



**YORK COUNTY – IL**  
137 W. Market Street  
York, PA 17401  
PHONE: (717) 690-0930

## Valley Youth House School-Based Life Skills Program Information

The School-Based Life Skills (SBLS) Program takes place during or after school hours at their local high school. Students are in 9th-12th grade and demonstrate a need for life skills instruction. Classes take place 1-2 times a week and run for 15 weeks total. Food and transportation are provided. A parental permission form must be signed by week 3 of classes and Life Skills Instructors (LSI) can assist. Case management services are provided during the class session.

### Stipend

A big perk of SBLS is the \$200 stipend for participation and attendance during class. Satisfactory participation as outlined below earns each student \$8 per class. The student earns \$5 per class for attendance. The stipend is paid via check sent to the student's home or hand delivered in school. We also offer the option of a gift card if the student does not have access to a bank account. Students must sign a receipt of stipend form for our records.

Class Participation	\$8 Each Class
Class Attendance	\$5 Each Class

Students can earn extra incentives by participating in class and being entered for \$10 Gift Card Drawings! Things like volunteering in class, adding thoughtful discussion, or helping others will earn extra drawings for the student.

### Attendance

Students are expected to attend all classes during the 15 week session to receive the full \$200 stipend. Students are allowed one excused absence or 'paid sick day' for the session. Providing prior notice and proof of the excused absence are appreciated but not required. Missing more than 5 classes will result in the student being asked to return for another class session.

### Virtual Make-Up Classes

Quarantines and school closures are now part of working with students during COVID-19. SBLS staff want to make every effort to include students not able to physically be in class so we created Virtual Make-Up Classes. These classes take place on Monday afternoons 330-5pm to cover the prior week's information. Students attending and participating in these Zoom meetings will earn the full stipend amount for the day.



## **Participation**

We outline participation as volunteering for conversation, being engaged in activities, and following the established classroom rules. The first class will also set community expectations with input from all students in attendance. Participation earns a larger portion of the stipend than attendance because we want students to value their efforts in class like we do.

Abiding by school rules while in the building is also necessary. Breaking rules from the school's student handbook can result in consequences through both the school and the SBLS program.

If a student is struggling with high emotions during class, we invite the student to 'take a 5' and get a 5 minute break from class participation with the expectation that they will return when ready. If the student must leave the room, SBLS or school staff are required to supervise them in the hallway to ensure safety. The student can process with supervising staff or wait for the end of class to discuss.

## **Non-Negotiable Behavior**

Non-negotiable behaviors are any actions or verbal expressions that put other students or staff at risk. Examples include: threats of harm to self or others, harming self or others, damage to property, sexual harassment, and sharing of sensitive personal information. SBLS staff will do their best to ensure the classroom environment is a safe space for all students. Students violating this safe space with actions like the ones listed above can be asked to leave the space temporarily or permanently in accordance with the severity of the behavior. Students will receive a verbal or written warning, counseling on the concerning behavior, temporary removal from classes, and meetings with school staff before any permanent decision is made.

## **Mandated Reporters**

A mandated reporter is a trained professional who is required to report child abuse if they suspect or get reports of it. Anyone who works in a school setting is a mandated reporter, including SBLS staff. While we do want students to be open and count us as a resource, we also must keep their safety in mind which includes reporting child abuse to local agencies.

## **Confidentiality**

SBLS staff treat private student conversations and class discussions as confidential information. Unless there is a safety or behavioral issue, we will not share this information with others.



### **Grievance Procedure**

If a student or family member has an issue with the program or SBLS staff member, they are encouraged to follow our Grievance Procedure outlined below.

1. Contact the assigned LSI to resolve the issue.
2. If no agreement is reached, contact SBLS Coordinator, Klarissa Hargan.
3. If still no agreement is reached, contact the Director of the York County VYH Office, Amanda Harden, to resolve the issue.

### **Case Management**

SBLS provides students with case management during classes and for 1 month after the session ends. Meeting during school hours to check in on progress and providing resources to students and/or families is the main purpose of case management. For example, a student wishing for extra help with preparing for a job interview can meet with the LSI for assistance.

If the student would benefit from additional case management, SBLS can refer the student to the Adolescents Achieving Independence (AAI) Program for voluntary life skills instruction and case management until age 21.

### **Communication**

SBLS offers a texting or email reminders about classes and virtual make-ups. This is a voluntary option but we strongly suggest students and guardians sign up to keep in the loop!

### **VYH Youth Hub Website**

Students and families can use the website below to find local resources. An employment section includes links to the career pages of local businesses. Each school has a designated page on the website with a contact form if needed. Please check it out using the QR code and let us know what we can add!



### **Contact**

The LSI facilitating the student's class will give contact information for the student to use. Other important numbers to know are:

Klarissa Hargan, SBLS Coordinator  
Will Squire, LSI  
Marie Mosby, LSI  
VYH York Office

717-870-7576  
484-866-2683  
223-237-2395  
717-690-0930