testing Policy

Although Project YouthBuild AmeriCorps is not a drug rehabilitation program, we have a policy of maintaining a Drug Free Workplace and Environment. Students who appear to be under the influence will be sent home and subject to additional disciplinary actions.

Any student who is involved in a work site accident or injury may be asked to submit to a drug or alcohol test. If a sample results in a finding of “dilute,” “adulterate,” “inadequate,” or the

student fails to submit a sample when requested to do so, the result will be considered the same as if the results were positive.

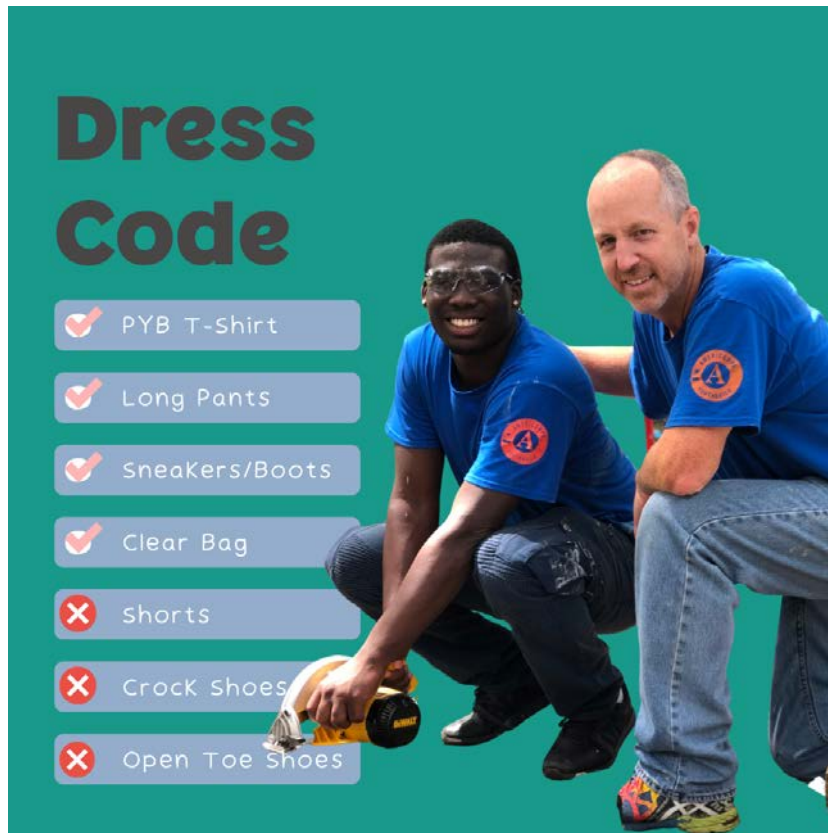
Positive Alcohol or Drug Test—Corrective Action Plan

- ➊ Mandatory Case Conference
- ➋ Five Full School Day Suspension
- ➌ Loss of stipend for the length of suspension

Section 9—Dress Code

Project YouthBuild AmeriCorps uniforms **MUST** be worn at all times; this includes both PYBA shirts, provided pants, and close toed shoes. (Defined as sneakers or work boots)

Students **MUST** be in uniform to be on campus and attend classes. Any student not in dress code will be sent home. Parents of minors will be notified.



Only clear or mesh backpacks are permitted on campus—this includes purses.

Section 10—Stipends & Incentives

10.1 Stipends

A special feature of Project YouthBuild AmeriCorps is the fact that students can earn stipends for the days that they attend and actively participate in the program. During Mental Toughness, potential students will not receive a stipend. Points are accrued as follows:

🔵 Morning/Afternoon Attendance & Participation

Monday – Thursday	\$25.00/Day
Scheduled Fridays*	\$25.00/Day

10.2 Incentives

Academic progress is widely celebrated at Project YouthBuild AmeriCorps—as an incentive to achieve goals and successfully graduate the program, we have budgeted money to assist participants with the transition from YouthBuild.



🔵 TABE Gains	\$50
🔵 Earn High School Diploma	\$100
🔵 150 AmeriCorps Hours	\$50
🔵 300 AmeriCorps Hours	\$50
🔵 450 AmeriCorps Hours	\$100
🔵 Graduate with honors	Laptop
🔵 QTR 1-3 Follow-up	\$100 each
🔵 QTR 4 Follow-up	\$250

10.3 Support Services

From time to time students may find themselves in need of items and/or services necessary to overcome barriers to success. In these instances, the Project YouthBuild Team will provide students with service linkage to organizations that can provide support services that will meet the student’s needs. Support services include, but are not limited to food assistance, clothing assistance, medical/dental/vision/mental health care, etc.

Section 11—Smoking

Project YouthBuild is a Smoke Free Campus. All properties, classrooms, vehicles, labs and “on-site” construction areas of Project YouthBuild AmeriCorps are “Smoke Free” zones. Smoking and Vaping is prohibited while on the PYB Campus and the shop and community impact sites.

Section 12—Program Professionalism

Project YouthBuild AmeriCorps has been designed to provide each student with an opportunity to earn a High School Diploma, skills and training that will encourage future success. Project YouthBuild AmeriCorps expects each student to view their time spent in the program as a job.



12.1 Electronic Equipment

The use of electronic equipment, such as, but not limited to cell phones, iPads, earbuds, PSP’s or other devices are a distraction in the classroom, workshop or worksite, and the disruption caused by these devices is highly unprofessional. **Cellphones may be used during lunch or breaks but must be kept in cell phone zone at all other times.** Project YouthBuild AmeriCorps is not responsible for lost or damaged devices.

12.2 Gambling

Students in Project YouthBuild are expected to conduct themselves in a professional manner at all times. This professionalism extends to breaks and lunch. Gambling is not permitted in the vast majority of work places and is considered reason for termination. As such, Project YouthBuild does not allow gambling, this includes while on breaks and in lunch.

12.3 Incentive Chart

Incentives	Incentive Amounts	Notes
Mon – Thurs per day	\$25	\$25 for scheduled Fridays
Completion of 150 AmeriCorps hours	\$50	
Completion of 300 AmeriCorps hours	\$50	
Completion of 450 AmeriCorps hours	\$100	
Vocational Certificates \$25 each	\$50-\$75	
TABE Gains	\$50	
High School Diploma	\$100	
Placement 1 st Quarter	\$100	
Placement 2 nd Quarter	\$100	
Placement 3 rd Quarter	\$100	
Placement 4 th Quarter	\$250	

12.4 School Calendar 2023-2024

Monday, August 28 -Wednesday, August 30	Mental Toughness
Tuesday, September 12	Parent Orientation 5:30pm
Monday, September 18	First Day for Students
Friday, September 22	FarmShare 8am-10:30am
Monday, October 9	Teacher Work Day
Friday, October 20	FarmShare 8am-10:30am
Monday, October 23-Thursday, October 26	AmC COYL
Thursday, November 9	Progress Reports
Friday, November 17	FarmShare 8am-10:30am
Monday, November 20-Wednesday, November 22	Teacher Work Day
Thursday, November 23-Friday, November 24	Holiday—Thanksgiving
Friday, December 15	FarmShare 8am-10:30am
Thursday, December 21-Friday, December 22	Teacher Work Day
Monday, December 25-Friday, January 5	Winter Holiday (10 weekdays)
Monday, January 15	Holiday—MLK Day
Friday, January 19	FarmShare 8am-10:30am
Thursday, January 25	Progress Reports
Friday, February 9	FarmShare 8am-10:30am
Monday, February 19	Teacher Work Day
Friday, March 1 (Tentative).....	Rotary Impact Clean-up 8:30-11am
Monday, March 11-Friday, March 15	Spring Holiday (5 weekdays)
Thursday, March 28	Progress Reports
Friday, March 22	FarmShare 8am-10:30am
Friday, April 19	FarmShare 8am-10:30am
Thursday, May 16	Progress Reports
Friday, May 17	FarmShare 8am-10:30am
Thursday, May 23	Graduation 11am

***FarmShare Events are held once monthly and are an event that is **MANDATORY** for all students. In addition, the **Rotary Cleanup** is **MANDATORY**.