



## LINKAGE AGREEMENT BETWEEN KEYSTONE/RED ROCK JOB CORPS & WELLSBORO AREA SCHOOL DISTRICT

This agreement is made and entered into by and between Adams & Associates of Nevada through Job Corps Program at both the Keystone and Red Rock Job Corps Centers, herein call "KJCC/RRJC", which operates under the US Department of Labor Contract No. DOL-ETA-1605JE-21-C-003 and the Wellsboro Area School district.

WHEREAS, the parties hereto wish to unite efforts to expand the education and training options and opportunities available to their respective students to the maximum extent possible, consistent with applicable laws and contractual constraints.

NOW THEREFORE, the parties agree as follows:

1. Attending Public School students shall be eligible to apply for enrollment in the KJCC/RRJC as residential or non-residential students. Once enrolled at KJCC/RRJC, attending public school students will receive all benefits applicable to their enrollment category. Subject to such limitations, students enrolled in both KJCC/RRJC and attending public school may participate in education and training provided by either or both organizations, appropriate to their needs and educational objectives.
2. The attending public school students who require career and technical education/job training to be successful in the workplace may apply to participate in the KJCC/RRJC. Both parties will evaluate and guide/counsel the individual education/training needs of the student.
  - Occupational Exploration
  - Zero tolerance for drugs and aggressive behaviors
  - Year-round enrollment and participation
  - Job Corps standards & expectations
  - Job Corps required class work to satisfy US Department of Labor (USDOL) education and training outcomes.
  - Participation in social skill training, health & wellness and employability skill training programs.
  - All Job Corps required counseling, medical services, employment preparation and student services.

3. The parties will cooperate, share resources and coordinate their activities to provide students with support to the best of their ability and within their respective fiscal, legal or contractual abilities.
4. Attending public school students enrolled at KJCC/RRJC shall be required to participate in a Career Preparation Period (Orientation/Tour required) program.
5. The parties agree to provide all other education, training and support services to enrolled students at no additional cost to the student or either party. It is understood and agreed to that outside above, neither party shall be responsible for costs or expenditures incurred by the other in conduct of this agreement.
6. Each party will identify a qualified staff member(s) from their respective organization to be responsible for managing student accountability, coordinating and logistical activities, tracking performance, and developing a long-term cooperative relationship.
7. The parties will jointly evaluate all course content to determine credit for high school diplomas and achievement of Job Corps goals. The determination of high school credit shall be the responsibility of Wellsboro Area School District. The determination of KJCC/RRJC related course completion shall be the responsibility of the KJCC/RRJC. Both shall be submitted to Wellsboro Area School District for approval. Upon approval, the student will be granted a Wellsboro Area School District Diploma (or accept HSET completion and/or Adams & Associates Penn Foster Rigor Diploma as consideration of equivalent of High School completion).
8. Admissions application and outreach will be arranged at Wellsboro Area School District on an ongoing basis to evaluate candidates and will include representatives from KJCC/RRJC, attending public school representative, student and parent(s) and/or guardian(s).
9. Written Changes Only: This agreement shall not be amended or modified unless agreed upon by both parties.
10. Non-assignment: The obligations of Wellsboro Area School District hereunder may not be assigned nor transferred in any manner whatsoever without Company or USDOL approval; neither are such obligations subject to involuntary alienation, assignment, nor transfer.
11. Entire Agreement: This agreement represents the entire existing Agreement between the parties hereto concerning their respective participation in the agreement and the exchange of proprietary data pursuant thereto, and this agreement supersedes any and all other prior or contemporaneous agreement written, oral or otherwise relating thereto between the parties.
12. The parties mutually agree to comply with all applicable state and federal discrimination laws.
13. Both parties agree that students participating in the agreement will be co-enrolled and eligible for all benefits and resulting funding from all sources subject to the limitations set forth in Paragraph 1 above.
14. Non-residential transportation will be provided by Job Corps from a central location.
15. Upon completion of KJCC/RRJC, students will be awarded a regular High School Diploma or Certificate of Attendance; to be determined by Wellsboro Area School District.
16. KJCC/RRJC will inform Wellsboro Area School District of any change in enrollment status for any co-enrolled students.

### **Eligibility Requirements for Job Corps**

- Is 16-24 years of age. Age requirements waived for applicants over 24 with disabilities.
- Is economically disadvantaged.
- Is a High School dropout or referral.
- Is a US Citizen, US National, legal resident, permanent resident alien or other lawfully admitted alien.
- Is not on supervised probation, parole, restitution over \$500 or have open cases.
- Has signed parental consent if under 18.
- Is free of serious medical or behavioral problems that would preclude program benefit.
- Has the motivation and capability to succeed at KJCC/RRJC
- Agrees and will abide by the KJCC/RRJC Zero Tolerance for Drugs & Violence

### **School Responsibilities**

The Wellsboro Area School District coordinators will also provide support to co-enrolled students as follows:

- Co-enrolled students will have an assigned school counselor, designated by the Principal of the applicable High School of the attending public high school, in addition to their KJCC/RRJC career counselor and career transition counselor to assist with transitional issues.
- The school system will provide the opportunity for co-enrolled students to participate in graduation activities including proms, class pictures, or other activities related to graduation, in accordance with Board of School Directors' policies and procedures.

### **Program Completion – Post High School Graduates**

- KJCC/RRJC will provide written documentation to the school verifying student's completion in the program
- Attending public school will provide official copy of diploma and transcript to the KJCC/RRJC that the student has been granted their High School Diploma.
- KJCC/RRJC will provide Wellsboro Area School District an official copy of the HISET and scores and/or Adams & Associates Rigor Penn Foster High School Diploma. (Trade completion required)
- Students participating will not be eligible to receive their diploma before the year of their anticipated graduation.

### **Job Corps Responsibilities**

- Provide updates to School District of Student Progress
- Students will receive the full range of Job Corps Services, including career development and personal face-to-face assessment and counseling. Evaluations of Student Progress and Pathway Achievement Record updates will be accomplished in the same manner as any other student enrolled outside of an MOU.
- Students will follow the Job Corps Calendar in regards to training and non-training days. All students entered into the program will follow this schedule and not the School District Calendar.
- All students will have the opportunity to engage in all learning enrichment activities offered outside of the training day.

### **Penn Foster Credits To Be Completed**

- Orientation (.5 Credits)
- Digital Citizenship (.5 Credits)
- Human Relations (1 Credit)
- English Language Arts (1 Credit)
- Pre-Algebra (1 Credit)
- Fitness & Nutrition (1 Credit)
- American History (1 Credit)
- English Language Arts 2 (1 Credit)
- Algebra 1 (1 Credit)
- Earth Science (1 Credit)
- Civics (1 Credit)
- English Language Arts 3 (1 Credit)
- Biology & Lab (1 Credit)
- Geometry (1 Credit)
- World History (1 Credit)
- Physical Science (1 Credit)
- English Language Arts 4 (1 Credit)
- Art Appreciation (1 Credit)
- Business Math (1 Elective Credit)
- Electives (4 Credits)

NOTICES

All notices to the KJCC/RRJC shall be addressed to:

Executive Director  
Keystone Job Corps Center  
235 West Foothills Dr  
Drums, PA 18222  
[King.kelly@jobcorps.org](mailto:King.kelly@jobcorps.org)

All notices to Wellsboro Area School District shall be addressed to:

Mrs. Alanna Huck, Superintendent  
Wellsboro Area School district  
227 Nichols St  
Wellsboro, PA 16901

Upon thirty(30) days written notice to the other, either party may terminate this agreement. If any changes to name(s) or role(s) for each party included should occur, this agreement will need to be amended or considered null and void.

This agreement will automatically renew each calendar year unless either party gives thirty (30) days written notice to the other party.

Attending Public School: Wellsboro Area School district

\_\_\_\_\_  
Mrs. Alanna Huck, Superintendent

\_\_\_\_\_  
Date

Keystone/Red Rock Job Corps:

\_\_\_\_\_  
Kelly King, Executive Director

\_\_\_\_\_  
Date