

APPENDIX 305

JOB CORPS HIGH SCHOOL DIPLOMA (HSD) PROGRAM PARTNERSHIP REQUIREMENTS

Purpose: To provide Job Corps centers with a guide to the High School Diploma Program (HSD) Partnership requirements to support high-quality high school partnerships when crafting their HSD Memorandum of Understanding¹ (MOU). Center memorandum should address and/or provide supporting documents for the elements below.

General High School Program Requirements (All Programs)

Program Qualifiers:

- A. Documentation that the coursework provided meets initial quality requirements (PRH Appendix 306, and Section 3.2 R5 b, c)
- B. Documentation that the high school program meets ongoing quality requirements (PRH Appendix 302, and Section 3.2 R5 a)
- C. Identify the partner schools and the center's commitments to adhere to all applicable state and federal laws regarding students with disabilities (e.g., IDEA, Section 504 of the Rehabilitation Act, ADA), including but not limited to nondiscrimination clauses (PRH Sections 3.2 R5 f, 3.2 R7 l, and 3.2 R8 i).

Delivery Methods, Monitoring, and Tools:

- D. Description of the way (e.g., distance learning, in-person learning, hybrid) students' academics will be delivered and coordinated and establishment of a positive learning environment (PRH Section 3.2 R7 d and k)
- E. Description of the center's tracking system for a student's academic status (e.g., passing/failing, GPA, test results) and successful completion of a concurrent HSD/HSE program (e.g., obtaining an official copy of the HSD/HSE record from the student or exam provider) (PRH Sections 3.2 R7 g, and 3.2 R8 f)
- F. Delineation of academic services and tools that will be provided to the students by the high school partner and the center (e.g., tutors, computers, books) (PRH Section 3.2 R7 i, k.)

Logistics:

- G. Identify your process for determining when a student should be enrolled in a concurrent HSD/HSE program (PRH Sections 3.2 R7 a, g, and 3.2 R8 a, f.).
- H. Detail description of how the students' academics will be coordinated and delivered (e.g., scheduling, time management, travel, transportation, CDP) (PRH Sections 3.2 R7, c, d, and f, and 3.2 R8 c, e, and f).
- I. Provide details addressing how the center and the partner program will work to ensure HSD/HSE class sizes are low and reference your expected class size if applicable.
- J. Costs to the center or, in the case of a subcontract, flow down clauses as applicable. (PRH Sections 3.2 R7 k, m, and 3.2 R8 j)

Integrity Requirements (All Programs)

- A. Provide a monthly report of cheating and data irregularities incidences of staff or student misconduct. These incidences must be reported upon discovery. (PRH Sections 3.2 R7 e, 3.2 R8 d, and Appendix 302)

General High School Program Requirements (Online Programs Only)

- A. Provide documented evidence of compliance with online HSD program requirements, including requirements on the use of electronic devices, exam administration, and testing integrity. (PRH Section 3.2 R8 k and Appendix 302).
- B. Provide documentation of the HSD program meeting ongoing quality requirements. (PRH Appendix 302).

¹ It is recommended for the center's Memorandum of Understanding (MOU) to be clearly identified with a heading titled Memorandum of Understanding. Additionally, it is recommended a center's Memorandum of Understanding provides sequential write-up with correctly labeled supporting documentation utilizing the verbiage provided in the guides provided.