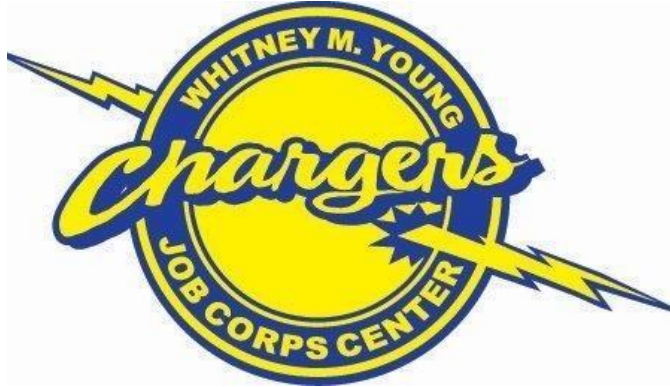


# Whitney M. Young Jr. Job Corps Student Handbook



Operated for the U. S. Department of Labor by Horizons Youth Services

*Job Corps' mission is to attract eligible young people, teach them the skills they need to become employable and independent, and place them in meaningful jobs or further education.*

**This handbook is presented to:**

**Student's Name:** \_\_\_\_\_

**Date of Entry:** \_\_\_\_\_

**Dorm:** \_\_\_\_\_

**My Residential Advisor:** \_\_\_\_\_

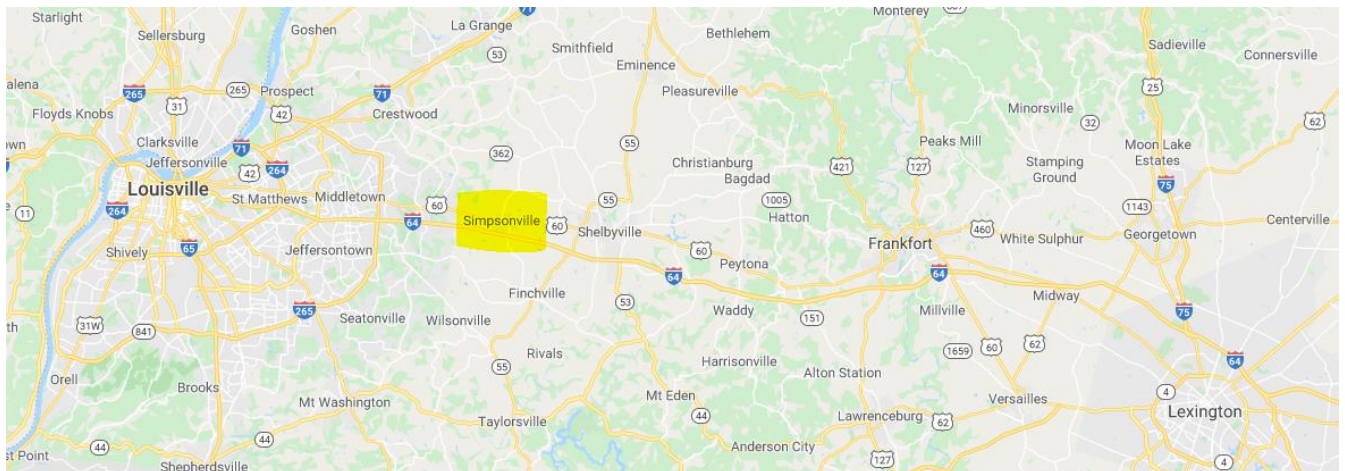
**My Counselor:** \_\_\_\_\_

This is your address:

**Whitney M. Young Jr. Job Corps Center**  
**8460 Shelbyville Road**  
**Simpsonville, KY 40067**  
**Phone: (502) 722-8862**  
**Fax: (866) 343-1899**

## Where Are We Located/Local Community?

The Whitney M. Young Jr. Job Corps Center is located on 54 acres in Simpsonville, KY just east of Louisville, in Shelby County. Once the campus of the Lincoln Institute, an all-African American boarding school operating from 1912-1966, the site became a Job Corps Center in 1972.



Simpsonville is surrounded by many of the world's premier American Saddlebred Horse Farms and is known as the American Saddlebred Horse Capital of the World.

The city of Simpsonville covers 2.2 square miles and has a population of 2,900.

It was named in honor of Captain John Simpson, a native Virginian who represented Shelby County in the Kentucky House of Representatives and died in the War of 1812.

## **What Is Our History – Whitney M. Young Jr.?**

The Lincoln Institute was created by the trustees of Berea College after the Day Law passed the Kentucky Legislature in 1904. It put an end to the racially integrated education at Berea College that had lasted since the end of the Civil War. The founders of the school chose the name Lincoln when they realized that there was no educational institution in the state of Kentucky named after the president.

The founders originally intended Lincoln to be a college as well as a high school, but by the 1930s it gave up its junior college function. Lincoln offered both vocational education and standard high school classes. The students produced the school's food on the campus' 444 acres.

One notable alumni of the Lincoln Institute was Whitney M. Young Jr., a prominent leader of the Civil Rights Movement and director of the National Urban League from 1961 to 1971. Young was born on the campus in 1921. His father, Whitney Young Sr., led the school as its longtime principal.

The rise of integrated education because of the Civil Rights Movement reduced the need for general high schools like Lincoln, and in 1966, the Lincoln Institute closed. The campus was used for the Lincoln School for the Gifted, a school for gifted but disadvantaged children, from 1966 to 1970. Since 1972, the old Lincoln campus has been used as the Whitney M. Young Jr. Job Corps Center

Whitney M. Young Jr., spent most of his career working to end employment discrimination in the United States. It is apt that each student is now enrolled at a Job Corps on the birth site of Whitney M. Young – it is up to each student to develop their own educational opportunities, to be successful and independent, self-sufficient young men and women in America, keeping the legacy of Whitney M. Young alive – creating a better future for every American.

# Whitney M. Young Jr. Job Corps Center Campus Map

## Whitney M. Young Job Corps Center Simpsonville, Kentucky

### BUILDINGS

- 1 - BEREA HALL (ADMINISTRATION)
- 2 - ECKSTEIN-NORTON DORMITORY
- 3 - BELKNAP HALL (WAREHOUSE)
- 4 - TYDING HALL COUNSELING
- 5 - LEE THOMAS DORMITORY
- 6 - MAE STREET KIDD DORMITORY
- 7 - WHITNEY YOUNG (GYMNASIUM/RECREATION)
- 8 - CAREER PREPARATION PERIOD
- 9 - CAFETERIA/CULINARY ARTS
- 10 - MAINTENANCE/WAREHOUSE/ADMINISTRATION
- 12 - WELDING SHOP
- 17 - TESTING
- 20 - FACILITY MAINTENANCE/CARPENTRY
- 22 - WELCOME STATION
- 25 - STORAGE
- 29 - WELLNESS CENTER
- 33 - STORAGE
- 34 - ROBINSON HALL DORMITORY
- 35 - ELEANOR YOUNG-LOVE (EDUCATION/VOCATION)
- 36 - JOSEPH H WIMSATT (MASONRY TRADES)
- 41 - MAINTENANCE FLAMMABLE STORAGE

### STRUCTURES

- 11 - VOCATIONAL STORAGE
- 27 - STORAGE SHED
- 37 - CONCESSION STAND
- 42 - MISC. STORAGE
- 43 - WELDING STORAGE
- 44 - LIFT STATION
- 45 - TRASH BIN
- 46 - TRASH BIN
- 47 - TRASH BIN
- A - GAZEBO
- B - GAZEBO
- C - GAZEBO
- D - GAZEBO
- E - GAZEBO
- F - GAZEBO
- G - PAVILION
- H - PAVILION
- J - GAZEBO
- K - GAZEBO

### FUNCTION LEGEND

- ADMINISTRATION
- CAFETERIA
- DORMITORY
- EDUCATION
- MEDICAL/DENTAL
- RECREATION
- STORAGE
- VACANT



3/23/2016

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**From the Desk of the Center Director**

Whitney M. Young, Jr. Job Corps Center  
8460 Shelbyville Road, Simpsonville, KY 40067  
(O)502-722-3472/(F)866-343-1899

Dear Student,

Welcome to the Whitney M. Young Jr. Job Corps Center. I am glad you decided to take responsibility for yourself and to make a positive change for your future.

This is the BEST place you can be right now at this time in your life. This journey is not easy, however if you remain focused, follow the rules, set and accomplish short and long-term goals, you WILL succeed.

We as staff are here to guide and support you along this journey, but we can't do it for you. You must motivate yourself and take advantage of everything that is being offered to you.

As a student you need to know that each staff member is dedicated to work side by side with you, building your future and working for your success in life. To be successful in the work world, you must be an able and willing partner in this effort.

However, if you are willing to work hard, change and let go of old ways that may not have accomplished what you wanted, then I can assure you that you will be happy with the outcomes of your labor.

The opportunity to attend the Whitney M. Young Jr. Job Corps Center and to be a part of this community is a privilege, not a right.

You must earn this privilege each and every day. This can be accomplished by positively interacting with other students and holding each other accountable to succeeding. It is by helping others that we grow internally and develop our own self-esteem and confidence.

You can help out by becoming a leader or joining a club and making your center a better place. Perhaps you may choose to be in student government or on one of the many committees that is sponsored by the student government association.

Remember, the possibilities and future of your career is here! May your journey at the Whitney M. Young Jr. Job Corps Center be the BEST!

A handwritten signature in black ink, appearing to read "Nick Duvall".

Nick Duvall  
Center Director

## What Do We Do?

### **Center Vision**

The vision of Whitney M. Young Jr. Job Corps is to build a strong, positive connection with students that fosters safety and education that will enable students to have confidence and academic knowledge. We understand students learn in a variety of ways and they are evolving into identities they can be proud of all in the effort of becoming successful tax paying citizens.

### **Center Mission**

At the Whitney M. Young Jr. Job Corps Center, we support the Job Corps program's mission to teach eligible young people the skills they need to become employable and independent and place them in meaningful jobs or further education.

### **Student Goals**

1. Separate yourself from things / people that are holding you back. Strive for excellence by taking full advantage of the tools and resources of what the Job Corps offer which will provide you a foundation for success.
2. To successfully complete the program with one or two trades all in effort of attending advance training or college, joining the military, or working in a job trade match.
3. Maintain Charger Pride:

**P- Presentation**

**R- Respect**

**I – Integrity**

**D- Discipline**

**E- Excellence**

Now that you are here, your objective is to obtain your HSD, complete a trade, acquire your driver's license and to prepare yourself to be independent and succeed.

## Career Development Services System (CDSS)

### Phase 1: Outreach and Admissions

Before your arrival to the center, you met with your Admissions Counselor as they engaged and informed you of available resources Job Corps had to offer. During this phase, you completed your application, established a rapport, may have completed various assessments, and selected our center as your first choice.

### Phase 2: Career Preparation Period (CPP)

Career Preparation Period (CPP) encompasses the student's first 6-8 weeks at the center.

During this time, students will become acclimated to center life, including the importance of attending classes, living in dorms with students of other cultures and participating in numerous activities on and off center.

Your focus will be on acceptable performance and learning what is acceptable in the workplace by way of the classroom. To accomplish this task, you will be asked to follow the below listed classroom rules daily:

1. Arrive at your class on time.
2. Remain in the classroom until the instructor dismisses you.
3. Adhere to the center dress code.
4. Only one person at a time may leave the classroom.
5. Do not use or have your cell phone ringer or vibrate on during class. You are here to learn to replicate workplace expectations – you cannot check your phone, take calls, or text whenever you want when an employer is paying you to perform a function. **You may be asked to turn in your phone during class.**
6. There will be no sleeping/head down, eating, drinking, or use of electronic items in the classroom.
7. Disruptive behavior is not acceptable.

You will also go through a structured, in depth and comprehensive Career Exploration process called MyPACE:

1. Assess your interest and aptitudes, work values, transferable and occupational skills, literacy and numeric skills, and employment readiness
2. Explore careers and practice interviewing skills.

3. You will evaluate career options through the self-knowledge gained during this phase.
4. Apply for admittance to your trade of choice. **You will shadow the trade you are interested in and you must earn your way into your chosen CTT program through dedication, participation and timely attendance. If your instructor doesn't see you with the right attitude or right performance levels during your shadowing experience, you could be asked to shadow more in order to show that you are serious about wanting the trade.**
5. Demonstrate work readiness through your final Career Management Team panel by being able to articulate and demonstrate what you have learned during CPP, i.e., CSS, career plans, explaining your career choice and interviewing skills.
6. Each student will have a Career Plan and work on their Pathway to Achievement (PAR) throughout their enrollment – these documents help students keep on track with their goals.

As you advance during this phase, you will be able to successfully demonstrate the Career Success Standards and academic skills necessary for you to graduate into the next phase of Job Corps: Career Development Period.

MyPACE has been implemented to assist students with outlining their career plans. This system helps students take ownership of their future by setting goals and tracking their personal career pathway plan. MyPACE has 5 pathways that students must complete to be a CPP completer. The pathways are Profile, Profession, Pathway, Program and Plan. These steps assist students with creating concrete goals so they can achieve their dreams. The structure of MyPACE will assist students to build a solid and positive relationship and to ensure upon completing the program that the students have everything they need to obtain a Job within their field, enlist in the military, attend Advanced Training, or attend college.

Center and Community Diversity – new students will have an opportunity to tour the local area, learn about the Lincoln Institute/Foundation and the birthplace of Whitney M. Young Jr. during CPP. The multicultural Career Success Standard is formally introduced during CPP and is integrated throughout center operations.

During CPP, students will have a variety of opportunities to meet and interact with:

- Center management staff – first day welcome, CPP graduation and during various presentations throughout the MyPACE/ CPP program

- Career Transition Readiness (on center) and Career Transition Specialist (off-center) staff will participate with students during the CPP program with career readiness seminars throughout the career development phase as well as when students exit the program through the transition and career phase of CDSS.
- Career Counselors – students meet weekly with their Career Counselor during CPP until the completion of week 8 of enrollment and then at least monthly thereafter.– The monthly meeting is a scheduled one-on-one meeting to discuss progress, adjustment, address any issues/concerns, review Career Plans, evaluations (ESP) and Pathway to Achievement Records (PAR)
- Disability Coordinator – the center has a designated disability coordinator who will be present during CPP for all students and meet individually with those requesting accommodations or have needs.
- Staff representatives from all major program and support areas are involved during CPP and students will have a chance to meet them formally and informally during their first few weeks at the center.
- Student leaders – the students will meet formally with SGA who conduct a welcome activity during the first week with new students. Students will meet their dormitory leaders during the first week and regularly thereafter in the dormitory. Leaders are also in the recreation department and all CTT have senior or leader students in each of the programs.

### Phase 3: Career Development Period (CDP)

Career Development Period enables students to connect to the labor force by providing intensive social, academic, career technical training, and service-learning opportunities.

#### Attendance Expectations

All students are always scheduled for class and all students are expected to **attend, participate** and **perform**. Below you will find the class schedule:

Class Schedule (Monday, Tuesday, Thursday, Friday)

Period	Start Time	End Time	
1	8:30 am	9:10 am	
2	9:13 am	9:53 am	
Break	9:53 am	10:08 am	
3	10:08 am	10:48 am	
4	10:51 am	11:36 am	(1 <sup>st</sup> lunch for Academic Bldg. and Health Cluster)
5	11:44 am	12:29 pm	(2 <sup>nd</sup> lunch for Construction Cluster, Culinary, CPP, and CTR)
6	12:37 pm	1:17 pm	
Break	1:17 pm	1:32 pm	
7	1:32 pm	2:12 pm	
8	2:15 pm	3:00 pm	
9	3:15 pm	4:15 pm	Evening/Weekend Studies, Leadership Classes I and II. Dorm Meeting

Period	Start Time	End Time	
1	10:00 am	10:48 am	
2	10:51 am	11:36 am	
Break	11:44 am	12:29 pm	
3	12:37 pm	1:17 pm	
4	1:17 pm	1:32 pm	(1 <sup>st</sup> lunch for Academic Bldg. and Health Cluster)
5	1:32 pm	2:12 pm	(2 <sup>nd</sup> lunch for Construction Cluster, Culinary, CPP, and CTR)
6	2:15 pm	3:00 pm	
7	3:15 pm	4:15 pm	Evening/Weekend Studies, Leadership Classes I and II. Dorm Meeting

If you have an appointment or other valid reason to not be in your assigned class, staff are to provide you with a class absence pass which will excuse you from your assigned class and your absence.

It is your teacher/instructors' responsibility to mark you absent if you are on their roster and not present, in which they have no role in excusing your absence. You have **48 hours** from an absence to submit the excuse to the scheduling clerk located in the Education Building.

Students are expected to be in class and in dress code every training day. **The teacher/instructor will mark you tardy if you are one to four minutes late. If you are five minutes or more late, you will be counted absent unless you can provide a valid pass from another staff member.**

All students are expected to be in class and on center each training day. Students returning from leave or unauthorized absences, must sign in at the security office no later than two hours after the start of the training day to be counted present for duty for that day. If you arrive more than two hours after the training day begins without a verifiable excuse, you will be marked as an Unauthorized Absence (UA) for the day and you will still be expected to attend scheduled classes and activities. You do not earn a living allowance for that day and the daily amount will be deducted from your next living allowance payment.

## Career Technical Training

The CTT department puts the "Job" in Job Corps. You are expected to practice the Career Success Standards daily. Each of the CTT programs expect students to perform at their best ability.

### On Center CTT Programs

Bricklaying	Certified Medical Assistant
Building Construction Technology	Clinical Nursing Assistant
Carpentry	Culinary Arts
Cement	Pharmacy Tech
	Welding

### Career Technical Skills Classroom Dress Standards:

1. If career technical skills uniforms are issued, they should always be worn during training hours. If sweatshirts, coats or long-sleeved t-shirts are issued by the center, they may be worn during the training day to provide warmth. **Long sleeved t-shirts and hoodies may only be worn under uniforms. Coats with a zipper may be**

**worn over uniform tops but must be open and uniform tops must be visible.**

2. Uniforms will be neat and clean, without tears or holes, and free from markings.
3. Pants will be belted, properly fastened, and worn at the waist.
4. Shirts must be tucked in (with the exception of scrub tops).
5. Clothing must be appropriate in size and worn at the proper body position. No undergarments of any kind may be visible.
6. Hats are not allowed unless designated as part of the uniform (e.g. painters cap). Hard hats are to be maintained in good condition and worn at all times unless covered by a hazard analysis. No writing of any kind is permitted.
7. Shoes will be issued with regard to corresponding trade and must be worn at all times during the training day. All footwear will be clean, polished, tied, and free of graffiti or markings. Sandals or open toe shoes are not permitted.
8. Students may be required to remove all jewelry for safety purposes at the discretion of management. **No facial piercings are to be worn during the training day. No jewelry is permitted in the construction trades.**
9. Personal electronics (all electronic devices) are **not** permitted during class time. Center issued laptops may be used at instructor's discretion.
10. Coats must be removed during skill hours while in the shop. Coats may be permitted during CTST or outside activities at the discretion of the instructor.
11. Complete trade uniforms must be worn each training day, even if a student is scheduled to academic classes or has completed their TAR.

### **Work Based Learning**

The Work Based Learning program is designed to provide students the opportunity to develop a broad understanding of career opportunities, employer expectations, apply acquired skills in a work setting, and learn new career technical skills and work-place competencies. The Work Based Learning program also provides CTT instructors with valuable input from employers regarding the effectiveness of their training.

Work Based Learning is a primary instructional approach, and all students are expected to complete at least 180 hours before graduation. This is an opportunity for students to practice being in the workplace.



- Paid work-based learning jobs will require students to save 80% of each paycheck. This is a non-negotiable agreement. Students must open a savings account in the finance department where deposits are to be made. Students who do not comply will be removed from the paid work-based learning position.
- During Health Foundations and Construction Foundations classes, the WBL Coordinator will present the “Welcome to Work Based Learning” course which prepares students to enter the WBL program. This course addresses skills learned, attendance, attitude and professionalism on the job. Scenarios will be introduced, and group discussions will follow.
- Work-based learning opportunities are available on and off center.
- Prior to beginning a work-based learning assignment, students must complete an application and interview for the job. Students must have their high school diploma or equivalent prior to working off-center jobs sites and have minimal NIR's.
- The Work Based Learning Boot Camp program will be initiated following an inappropriate work site termination. Should a student quit without proper notice or be fired for any reason, the student will be mandated to complete the Boot Camp.
- The program requires meeting with the WBL Coordinator to complete an online class and test. The student will also be required to turn in a typed, 500 work essay on “Work Ethics and Professionalism”.
- Students will research three Job Trade Matches – JTM (trade-related jobs) and list the following: employer name, job qualifications, and any other HR information noted in the posting. This assignment will then be submitted to the WBL Coordinator prior to the end of the WBL Bootcamp.
- Complete 10 hours of community service.

(Failure to comply with this program will result in student being on CSS panels)

**Home-Based WBL** - Home-based WBL is at the end of your training when your WBL internship is with an employer in your hometown and/or you are based at home and go to the workplace each day. Some of these work sites may be paid or unpaid and it is part of your training. The best benefit is that most of the employers are observing your work skills and work with the intent to hire you after completing the six-week assignment..

## Advanced Training (AT)

There are many AT programs throughout Job Corps. This is an excellent way to further your education. The more education and skills you have, the more opportunities you have that lead to higher pay and job satisfaction. To qualify, you must have good evaluation scores, usually at least a 12<sup>th</sup> grade level in TABE scores, no attendance or behavioral issues, a trade completion, and a HSD or GED. Once you qualify, you must apply to that AT center.

Advanced Training (AT) Programs	
Program	Center

<b>A+ Microsoft MCSE</b>	Edison JCC, Edison, NJ
<b>Asphalt Paving</b>	Turner JCC, Albany, GA
<b>Auto Technician</b>	Clearfield JCC, Clearfield, UT
	Earl C. Clements JCC, Morganfield, KY
	Edison JCC, Edison, NJ
	Burdick JCC, Minot ND
<b>Cement Masonry</b>	Turner JCC, Albany, GA
<b>Clerical Occupations</b>	Atlanta JCC, Atlanta, GA
	Excelsior Springs JCC, Excelsior Springs, MO
	Gary JCC, San Marcos, TX
	Humphrey JCC, St. Paul, MN
	LA JCC, Los Angeles, CA
	Potomac JCC, Washington, DC
	San Jose JCC, San Jose, CA
	Shriver JCC, Devens, MA
St. Louis, St. Louis, MO	
<b>Computer Systems Administrator</b>	Shriver JCC, Devens, MA
<b>Culinarian</b>	Exeter JCC, Exeter, RI
	Penobscot JCC, Bangor, ME
	Treasure Island JCC, San Francisco, CA
	Woodland JCC, Laurel, MD
<b>Pastry Culinarian</b>	Penobscot JCC, Bangor, ME
	Treasure Island JCC, San Francisco, CA
<b>Drone Pilot</b>	Oneonta JCC, Oneonta, NY
<b>Fire and Wildlife Management</b>	Schenck CCC, Pisgah Forest, NC
<b>Forestry</b>	Schenck CCC, Pisgah Forest, NC
<b>Heavy Truck Driving</b>	Earl C. Clements JCC, Morganfield, KY
<b>LPN/LVN</b>	Blue Ridge JCC, Marion, VA
	Cassadaga JCC, Cassadaga, NY
	Keystone JCC, Drums, PA
<b>Overhead Line Construction</b>	Gary JCC, San Marcos, TX
	Oneonta JCC, Oneonta, NY
<b>SMART Meter Technician</b>	Oneonta JCC, Oneonta, NY
<b>Plumbing (Roto-Rooter)</b>	Edison JCC, Edison, NJ
<b>Residential Advisor</b>	Gary JCC, San Marcos, TX
	Grafton JCC, Grafton, MA
<b>Solar/Thermal Installer</b>	Gainesville JCC, Gainesville, FL
	Treasure Island JCC, San Francisco, CA
<b>Weatherization</b>	Detroit JCC, Detroit, MI
	Pittsburgh JCC, Pittsburgh, PA
	Potomac JCC, Washington, DC
<b>Welding</b>	Albuquerque JCC, Albuquerque, NM
	Earl C. Clements JCC, Morganfield, KY
	Gary JCC, San Marcos TX
	St. Louis JCC, St. Louis, MO

	Excelsior Springs JCC, Excelsior Springs, MO
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Towards the end of your training, you will be scheduled for your Career Transition Panel where you will finalize your transition goals and make final plans to graduate from the center. Once the panel is completed you will likely have a few weeks of CTT left, during which time you prepare to seek employment or register for post-secondary education. Either you go home on home-based WBL, or you and your instructor will have lined up several interviews and upon CTT completion you will go home on a Present for Duty Off-Center (PDOC) status for up to two weeks to go to your interviews and obtain your job. Once you are placed, we will send you your transition payments.

## **ACADEMIC DEPARTMENT**

The purpose of the academic department is to prepare students to enter the workforce and/or further educational opportunities. **All students are expected to reach the 12<sup>th</sup> grade level in reading and math by the time they graduate** and increase their Effective Functional Level (EFL) in both reading and math skills. This will only help each graduate later in life and is especially important.

### **Academic Classroom Dress Standards:**

1. Trade uniforms will be worn during class time. Any time a uniform is worn, the shirt must be tucked in regardless of time of day.
2. Pants must be appropriate in size and worn at the waist at all times. Belts must be worn at all times with clothing that has belt loops. Belts must fit the waist.
3. No trade hats, headgear, personal electronics of any kind with the exception of center issued laptops which may be used at the discretion of the instructor.
4. Shoes are to be neat, clean, laced and tied, and free of graffiti or markings.
5. Gloves in class are not permitted.
6. Jackets may be worn but must remain unzipped inside buildings. Any clothing that can not be fully unzipped must be worn underneath the trade uniform shirt or removed upon entering a building.

### **TABE (Test of Adult Basic Education)**

During the Career Preparation Period, students are assessed on literacy (reading) and numeracy (math) skills. These tests are done on a computer and are timed. It is very important that students take these tests seriously as placement in training and academic programs are based on the scores attained. Students who arrive with high school diplomas and/or GEDs may be scheduled to academic classes to ensure continued improvement in TABE scores throughout enrollment. The objective is to get every student to the highest Educational Functional Level (EFL) – level 6.

### **Literacy & Numeracy Classes**

All students requiring instruction in academics will be assigned to a class relative to their TABE scores. Typically, students will complete a course of instruction within their literacy and/or numeracy class, or both, and be rescheduled to complete a follow-up TABE test, after 60 hours of instruction in a TABE course. This instruction is mostly through academic classes and also through the Evening/Weekend Studies Program if you are in a hurry

and/or have the need for more instruction. Improvement in TABE scores will result in a new goal, class or completion of literacy or numeracy once the maximum Educational Functional Level (EFL) is reached, whether or not the student has a high school diploma.

## **TABE Incentive**

Specific incentives and rewards will be available to students throughout their enrollment to acknowledge and reward positive performance, positive behavior and progress in academic courses. Since these incentives change as students' needs change, they are posted separately in the academics building and announced to students.

## **ELL Class**

If a student scores below a third-grade level on the TABE literacy test and his/her primary language is not English, they will be provided support in an English Language Learner class during the 2<sup>nd</sup> week of the CPP phase. Students will have the opportunity to attend his/her ELL scheduled classes off center through Kentucky Skills U. (JCTC Partnership)

This class helps students with foundational literacy skills including: reading, writing, listening and speaking as well as providing support in trade and other academic classes.

## **HSE/HSD (High School Equivalency Diploma) Classes**

Students interested in obtaining a diploma will be placed in a HSD class once his/her TABE scores meet the entry qualifications for either a Penn Foster High School or Eminence High School Diploma. Transcripts are evaluated from prior high schools to ensure that as many credits as possible can be transferred.

- Penn Foster is an accredited high school in Pennsylvania, accredited by the **Commission on Secondary Schools of the Middle States Association and the Council of Accreditation and School Improvement** and is approved by the U.S. Department of Labor and the U.S. Department of Education. Penn Foster is considered as a Tier I school, the same as all other brick and mortar high schools in the country.
- Eminence Independent High School, a local school district that is accredited by Southern Association of Colleges and Schools Council on Accreditation and School Improvement (SACS CASI). Two Eminence staff are on center and conduct an online program using the program Edgenuity– there are some age limitations and initial TABE scores and previous high school credits are usually a criteria for this program. This diploma is the same as those that attend the actual high school.

Once work begins in this class, students are assessed on the HSE test readiness with Official HSE Practice Tests (OPTs). Based on successful passing scores on these practice tests, or “predictors,” students are scheduled for the official HSE exam.

HSD online programs are self-paced, based on how fast and hard you work to get your diploma – we make sure you work 100% of the time to 100% of your potential, but you can do independent study and extra homework to get ahead.

To obtain a GED, students must pass four subject tests: math, reading, social studies and science. To pass the test, students must:

Obtain a minimum score of 145 in each test area. There are three score levels that can be earned.

- a. 145 – 164: Pass/High School Equivalency
- b. 165 – 174: College Ready
- c. 175 – 200: College Ready + Credit – some colleges will credit three credits for math, three credits for science, three– credits for social studies and one credit for humanities classes with college ready scores.

## **Evening and Weekend Classes**

The goal of the Evening/Weekend Studies Program is to create a positive culture and to send a clear message that achievement in both academics and career technical training is expected to be the students’ focus. A Job Corps expectation is that all students are exposed to and participate in activities that promote life-long learning. The Evening/Weekend Studies Program is for students to speed their skills achievement for TABE, Career Technical Training and High School Diploma course work. The schedule for evening classes is Monday thru Friday from 3:15-4:15 pm. Students assigned to evening and weekend classes will have their attendance monitored by staff.

## **Driver’s Education**

Students will have the opportunity to obtain a learners permit and driver’s license. Each student must have their original birth certificate and social security card. Also, if you are a minor (16-17 years of age), you must have a parental permission form signed by parent or guardian.

## What are the Career Success Standards?

The way we prepare young people for the workforce has changed during Job Corps' 45+ years. With the growth of technology and its impact on education in the workplace, and the surge in various high-growth industries, it continuously creates new opportunities to learn and grow.

Job Corps is responding to this opportunity with the Career Success Standards (CSS), a set of **eight** behavioral expectations in the areas of employability, social development, and independent living skills.

**The Career Success Standards are:**

Standard	Definition
<b>Workplace Relationships and Ethics</b>	The student will leave Job Corps with the ability to productively interact with co-workers and deal with problems and situations with honesty, integrity and responsibility.
<b>Communications</b>	The student will leave Job Corps with the ability to listen actively, follow directions and communicate with others to solve problems and accomplish tasks.
<b>Personal Growth and Development</b>	The student will leave Job Corps with the personal skills, attributes and behaviors that foster confidence and drive for life-long growth.
<b>Interpersonal Skills</b>	The student will leave Job Corps with the ability to get along with others and adjust to a variety of social and professional situations.
<b>Information Management</b>	The student will leave Job Corps with the ability to interpret and evaluate data, organize and maintain information, and use technology to perform work.
<b>Multicultural Awareness</b>	The student will leave Job Corps valuing diversity, practicing cultural sensitivity and able to work with people of different backgrounds and cultures.
<b>Career and Personal Planning</b>	The student will leave Job Corps with his/her My Pathway to Achieving Career Excellence (MyPACE) Career Plan and a completed Pathway Achievement Record (PAR), fully prepared to transition to his/her mid-term goal and to effectively access resources and services that will assist him/her in making a successful transition.
<b>Independent Living</b>	The student will leave Job Corps capable of finding, managing and utilizing the resources needed to maintain employment, satisfy physical and emotional needs, and lead a productive life as an independent adult.

**What do the Career Success Standards mean to you?**

- They promote a standard of conduct that is expected on center and in the workplace.
- They assist you to identify and change those negative behaviors that will reduce your chances of succeeding in the workplace.
- They develop guidelines of appropriate behavior for the center that can be modeled, learned, and reinforced for the workplace.
- They develop a sense of self control and self-discipline that makes it possible for you to get a job, keep it, and move up the career ladder.
- They develop a professional standard of dress, personal appearance, and cleanliness.
- They teach you skills needed to live and work together with others.
- The standards help the center in maintaining a Positive Center Culture.

**What hands-on activities are available to practice the Career Success Standards?**

- All students are introduced to the eight career success standards during the Career Preparation Period (CPP). Each standard is introduced, discussed, and students given an opportunity to demonstrate the standard. At the end of the CPP, students are given a quiz to test their knowledge of the standards.
- Students are administered the CS SET survey during CPP to determine their level of current knowledge for each standard.
- A standard may be introduced at the student business meeting. A special activity specific to that standard is designed for all staff and students to participate in.
- Special groups are conducted by the counselors to help students strengthen their Career Success Standards.
- The Career Success Standards are reinforced during the Evaluation of Student Progress (ESP) every sixty days.



## **COUNSELING DEPARTMENT**

You are assigned a Career Counselor who will work with you throughout your enrollment. Your Career Counselor will meet with you each week for the first eight weeks then each month thereafter. Your Career Counselor will assign you a scheduled time/appointment each month to discuss your progress and goals while on center. It is important that you attend your mandated appointment with your counselor.

Counselors are available on center during the hours of 8:00 a.m. - 7:30 p.m.. Every day at any time of the day, there will be an on-call Career Counselor available to speak with any student for further counsel. The on-call Counselor has a center cell phone that students can call during work hours – when a student needs to speak to a Career Counselor after regular business hours, center staff, if appropriate, will contact the on-call Career Counselor who is able to respond to the student's needs.

You can schedule an appointment with your Career Counselor to discuss any matters you may have. Students should not meet with counselors during class periods. A center computer generated pass must be issued.

### **Case Management**

Your Career Counselor will be meeting with you on a regular basis to discuss your progress within the program and ensuring you are on track towards graduation.

Counselors will be following up about your attendance, behavior, vocational completion, education status, job attainment, etc.

Throughout your time within Job Corps, all staff will be discussing and reiterating the importance of “goal setting”. How will you achieve your goal? What are your steps? What is needed to be successful within that goal?

### **Support Group Sessions**

Counselors also conduct weekly support group sessions which include, Anger Management, Grief and Loss, Healthy Relationships, Empowerment Groups, etc. Check the calendar located on your counselors' door and dormitory bulletin boards.

## **Evaluation of Student Progress**

Every 60 days, you will meet with your Career Counselor in which discussions will be held about the assessment of all major career development areas: academics, career technical training, industry certification attainment, work-based learning, social development, and recreation.

You will be evaluated on all eight Career Success Standards as well as any additional expectations the center wishes to evaluate.

Evaluations will be calculated as follows:

Score Performance Levels

1–2 Needs Improvement

3–4 Meets Standard

5 Excels

At each ESP, your Career Plan you developed in MyPACE will be reviewed and your Pathway to Achievement Record (PAR) will be reviewed and updated as needed. These plans, along with your Personal Career Development Plan become your step-by-step plan or map as to how to achieve your on-center and post-center goals. Your goals are SMART goals: Specific, Measurable, Attainable, Realistic, and Time-bound.

After the completion of your evaluation, you will be placed on your earned “phase level”. You can earn your phase during your 3<sup>rd</sup> week (Initial CMT) and every 60 days (Evaluation of Student Progress).

Below you will find the requirements for each phase level earned. After you meet with your career counselor, you will visit the Student Personnel Office to obtain your card/level and incentive.

## **Paid Time Off (PTOs)/Weekend Passes**

Students can initiate a PTO request/leave by giving a one week notice to a counselor with the requested dates. Once a counselor initiates a PTO request/leave, the Student Support Manager, Student Support and Training Director, Center Director or approved designee, can approve the PTO. However, the request can be denied if student has poor conduct, a high number of UAs, insufficient notice, etc.. Any student who is a minor must have verbal authorization from their parent/guardian before center approval.

Weekend pass requests/leaves are to be initiated by a Residential Advisor. Weekend pass requests/leaves are to be given on Wednesday evenings. Once an RA initiates the request/leave, the Social Development Director, Center Director, or approved designee, can approve the weekend pass. Any student who is a minor must have verbal authorization from their parent/guardian before center approval.

## WHITNEY M. YOUNG JOB CORPS CENTER PHASE SYSTEM STUDENT INCENTIVE PROGRAM

The PHASE SYSTEM is designed to provide incentives for positive behavior and encouragement through a structured and progressive program of advancements which rewards students. Students who have satisfactorily completed all Status requirements may be considered for advancement to the next PHASE. Students who have not met eligibility to advance may remain in current status or be demoted to a lower PHASE if, in the judgment of the SPO Office or the Center Director, the student's behavior so dictates. A student's PHASE status will be reviewed every 60 days on the last business day of the month.

### PHASE SYSTEM WHITNEY M. YOUNG JOB CORPS CENTER

LEVEL	REQUIREMENTS	INCENTIVES
BLACK	<ul style="list-style-type: none"> <li>Must remain on Gold Phase for two consecutive 60 day periods to move up.</li> </ul>	<ul style="list-style-type: none"> <li>All Gold Phase Incentives</li> <li>\$25 Walmart gift card</li> </ul>
GOLD	<ul style="list-style-type: none"> <li>Avg. ESP Score: 4.0 or higher</li> <li>NIRs: 0</li> <li>Positives: 20</li> <li>E TAR score of 60% +</li> <li>Demonstrate Progress in TABE scores</li> <li>Good Standing with WBL</li> <li>UAs: maximum of 1</li> <li>Room Scores: 6 or better</li> <li>Community Service (6hrs) OR 6 additional PIRs</li> <li>10 hrs. of Recreational or LTL activity weekly</li> <li>15 hrs of Leisure Employment per week</li> </ul>	<ul style="list-style-type: none"> <li>\$10 upon approval</li> <li>10 Student Store Bucks</li> <li>\$15 Walmart gift card</li> <li>1 item from GOLD incentive box</li> <li>Mental Health Day - Class pass for the dorms</li> <li>Eligible for Gold Phase Outings</li> <li>Monthly Breakfast with SPO</li> <li>Cut Pass for Lunch Line in Café</li> <li>Monday Priority Sign-Up for Recreation Trips</li> <li>Monthly Luncheon with Center Director</li> </ul>
SILVER	<ul style="list-style-type: none"> <li>Avg. ESP Score: 3.67-3.99</li> <li>NIRs: Max of 1</li> <li>PIRs: 15</li> <li>E TAR score of 45% +</li> <li>Demonstrate Progress in TABE scores</li> <li>Good Standing with WBL</li> <li>UAs: maximum of 2</li> <li>Room Scores: 5 or better</li> <li>Community Service (4hrs) OR 4 additional PIRs</li> <li>8hrs of Recreational or LTL activity weekly</li> <li>15 hrs of Leisure Employment per week</li> </ul>	<ul style="list-style-type: none"> <li>8 Student Store Bucks</li> <li>\$10 Walmart Gift Card</li> <li>1 item from SILVER incentive box</li> <li>Mental Health Day - Class pass for the dorms</li> <li>Monthly Breakfast with SPO</li> <li>Cut Pass for Lunch Line in Café</li> <li>Tuesday Priority Sign-Up for Recreation Trips</li> </ul>
BRONZE	<ul style="list-style-type: none"> <li>Avg. ESP Score: 3.34-3.66</li> <li>NIRs: Max of 2</li> <li>PIRs: 10</li> <li>E TAR score of 30% +</li> <li>Demonstrate Progress in TABE scores</li> <li>Community Service (5hrs)</li> <li>UAs: maximum of 3</li> <li>Room Scores: 3 or better</li> <li>6hrs of Recreational or LTL activity weekly.</li> </ul>	<ul style="list-style-type: none"> <li>7 Student Store Bucks</li> <li>\$5 Walmart Gift Card</li> <li>1 Item from the BRONZE incentive Box</li> <li>Eligible for recreation activities after GOLD and SILVER sign-up</li> </ul>
GRAY	<ul style="list-style-type: none"> <li>Avg. ESP Score: 3.01-3.33</li> <li>NIRs: Max of 3</li> <li>PIRs: 5</li> <li>Demonstrate Progress in TABE scores</li> <li>Community Service (3hrs)</li> <li>UAs: maximum of 4</li> <li>Room Scores: 2 or better</li> <li>5hrs of Recreational or LTL activity weekly.</li> </ul>	<ul style="list-style-type: none"> <li>6 Student Store Bucks</li> <li>Eligible for recreation activities after GOLD, SILVER, and BRONZE sign-up</li> </ul>
BLUE	<ul style="list-style-type: none"> <li>Avg. ESP Score: 2.51-3.0</li> <li>NIRs: Max of 4</li> <li>Community Service (2hrs)</li> <li>UAs: maximum of 5</li> <li>Room Scores: 2 or better</li> <li>3hrs of Recreational or LTL activity weekly.</li> </ul>	<ul style="list-style-type: none"> <li>5 Student Store Bucks</li> <li>Eligible for recreation activities after GOLD, SILVER, BRONZE, and GRAY sign-up</li> </ul>
GREEN	THIS IS FOR NEW STUDENTS DURING CPP UNTIL THEIR INITIAL ESP	<ul style="list-style-type: none"> <li>Supervised shopping trips with Rec Dept.</li> <li>Celebration - 30 Days of Success!</li> <li>2 Personal care items from SGA Store</li> <li>\$5 SPO Gift Card</li> <li>Eligible for rec activities each weekend</li> </ul>
WHITE	<ul style="list-style-type: none"> <li>Avg. ESP Score: Below 2.5</li> <li>NIRs: 4 or more</li> <li>Any Center Contract (CD or SPO)</li> </ul>	<ul style="list-style-type: none"> <li>No off-center activities</li> <li>Student must attend At Risk Panels</li> <li>Student must attend personal growth seminars</li> </ul>

\* Studies indicate that 15 hrs. are the optimum employment time for college students. Students who work more than 15 hrs. / wk. in non - work - based learning reach a point of diminishing returns whereby their academic progress lessens as indicated by their GPA. Since WBL is part of the heuristic Job Corps Training methodology upon which students are graded, any reduction in the student's academic scores would be considered less significant.

## Student Rights and Responsibilities

### Standards of Conduct

Job Corps has a clear Standards of Conduct system. There are three levels:

- Level I – Zero Tolerance. Automatic disciplinary discharge.
- Level II – Expected discharge from the program.
- Level III – Minor infractions. Accumulating infractions will lead to discharge

<b>ZT Violation</b>	<b>Definition</b>
<b>Possession of a weapon on center or under center supervision</b>	Knowingly possessing an instrument whose primary use is to inflict bodily harm, including, but not limited to: <ul style="list-style-type: none"> <li>• Firearms and ammunition</li> <li>• Explosives and incendiaries</li> <li>• Knives</li> <li>• Homemade weapons</li> </ul>
<b>Assault</b>	Taking a physical action with the intent to cause immediate bodily harm to another person unless taken in immediate response to another person taking such an action with the intent to prevent its continuation.
<b>Threat of Assault</b>	Taking any action that intentionally causes another person to fear imminent bodily harm.
<b>Threat to Safety</b>	Taking any action that causes another person to reasonably fear bodily harm, including threats expressed verbally or via email, text, blog or social media.
<b>Sexual assault</b>	Causing or engaging in sexual contact, or inappropriate touching of a sexual nature of another, without the voluntary, affirmative consent of all individuals involved. Examples: <ul style="list-style-type: none"> <li>● Forced sexual intercourse or sodomy</li> <li>● Attempted rape</li> <li>● Child molestation</li> <li>● Fondling/groping</li> </ul>
<b>Drugs: Possession or distribution of drugs on center or under center supervision</b>	Knowingly possessing, using, or distributing any of the following: <ul style="list-style-type: none"> <li>• Illegal drugs, as defined by the Controlled Substances Act including seeds and residue, except when the drug is possessed and/or used in accordance with a valid prescription Note: Under Federal law, no valid prescription can be provided for Schedule I drugs, including marijuana</li> <li>• Synthetic drugs</li> <li>• Legalized marijuana</li> <li>• Prescription drugs not prescribed for the individual</li> <li>• Substances used for the purpose of intoxication</li> <li>• Over-the-counter medications for the</li> </ul>

<b>ZT Violation</b>	<b>Definition</b>
	purpose of intoxication • Drug paraphernalia • Drug sale ledger or distribution list
<b>Drugs: Use of drugs as evidenced by a positive drug test</b>	Testing positive on a follow-up to an initial positive drug test. The follow-up test is administered between the 37th and 40th day after arrival on center. • Testing positive on a drug test administered on suspicion at any time. NOTE: Students who refuse to provide a specimen or have an unexcused absence from a follow-up drug test shall be presumed guilty of this infraction.
<b>Alcohol: Possession, consumption, or distribution while on center or under center supervision</b>	While on center or while off center but on a center supervised activity, knowingly: • Possessing alcohol • Consuming alcohol • Distributing alcohol to others NOTE: Students who refuse to submit to a breathalyzer or provide a sample for alcohol testing shall be presumed guilty of this infraction.
<b>Abuse of Alcohol</b>	A pattern of alcohol consumption-related incidents demonstrated by receiving more than two Level II “Intoxication on center or under center supervision” infractions where the intoxication is the result of alcohol while enrolled in the program. The 3rd infraction elevates the behavior to Level I Abuse of Alcohol.
<b>Arrest for a felony or violent misdemeanor on or off center</b>	• Being arrested by law enforcement for a felony. • Being arrested by law enforcement for a misdemeanor involving the use, attempted use, or threatened use of physical force against the person or property of another.
<b>Illegal Activity</b>	Being convicted of a felony or misdemeanor as defined by Federal or state law, where the crime occurred while the student was enrolled in Job Corps.
<b>Robbery or extortion</b>	Taking money or possessions of another from his/her person by force or intimidation.
<b>Arson</b>	The malicious setting of fire to a structure or personal property belonging to another person or entity.

<b>ZT Violation</b>	<b>Definition</b>
<b>Cruelty to animals</b>	The torture, ill-treatment, abandonment, willful infliction of injury or pain, beating, maiming, mutilating, or killing of any animal, whether belonging to the individual or another.
<b>Inciting a disturbance or creating disorder</b>	Persuading, encouraging, instigating, taunting, pressuring or threatening persons to disrupt a peaceful situation. Causing disorder or disrupting a peaceful situation.
Possession of a potentially dangerous item	Knowingly possessing, without authorization or legitimate purpose, an instrument or substance that could readily be used to inflict bodily harm
<b>RESULT</b>	
<p>Fact Finding Board, automatic discharge if deemed responsible.</p> <p>The student will be immediately removed from the center, placed on leave and the FFB will occur within three training days of the violation.</p> <p>Student is not present at the FFB.</p> <p>Student may provide written input for consideration.</p> <p>If discharged as ZT, not eligible for re-enrollment, benefits or placement services. Drug and alcohol use discharges may be eligible to re-enroll after one year.</p>	

<b>Level II Violations</b>	<b>Definition</b>
<b>Possession of a potentially dangerous item</b>	Knowingly possessing, without authorization or legitimate purpose, an instrument or substance that could readily be used to inflict bodily harm. Example: Box cutter, scissors, and trade tools, drain cleaner.
<b>Theft/stealing</b>	Taking the property of another person or entity, with the intent of permanently depriving the owner.
<b>Intoxication on center or under center supervision</b>	While on center or while off center but on a center- supervised activity, exhibiting a state in which one's capacity to act or reason normally has been inhibited by the ingestion of a substance with the intent to cause such a state. NOTE: Possessing, consuming, or distributing alcohol while on center or while off center but on a center-supervised activity is categorized as a Level I infraction.
<b>Possession of stolen goods</b>	Possessing items that one knows, or reasonably should know, are stolen.
<b>Bullying or harassment</b>	<ul style="list-style-type: none"> <li>• Making repeated (2 or more instances) communications with the intent to threaten or hurt another person mentally or emotionally, including statements made orally, in writing or via email, blog, text or other social media.</li> <li>• Making discriminatory remarks or ethnic slurs.</li> </ul>

<b>Level II Violations</b>	<b>Definition</b>
	<ul style="list-style-type: none"> <li>• Performance of curses, hexes, or other rituals or actions intended to harm others.</li> </ul>
<b>Sexual harassment</b>	<p>Making an unwelcome sexual advance(s), request(s) for sexual favors, sexually offensive remark(s), a sexual gesture(s) or other communication(s) of a sexual nature that contribute to an intimidating, hostile or offensive environment. Depending on its severity, a single incident may constitute sexual harassment. Harassment does not have to be of a sexual nature, however, and can include offensive remarks about a person's gender including behavior, comments, jokes, slurs, email messages, pictures or other conduct that contributes to an intimidating or offensive environment. Sexual harassment may occur between males and females or between members of the same sex.</p>
<b>False accusation</b>	<p>Making a false accusation against another individual that could have resulted in a Level I infraction or staff disciplinary action, without any credible supporting evidence.</p>
<b>Unfair money lending</b>	<p>Lending money and either demanding repayment with interest or using intimidating methods to obtain repayment.</p>
<b>Hazing or initiation</b>	<p>Participating in any ritual, ceremony, ordeal or other activity that involves humiliating or verbally or emotionally abusing someone as a way of admitting him/her into a group or of granting him/her status. It shall not constitute a defense to the charge of hazing or initiation that the participant(s) took part voluntarily, that they voluntarily assumed the risks or hardship of the activity, or that no physical or mental injury was suffered. All participants engaged in a hazing or initiation activity are subject to disciplinary action.</p>
<b>Gang representation or activity</b>	<p>Wearing of gang clothing, colors; using signs or handshakes associated with known gangs identified by law enforcement; using gang names or displaying gang symbols or slogans.</p>
<b>Vandalism</b>	<p>Intentionally damaging or destroying equipment or property belonging to another person or entity, including tagging.</p>
<b>Plagiarism</b>	<p>Passing off the ideas or words of another as one's own without crediting the source.</p>
<b>Cheating</b>	<ul style="list-style-type: none"> <li>• Providing questions/answers to another student during a test.</li> <li>• Receiving questions/answers from another student during a test</li> <li>• Using online resources during a test.</li> </ul>

<b>Level II Violations</b>	<b>Definition</b>
<b>Arrest for a non-violent misdemeanor on or off center</b>	Being arrested by law enforcement for a misdemeanor that does not involve the use, attempted use, or threatened use of physical force against the person or property of another. If the charges are dropped or if the student is found not guilty, he/she will be exonerated.
<b>Bringing disrepute to the program</b>	Behaving in a manner that is likely to cause others to have a diminished or lower opinion of the center or the Job Corps program. Example: While off center, creating disturbance in the community that did not result in an arrest (rowdy behavior which bothered citizens or merchants). Example: Video recording occurrences of Level I, II, or III Infractions (such as videos of fights) and posting the footage on the internet.
<b>Pattern of minor infractions</b>	Receiving more than 4 minor infractions within a 60-calendar day timeframe. The 5th infraction elevates the behavior to Level II, Pattern of Minor Infractions.
<b>Unauthorized Exit</b>	Leaving the Job Corps center campus or a center supervised activity without approval from a staff member authorized to approve student leave and passes. Example: A student leaves campus for any reason such as meeting a friend, conducting personal business, etc. without first securing appropriate approval.

**RESULT**

## Fact Finding Board

Presumption of discharge, however, seriousness and mitigating circumstances may be considered. FFB makes recommendations to the CD who makes the final decision to retain or discharge.

Student will be removed from the center immediately and placed on leave if determined to be a threat to self or others and the FFB will occur within five training days of the violation.

Student may be present at the FFB if on center and/or may provide written input for consideration.

If discharged as ZT, not eligible for re-enrollment, benefits or placement services. Drug and alcohol use discharges may be eligible to re-enroll after one year.



Minor Violations	Definition
<b>Failure to follow center rules impacting the rights or ability of others to benefit from the program</b>	Exhibiting a pattern of behavior infractions that impacts the rights of other enrollees or their ability to benefit from the program, including: <ul style="list-style-type: none"> <li>• Using profanity, or abusive or obscene language</li> <li>• Interfering with the learning of others through disruptive behavior</li> <li>• Smoking in unauthorized areas</li> <li>• Cutting lines • Maintaining or operating a private vehicle on center</li> <li>• Gambling</li> <li>• Failing to follow safety rules</li> </ul>
<b>Failure to follow center rules impacting the individual's participation or progress in the program</b>	Exhibiting a pattern of behavior infractions that demonstrates the individual's lack of commitment to program participation or implicates self-endangerment including: <ul style="list-style-type: none"> <li>• Refusing to perform assignments</li> <li>• Failing to follow instructions</li> <li>• Being absent or excessively tardy without permission from assigned activity including work, classes, and scheduled health appointments</li> <li>• Engaging in overt sexual behavior</li> <li>• Violating center dress code</li> </ul>
Center specific	Centers may include additional center specific minor infractions in the center Standards of Conduct and forward for corporate and DOL approval.
<b>RESULT</b>	
Progressive interventions: More than 4 occurrences during a 60 calendar day period results in automatic Level II infraction and Fact-Finding Board.	

The Student Personnel department is managed by the Student Personnel Officer (SPO) and the Assistant Student Personnel Officer. These staff meet with students to sanction them for any violation.

### **Equal Employment Opportunity, Student Civil Rights and Other Services**

All students are provided with the Equal Employment Opportunity (EEO) Notice during the application process that is signed and included in each students' eFolder. All staff are regularly trained on the Notice and student rights to ensure compliance,

No applicant for Job Corps or student shall be discriminated against on grounds of race, color, religion, sex, sexual orientation, national origin, handicap or political affiliation. Students shall be treated equally with no racial segregation or discrimination of any kind with respect to housing, training, work assignments, eating arrangements or any other center activity.

Job Corps will also maintain an environment that is free from sexual harassment and intimidation. Should you feel that you are or have been discriminated against you have the right to file a complaint with the Department of Labor National Office.

The center provides prompt, fair, and impartial consideration of discrimination or other civil rights complaints through an established and approved grievance system.

If a student feels they are being discriminated against by a staff or student, they should immediately report the occurrence to the Equal Opportunity Officer (EOO), the Students Records Manager whose photograph is posted in all buildings. If in doubt, report it to the Center Director.

Complaints can be filed with the EOO for information regarding EOO concerns or for assistance in filing a complaint. Their photograph is posted throughout the center with their contact information.

The purpose of the center's EOO is to enhance equal opportunity communication among the student body and serve in an advisory capacity on student's concerns regarding equal opportunity.

Functions include:

1. Recommending appropriate actions to ensure fulfillment of equal opportunity requirements and activities.
2. Advising/informing management of student concerns regarding equal opportunity related issues.
3. Serving in an advisory capacity for student's focus groups regarding information on equal opportunity policies and activities.
4. Recommend studies or actions to evaluate or improve equal opportunity matters.
5. Recommend solutions to issues and/or problems which have an adverse impact on student training environment.
6. Serve as an advisory and focal point for advice and communication as requested by students.

The center must not deny employees equal opportunity/civil rights because of race, color, religion, sex (including pregnancy and gender identity), national origin, age, disability (physical or mental), genetic information, parental status, sexual orientation, marital status, political affiliation or belief, or any other prohibited factor. Sexual harassment is prohibited in Job Corps. Discrimination is prohibited in all contracts, grants, and programs funded by the Department of Labor.

The center must provide prompt, fair, and impartial consideration of discrimination or other civil rights complaints through an established and approved grievance system.

## Legal Services

Your Career Counselor can assist you and provide information about the availability of legal assistance within the community at no cost to the individual, for those charged with a felony or misdemeanor.

Your Career Counselor and/or CTR specialist will assist you with getting information about the availability of legal assistance in the community. They will also assist you in resolving minor legal obligations, civil fines, court ordered fines or court ordered restitution. It is important that you are open and honest with the staff member who will be assisting you so that your transitional needs will be met without having legal obligations that may prevent employment.

## Religious Services and Activities

Job Corps places a high value on the right of students to exercise their religious freedom. Job Corps does not discriminate among students on the basis of religion, religious belief, or lack thereof. Therefore, Job Corps centers must remain neutral in their treatment of various religions; must not require or, based on religion, prohibit participation by any student in religious activities; and must neither encourage students in, nor discourage students from, belief in religion generally, or in any particular religion.

The center will ensure that each student has the right to worship, or not worship, as he or she chooses.

- Job Corps centers must permit students to express their views related to religion and to exercise their right to religious freedom. Job Corps centers must permit residents to engage in voluntary religious activities, including holding religious services, on center. Reasonable time, place, and manner restrictions may be imposed, however.
- Students can engage in religious activities on center. However, there are limitations to this based on the ability to schedule, monitor to ensure equitable allocation of space and center resources, such as staffing. Recreation calendars will outline religious activities as requested by students – these activities are open to all students and will be monitored by staff.

If a student has a religious accommodation, such as a special diet or exemption from center activities or rules for religious reasons, these requests should be made to the center director. If this request is denied, the reason for this is explained and a process to appeal this (to the corporate office and then to the Department of Labor, if needed). Center staff will keep records of any denials.

The center does not discriminate against or favor any student on the basis of religion or religious belief or lack thereof. This requirement does not preclude Job Corps centers from accommodating religion or religious belief (e.g., permitting exemptions from certain Job Corps center rules for students based on religious reasons) nor does it require Job Corps centers to give similar treatment or exemptions to students who desire “accommodations” for reasons unrelated to religion or disability. Supervision will be provided for on-center religious activities to maintain good order and discipline, so long as Job Corps centers do not rely upon the religious (or nonreligious) nature of an activity, or student gathering, in choosing which activities or gatherings to supervise.

Prohibited Activities – regardless of religious motivation, the following is not allowed:

- Acts of violence
- Animal sacrifice
- Performance of curses, hexes or other rituals or actions intended to harm others
- Public nudity
- Acts of self-mutilation or infliction of bodily harm
- Use or displays of weapons
- Exclusion by race, ethnicity, color or national origin
- Sexual acts
- Use, possession or sale of controlled substances, being under the influence of, using or possessing narcotic drugs, hallucinogens, marijuana, barbiturates or amphetamines; use of alcoholic beverages or under the influence of alcohol
- Possession of Unauthorized Goods
- Coercion or harassment of anyone based on religion or lack thereof
- Religious organizations must be treated on an equal basis with any other organization that participates in Job Corps programs.

## **Sexual Harassment**

Sexual Harassment is any verbal or non-verbal action directed from one person to another that has the effect or intent of sexually demeaning or intimidating the other person and./or creates a hostile environment. Sexual harassment training is conducted during the first week of CPP (career preparation period).

Examples of Sexual Harassment are as follows:

- Unwelcome sexual advance(s)
- Request(s) for sexual favors
- Sexually offensive remark(s)
- A sexual gesture(s) or other communication(s) of a sexual nature that contribute

to an intimidating, hostile or offensive environment

- Depending on its severity, a single incident may constitute sexual harassment
- Harassment does not have to be sexual in nature however, it can include offensive remarks about a person's gender including behavior, comments, jokes, slurs, email messages, pictures or other conduct that contributes to an intimidating or offensive environment.
- Sexual harassment may occur between males and females or between members of the same sex

If you believe that you have been the victim of sexual harassment, contact the center's Equal Opportunity Officer and/or Student Personnel Officer.

## **Bullying**

To reiterate the lack of acceptance of bullying as noted in the student Standards of Conduct, the center does not tolerate bullying. Bullying is a level II offense and is subject to a Fact-Finding Board where there is a presumption of discharge from the program if found guilty.

Bullying is defined as:

- Making repeated (2 or more instances) communications with the intent to threaten or hurt another person mentally or emotionally, including statements made orally, in writing or via email, blog, text or social media
- Making discriminatory remarks or ethnic slurs
- Performance of curses, hexes, or other rituals or actions intended to harm others

## **STUDENT GOVERNMENT and STUDENT LEADERSHIP**

Student Government Association (SGA) consists of an Executive Board which is voted in by the student body twice a year – in February and September. The SGA are the students' representatives and speak for the student body. The SGA Executive Board meets at least monthly with the Center Director. During this meeting, student concerns are heard and solutions to problems or concerns are proposed and resolved. Many items the student body brings to center administration are taken care of and/or changes made to improve the operation of the center for staff and students. Each Job Corps program is governed by rules and regulations (Policy and Requirements Handbook, or PRH) and if a proposed idea or solution fits in the 'rules' it is done.

The center has a staff designated as SGA Coordinator that serves as the staff leader for the SGA. This staff arranges for the elections, coordinates and provides training for SGA and all center leaders, coordinates staff/SGA committees and ensures the SGA Constitution and rules of operation for SGA are in place, signed and followed. SGA students are expected to have exemplary behavior, progress and attitude as a student leader who often not only represents the student body, the center and the Job Corps program. SGA students are often asked to represent the center in community relations activities that includes volunteer activities, speakers at various events to positively promote the center and Job Corps program, and meet with elected officials, both local and national. SGA students present at graduations, weekly business meetings and participate in the weekly center management meeting. This becomes wonderful training and experience for the students to be exposed to a variety of situations and people that will serve them well in the future in the workplace. Every student is encouraged to participate in leadership, leadership training and potentially interact with community entities and employers that may very well hire them in the future.

SGA further consists of dorm leaders, student ambassadors, and safety cadets. The SGA Committee meets weekly in conference room 10 at a time designated by SGA president. Each SGA member chairs a committee that has student representatives that meet with staff department heads at least monthly to discuss issues, ideas, suggestions, solutions to problems etc. in those specific areas. These committees include:

- Recreation
- Residential/Community Living
- Wellness
- Diversity
- Student Ambassadors
- Safety Cadets
- Food Services

- Non-Residential

The SGA Executive Committee also holds ‘town hall’ meetings open to all students to voice their questions, concerns or comments requesting SGA to help make suggestions for change. Times and places of this meeting are posted in recreation and residential buildings.

The student leader committees meet weekly.

Student Government Association responsibilities include, but are not limited to:

- Administering the Student Benefit Fund
- Maintaining a working relationship with the Recreation Department to provide on center leisure activities for students
- Coordinating fundraisers on campus
- Hosting events and activities on center for students and staff
- Proposing changes to center rules and effect change by participating in center committees
- Managing the SGA store efficiently and effectively along with on and off-center community service projects.

## STUDENT BENEFITS

### What are student services?

Student services are provided by the student records department. Staff are responsible for maintaining documents for every student on center. When you were selected to attend the Job Corps center, your electronic file was sent to the records department to confirm arrival dates. During your stay at Job Corps, every time you have an increase in pay, receive bonuses, or complete your trade and/or education, your electronic file is updated with everything that happens to you.

- **Student Living Allowances:**

<b>Paid Days – (1-182)</b>	\$45.00 (Minus taxes & other deductions)
(183 +)	\$70.00 (Minus taxes & other deductions)

- **Arrival Pay -** \$25.00 (one - time payment only)

- **Allotments – For students with children (payment to childcare provider)**

Student Contribution - \$5	Government Match - \$25	Total Check - \$30
Student Contribution - \$10	Government Match - \$50	Total Check - \$60
Student Contribution - \$15	Government Match - \$75	Total Check - \$90

**To start the allotment, you must bring the following information to the records department during walk in hours (lunch and after-school):**

**Child's Information Needed:**

Copy of child's birth certificate and social security card

**Caretaker's (person receiving the check) Information Needed:**

Full name and address with the phone number. The relationship of the person to the child.

- **Transition Pay:**

No HSE/HSD – No Vocation Completed	\$0.00
Graduate with HSE or HSD Completion Only	\$200.00
Graduate with CTT only	\$500.00
<b>Graduate with HSD and CTT Completion</b>	<b>\$1,200.00</b>

50% of Completion Check = Complete Trade/ Education without obtaining employment prior to separation. The remaining amount of your check will be provided to you by your Career Transition Specialist within 6-8 weeks from your separation date.



90% of Completion Check = Complete Trade/Education and obtained verified Full Time Employment within his/her trade, enlisted in the Military, enrolled in college, attend **and** complete Advanced Training, and/or AmeriCorps

To exit the program with 90% of the transition pay (minus taxes and deductions) you must meet one of the following requirements:

1. You have verified employment – JTM (Job Training Match)
2. Verified enrollment in a higher learning institution
3. Verified enrollment in the military, AmeriCorps.

**\*\*\* The remaining 10% will be mailed 6-8 weeks after your completion date to address provided in CIS.**

## CLOTHING

- **Clothing Allowance**

Issuance of student academic/CPP uniforms is charged to the First Clothing Allowance.

First Clothing Allowance	\$100 (requires minimum 30 days length of stay)
Second Clothing Allowance	\$125 (for projected graduates only; may issue within 90 days of projected graduation)
AT Clothing Allowance	\$100 (available at time of transfer)

### What can I purchase with my clothing Allowance?

Remember, Job Corps is a training center to teach you employability skills.

The following items are appropriate to purchase on your clothing allowance trip:

- Dresses
- Slacks
- Blouses/shirts
- Sweaters
- Pajamas and robes
- Underwear and bras
- Suits and jackets
- Shoes and slippers
- Coats
- Boots
- Ties
- Pantyhose
- Socks
- Belts/suspenders

### Things that I can't purchase with my clothing allowance?

- Make-up
- Stationary
- Jewelry
- Sanitary needs

- Deodorant
- Jeans
- Food and candy
- Radios
- Televisions
- Tape players/CD's
- Shampoo
- Toys
- Towels/bedding
- Sunglasses
- Tobacco/Cigarettes
- Alcohol

NOTE: Your clothing allowance is intended to assist you to increase your personal wardrobe. For future employment, you are only allowed to buy things for yourself, not other family members, friends, boyfriends, or girlfriends.

### **Do I need to buy clothing for my trade?**

You will be issued appropriate clothing for your trade at no charge upon entrance into trade. Students will be responsible for paying for a new uniform if the current uniform is defaced or not being worn during the training day.

## ACCOUNTABILITY

Each morning the RA will wake you up so you can get ready for the day, complete your room and dorm duties, and sign out.

**Wake-up calls** are as follows:

Monday, Tuesday, Thursday, Friday	7:00 a.m.
Wednesday	8:30a.m.
Saturday and Sunday	1:00 p.m.

### Why do I have to sign in, in the morning?

Monday through Friday morning you must sign the morning accountability roster (MAC Sheet) by 6:30 am and on Saturday and Sunday you must sign by 1:00p.m.. This sheet establishes you are here so that you receive credit for being present, like a timecard, and lets the government know you are present for duty and that you earn your living allowance for the day.

As noted in the handbook above, students returning from leave or unauthorized absences, must sign in at the security office no later than two hours after the start of the training day to be counted present for duty for that day. If you arrive more than two hours after the training day without a verifiable excuse, you will be marked as an Unauthorized Absence (UA) for the day and you will still be expected to attend scheduled classes and activities. You do not earn a living allowance for that day and the daily amount will be deducted from your next living allowance payment.

### Minor student 2 hour sign-in

The center must maintain accountability of the whereabouts for all minor students (under 18 years old). During the training day and assigned Evening/Weekend Studies Program, all students are assigned to classes and their whereabouts are known if they attend as scheduled. During all other times after the established wake-up time on weekends and holidays and after classes have finished up through curfew, each minor student is obliged to return to the dorm each 2 hours to be accounted for – check in with the residential advisor and be counted as being present. If the minor is on a recreation trip, they are accounted for as they have signed out at the security gate and are under the supervision of staff.

### When is curfew?

Each night there is a designated curfew. This means you need to be inside your dorm and ready for roll call. The curfews are enforced to ensure that each student is on center, safe

and accounted for. In addition, students must complete activities, such as showering, doing laundry, making phone calls, and ironing before the curfew.

Curfews are as follows:

	<i>MINORS</i>	<i>ADULTS</i>
<b>Sunday-Thursday</b>	9:00 pm	9:00pm
<b>Wednesday</b> <i>Environmental Clean up</i>	6:45 pm	6:45 pm
<b>Friday &amp; Saturday</b>	12:00am	12:00am

***Lights out for all students on Friday & Saturday at 2:00am.***

## What is bed check?

Bed check is a system of student accountability. Once lights-out is in effect, students should be in their beds, quiet and with the lights out. The RA checks each room to ensure that each student is in his or her bed safe and accounted for. Bed checks occur as follows:

<b>Sunday – Thursday</b>	<b>3 - 5 times nightly</b>
<b>Friday &amp; Saturday</b>	<b>3 - 5 times nightly</b>

## May I take time off from Job Corps?

Some of the typical leave categories are below:

Leave Type	Uses	Criteria	Criteria/Limitations
<b>Administrative Leave with Pay</b>	Center Closure for Emergency	Absences due to:	<ul style="list-style-type: none"> <li>• Shall not exceed 5 training days within any consecutive 6-month period.</li> <li>• Must be verified by attending physician, hospital authority, government authority, or court official with the exception of H1N1 influenza symptoms. Students exhibiting H1N1 influenza symptoms do not require third-party verification for use of this leave category.</li> <li>• Verification obtained from phone calls is allowed if the following information is obtained and</li> </ul>
	Illness or Injury of Child	<ul style="list-style-type: none"> <li>• Center closure for emergency conditions.</li> <li>• Securing medical/dental treatment as concurred by center health staff.</li> <li>• Subpoenaed court appearance</li> </ul>	
	Illness with Symptoms of H1N1 Influenza	<ul style="list-style-type: none"> <li>• Temporarily housed off center as a precaution against harm or injury to self.</li> </ul>	
	Life-Threatening Illness/Injury	<ul style="list-style-type: none"> <li>• Life-threatening illness or injury to immediate family (mother, father, spouse,</li> </ul>	

Leave Type	Uses	Criteria	Criteria/Limitations
	Life-Threatening Illness/Injury	grandmother/father, child, sister, brother, guardian, sole living blood relative, someone acting in lieu of parents).	<p>documented on the CIS leave form: name of contact person, title, and phone number, date of contact, and name and address of the facility.</p> <ul style="list-style-type: none"> <li>Regional Offices can authorize an additional 5 training days for students who have extenuating circumstances. Documentation and regional approval must be maintained in the student's permanent record.</li> <li>Regional Offices can extend the number of training days under this leave in the case of emergency center closure.</li> </ul>
	Securing Medical Treatment	<ul style="list-style-type: none"> <li>Serious illness or injury to a student's child.</li> <li>Illness with symptoms of H1N1 influenza, including fever, chills, sore throat, coughing, and muscle pain.</li> </ul>	
	Subpoenaed Court Appearance		
	Temporarily Housed Off Center		
<b>Bereavement Leave</b>	Bereavement	Death in immediate family (mother, father, spouse, grandmother/father, child, sister, brother, guardian, someone acting in lieu of parents).	<ul style="list-style-type: none"> <li>Not to exceed 10 training days per the prior 12-month window of time.</li> <li>Must be verified by attending physician/hospital, funeral director, American Red Cross.</li> <li>Verification obtained from phone calls is allowed as long as the following information is obtained and documented on the CIS leave form: name of contact person, title, phone number, date of contact, and name and address of the facility.</li> <li>Verification must be obtained within 1 working day after the leave request.</li> <li>Must be authorized by CD or designee.</li> </ul>

## UA- Unauthorized Absence/Distance Learning

In accordance with PIN 20-18, and the need to provide flexibility during this challenging time, students in distance learning may complete their required hours or coursework at any point during the week, calculated from the preceding Monday through Sunday evening.

**Students in distance learning have accrued the equivalent of thirteen UA days, the center will separate the student on that Monday.**

<b>Number of Hours Missed</b>	<b>Equivalent Number of UA Days</b>
Up to 5 hours missed	1 UA
6-8 hours missed	2 UAs
9-11 hours missed	3 UAs
12-15 hours missed	4 UAs
More than 15 hours missed	5 UAs

### **Class Absences- On Center**

It is expected each student attends all scheduled classes, appointments, Evening/Weekend Studies Program activities/classes. It is a basic expectation of an employer that an employee shows up on time and works throughout the scheduled time to work. That is the same for all Job Corps students – if you cannot attend a class in Job Corps you won't be where you are supposed to be, doing the things you are supposed to do at work. That will get people fired.

Each time a student 'skips' or is absent from class, they are held accountable through an increasing accountability system:

1. Instructors will take attendance within the first 5 minutes of the class period start time.
2. If a student is marked 'absent' from an assigned class, the Instructor will e-mail their Supervisor/Manager and the Scheduling Clerk immediately with the name of the student and the period the student is absent from.
3. Upon receiving the e-mail the Scheduling Clerk will verify the student's duty status is Present for Duty on Center and that no pass has been entered in CIS for this timeframe.
4. If the student's duty status is anything other than Present for Duty on Center or a pass has been entered to cover that time frame, the Scheduling Clerk will respond to the email and let the Instructor and their Supervisor/Manager know it is not an unexcused absence.
5. If absence is unexcused the Scheduling Clerk will make an effort to locate the absent student.
6. When a student is located the staff member is to notify the Scheduling Clerk.
7. Daily the Scheduling Clerk will print a Student Class Absence Reports for each student that has an unexcused absence that day. These Student Class Absence

Reports are to be handed out in dorm meetings. And unexcused absences can be cleared by having the staff member the student was with at the time of the absence sign and circle Y. This form is to be returned to the Scheduling Clerk to excuse the absence in CIS within 3 training days.

8. If a student has four or more unexcused absences in a one week, SPO will issue a Minor Infraction.

9. If a student has four or more tardies, as defined by 4 minutes or less late to a scheduled class, within one calendar week, SPO will issue a Minor Infraction. If a student has three or more unexcused absences, defined as five minutes or more late to a scheduled class, progressive discipline measures will be implemented. A first tardy offense and first absence offense will be considered an Intervention in case notes, recorded in CIS by the instructor or staff member. Each subsequent tardy or absence will be a numbered Verbal Warning, recorded in CIS by the instructor or staff member. The compilation of four or more tardies or absences will result in a Minor Infraction, as issued by the SPO office in accordance with the Progressive Discipline policy.

These steps match what typical employers do through their progressive discipline systems.

## FOOD SERVICE

The food service department seeks to provide nutritious, nourishing, well-balanced and appealing meals in an atmosphere that pleases each student. We serve over hundreds of meals per day with an emphasis on customer service. To that end, our current mealtimes are as follows:

Day	Breakfast	Lunch	Dinner
Monday - Friday	7:00 am – 7:45 am	1 <sup>st</sup> 10:50am- 11:47pm 2 <sup>nd</sup> 11:50am- 12:47pm	5:00 pm – 6:30 pm
Day	N/A	Brunch	Dinner
Weekend/Holiday		11:00 am – 1:00 pm	5:00 pm – 6:30 pm

## FINANCE DEPARTMENT

Open hours are Monday - Friday:

Morning Break, both Lunch Periods, Afternoon Break, 3:30pm. – 4:45pm or by appointment

**Does finance cash personal checks?**

Only cashier's checks from banks and money orders up to \$100 will be cashed.

**When do we receive our living allowance?**

A living allowance will be provided to students for hygiene and personal needs. The living allowance is issued every other Friday electronically to your student debit card provided to you by the center.

**Do I pay taxes while in Job Corps?**

Yes, you pay taxes. Medicare and social security taxes will be deducted from all monies you receive, including the value of the transportation you receive for breaks and other leaves. You will not have income taxes deducted; however, you will be required to complete a W-4 form upon enrollment, and you will receive a W-2 form at the end of the year showing what you paid in. Unless you had a job before entering Job Corps or are working while in Job Corps, your income for a complete year is not enough to be taxable, but you will be required to file a Federal Income Tax return at the end of the year.

**May I open a savings account?**

Yes! The account has no service fees and it pays no interest. The savings program helps you save your money and keep it in a safe and secure place. Only you have access to your savings account and you always receive a receipt for every savings transaction.

**Work-Based Learning and Leisure Time Employment Jobs**

To assist in the transition process where most students need funds for transportation, housing and to obtain other necessary items for being independent after graduation, all students are required to save 80% of their net earnings from employment. If there are pressing and ongoing financial needs, exceptions may be granted by the Center Director, but the primary objective is for each graduate to have adequate funds to be able to transition into their own housing and have proper transportation to be able to get to work. Do not ask to withdraw money to pay a cell phone bill and such items that should be saved for with the 20% from earnings and the bi-weekly living allowance.

**Voting Rights**

Job Corps encourages all students 18 years and older to exercise their right to vote. The center will plan for voter registration and transport students to local voting sites during local and national elections. Absentee ballots are provided to students when requested in advance. Students can register to vote with our WBL/ACT Coordinator. Whenever local and/or national elections are going on, the BCL hosts events to register to vote.



## **Telephone Usage**

Students may have periodic access to staff phones (such as residential advisor and/or counselor) when an immediate need occurs to contact family or conduct business necessary for continued enrollment in the program, job hunts and eradicating any barriers to transition/employment. Time is limited and based on availability of staff.

## **Transportation**

- Students will be responsible for their own transportation for personal leave time.
- The center will provide government paid travel for enrollment, re-admission, separation, transfer, bereavement of immediate family, winter break, paid administrative leave, present for duty off center and verifiable relocation.
- If a student is on personal leave prior to or after the end of winter break, the student is responsible for transportation to or from the center.

## RESIDENTIAL/COMMUNITY LIVING

The dormitories are shared facilities that are kept clean by each student assigned to that dorm – students are considered as living in the small community where each community member has responsibilities. A residential advisor, known as the RA, supervises each dorm. The RA will help you adjust to dormitory living, explain your responsibilities and dorm duties, model appropriate social skills and employability skills with you, focus on your development of CSS and promote teamwork in the dorms.

### What are dorm duties, and why do I have to do them?

Dorm duties are extremely important. In Job Corps, each student is responsible for making his or her bed, keeping his or her room clean every day, and completing assigned dorm duties. Each room will be checked by an RA daily and given a score. Personal hygiene and dorm cleanliness are essential in providing you with a safe and clean environment you can be proud of. If you are unsure about what your dorm duty is or how you do it ask the RA or a student dorm leader; they are there to help you. Each dormitory is provided with cleaning supplies. These supplies are used for dorm duties only and must never be kept in your room or locker. Dorm duties will also include the cleaning and maintenance of the areas outside the dormitory – including making sure there is no trash, weeds in landscaped areas are pulled and the impression a new student or guest to the dormitory has is that this is a clean and well-maintained area occupied by proud students.

### How do I know what my dorm duties are?

The Residential Advisor will post weekly rotating cleaning duties. It is posted every Thursday and starts the following Sunday.

<b>DAYS</b>	<b>TIMES TO BE COMPLETED</b>
<b>Monday – Friday</b>	Morning: Common areas 7:00am
<b>Monday – Friday</b>	Morning: Dorm Rooms 7:00am
<b>Sunday – Thursday</b>	Evening: All duties 9:45pm
<b>Saturday &amp; Sunday</b>	Morning: All duties 1:15pm

Dorm duties are assigned by the RA to students on a weekly rotation schedule. Every Sunday evening you will receive a new assignment; this duty will last until Friday morning. You are responsible for completing that duty by a specific time every day. On Friday evening you will be assigned weekend duties unless you are on approved leave or weekend pass. Major cleanup or environmental clean-up takes place every Wednesday which means General Inspection (GI)– students stay in and complete a major clean-up of their rooms, lockers, drawers, and all common areas, including outside the dormitory. Directions will be

given by the Residential Advisor (RA) and Dorm Leaders. Rooms, lockers, and drawers will be inspected by the Residential Advisor.

### **May I have visitors in my room?**

No. Only students assigned to the room may enter the room unless permission is granted by the Residential Advisor (RA). Residential staff will enter the rooms throughout the day and night for safety and security checks.

### **May I go back to the dorm during class time?**

No. Each dormitory is locked at 7:15 a.m., Monday through Friday. This ensures that each student's belongings are secure and protected. Returning to the dormitories during class time is for emergencies only.

### **May I smoke or vape in my dorm room or dorm?**

Students who are 21 years of age or older are not allowed to make tobacco purchases for any student under the age of 21. **Students under the age of 18 are not allowed to smoke anywhere on center.** However, students 18 and older are allowed to smoke in the designated smoking area on center which is the gazebo in front of Robinson Dorm, the gazebo by MSK Dorm and behind CPP Building during Training day hours. **E-cigarettes, black and mild and vaping are not allowed on center at any time.**

### **Phone usage?**

Cell Phones may not be used during the training day (8:00am-3:30pm) except during your assigned lunch time and/or break time. After the training day, cell phones can be used until lights-out. If you do not have a cellphone, your RA's phone is available during limited time and based on availability each week.

### **Where do I pick-up my mail?**

Student mail is available in Tydings Building between 4pm and 5pm Monday through Friday. A mail list will be forwarded to each dorm and will be available on the bulletin board.

## Where do I do my laundry?

Washers and dryers are available in each dormitory free of charge. Detergent is provided. All laundry must be completed by 8:30p.m. (Monday through Thursday, excluding GI night on Wednesdays), and 11:00pm (Friday and Saturday).

Day	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Times	8:30am - 4:30pm	4:30pm- 8:30pm	4:30pm- 8:30pm	4:30pm- 8:30pm	4:30pm- 8:30pm	4:30pm- 11:00p m	11:00am- 11:00pm

## Why do I have to inventory my belongings all the time?

Student belongings are inventoried upon arrival and at any time you receive a new item. Students are responsible for notifying their RA each time a new item is obtained outside of the regular monthly check. This protects each student in the event of a Tort claim (explained later) or loss due to fire, etc.

## Student Vehicle Policy

Non-residential students can travel to center in their own personal vehicles if they choose to do so. The non-residential student must provide a copy of his/her updated car insurance and provide the keys to the security officer at the front gate. Students are not allowed to transport other students in their personal vehicle. The vehicle can be parked in the visitor area at the gate. Residential students are not allowed to bring their personal vehicles onto the center.

## What happens if I don't come back to the center?

After you have been Unauthorized Absence or UA for 24 hours, your belongings may be packed by your RA and your room may be assigned to a new student at the discretion of the Social Development Director. After 6 consecutive training days in UA status you will be separated from the Job Corps Program. The separation is effective by 10 am of the 7th training day. If you accumulate a total of 12 UA days in a 6-month period, you will be automatically separated effective by 10 am of the 13th training day.

**How do I receive my personal belongings left on center?**

To get your personal belongings: you must contact the Social Development and give them your current address and phone number, so arrangements can be made to ship your belongings to you. It is important for you to take all your belongings with you upon your departure. However, additional luggage/boxes will be shipped to the address provided in CIS.

**Hands-On activities to practice the Career Success Standards?**

- Every 60 days, the instructional staff and residential staff evaluate the student on their mastery of CSS in the form of an evaluation as part of the Evaluation of Student Progress. The objective is to have every student prepared to be successful in the workplace
  - students are given a grade ranging from 1-5 (1 being low 5 being high) based on observed behaviors and actions.

Groups are conducted by the counselors to help students strengthen their Career Success Standards.

## RECREATION DEPARTMENT

The Whitney M. Young Jr. Job Corps recreation center offers a variety of indoor and outdoor activities. The recreation department offers diverse programming to keep students engaged after the training day, on weekends, and holidays. Students are surveyed quarterly to ensure that we are providing activities that students have interest in. Activities may include but are not limited to:

Basketball	Flag Football	Bingo
Fashion Show	Checkers	Video Game Tournaments
Roller Skating	Miniature Golf	Bowling
Local pro team games	Laser Tag	Board Games
Pool Tournaments	Swimming	Poetry Slam
	Talent Shows	

### Recreation Center

The fitness facility offers a variety of recreational, and fitness activities.

- Gymnasium which houses a regulation basketball court, weight room.
- Student Store - managed by Student Government Association
- TV Monitors- game room.
- Music Room - equipped with drums, guitar, keyboard, and audio equipment
- Theater Room - movie nights
- Art and Craft Room - painting, drawing
- Board Game Room - Chess, Checkers, etc.

### Team Sports

The center may participate in local leagues with competition available in:

- Basketball
- Soccer
- Flag Football
- Volleyball
- Others may be considered

### Leisure Time Learning/Evening/Weekend Studies Program

The Leisure Time Learning program at the Whitney Young Jr. Job Corps Center offers students fun interactive games and activities that help students enhance their math, reading, and comprehension skills. All students are expected to participate in 7 hours in the

Evening/Weekend Studies Program. Activities range from homework, studying, participation in groups and other learning activities. This is a DOL mandate and it helps prepare students for life-long learning. Non-residential students can participate in on-center activities, either recreation or EWS programs or do these activities at home.

## Recreation Leaders

Leadership is encouraged throughout the Whitney Young Jr. Job Corps Center and the recreation area is always in need of sound recreation leaders to aid the recreation staff in maintaining a positive culture and assisting in leading activities. All recreation leaders must take Leadership 3 class and meet bi-weekly.

### Recreation Center Hours:

Day	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Times	12pm - 6:30pm	4:00pm - 9:00pm	4:00pm - 9:00pm	4:00pm - 9:00pm	4:00pm - 9:00pm	4:00pm-11:30pm	2:00pm-11:30pm

## Water Safety Training for Students

Students shall watch a water safety video. This is protocol for all students prior to participating in any water activities on/off center. During the video training session, recreational staff will provide additional training and training materials relating to water safety. This material will assist in equipping the students with basic water safety survival skills and knowledge to make the student reasonably safe while participating in any recreational water activity. The recreation staff shall be trained in first aid and CPR. Students will be encouraged to take additional swimming courses and practice during leisure time. Water safety and swimming proficiency tests will be given to all students, Students shall be reminded that alcohol, drugs and recreational water activities do not mix and is a serious life-threatening issue.

## WELLNESS DEPARTMENT

The philosophy in the health and wellness department is that your health is the most important asset you own. Without it, nothing else matters. It is your responsibility to reach your optimum level of good health. Remember to bring a pass, sign in at the desk, and have a seat. The staff will notify the appropriate person you are to see. We need you to bring your ID with you to be seen in the Health and Wellness Center.

### Wellness Hours

By Appointment Only

Dentist & Hygienist

Tuesday	Wednesday
7:00 am – 12:00 pm	7:00 am – 12:00 pm

### Sick Call

**If you are in class:** do not call from class or leave without your instructors' permission.

**If you are home:** student or minor's guardian must call before 8:30am.

**Appointments:** must be arranged and confirmed to be excused from the training day.

Except in case of an emergency, **students will not be seen during class time or break time without a call from your instructor.**

A cursory or quick check is provided upon arrival on center by a member of the Health and Wellness staff.

The dentist will examine you at any time upon your request. At that time, you will be classified according to your dental needs. Students with the greatest need for care will be seen first. The following treatments are provided to students: exam, x-rays, cleaning, filling/restorative, and extractions. Braces are not provided on center. Any additional needs may be referred off center at the discretion of the center dentist.

You may request an appointment with the center mental health consultant through your Career Counselor or the Health and Wellness Center.

If you have medical/mental health concerns, we may request that your records be sent to Job Corps. All medical records are **CONFIDENTIAL**.



## Mental Health Program

The mental health program provides assessment, support, diagnosis and referrals to students with mental health concerns. Requests for mental health services can be made through the student's Career Counselor or through the wellness center staff. Services are available:

### Mental Health Services

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
9:00 AM- 4:00PM	9:00 AM – 4:00 PM	9:00 AM – 4:00 PM	9:00 AM - 4:00 PM	9:00 AM- 4:00 PM	7:00 AM- 3:00 PM

## Family Planning Program

This program includes counseling, health promotion activities and medical services. Pregnancy program education and prevention services are available. The family planning program coordinator is the Wellness Director.

## Sexual Assault Response Team (S.A.R.T)

The Sexual Assault Response Team (S.A.R.T.) is a multi-disciplinary team developed to improve services to victims of sexual assault. The team is composed of the: Center Director, Social Development Director, Health and Health and Wellness Director, Student Personnel Officer, Student Support Manager, Safety and Security Manager, Center Mental Health Consultant, and Residential Living Supervisor.

The benefit of the S.A.R.T. is the ability to provide a full range of comprehensive services to victims who have decided to report a sexual assault.

If you are a victim and you have been sexually assaulted (either on or off center), please contact Security, Health and Wellness or any staff member immediately in which the staff member will notify a member of the S.A.R.T. If you are a minor, your parents will be notified of all information shared and discussion/decision of next steps.

## Disability Program

Provides individualized and coordinated services/accommodations to students with special needs through an array of services that may be used throughout the students stay within Job Corps. The Disability Coordinator will meet and evaluate students suspected of having a disability. Once students are found to have a qualifying disability, Job Corps must provide

them with the necessary services and resources to meet their unique needs. The goal is to help the students make progress in school.

All qualified and confirmed accommodations will be noted in the computer system so that all staff may be aware of his/her needs and ways to better assist in the personal and professional development of the student.

The Disability Coordinator provides early interventions in which students are met with during his/her 1<sup>st</sup> week of their stay to discuss or address any known matters.

## **Disability Accommodations**

Reasonable accommodations will be made for students with disabilities in accordance with Section 188 of the [Workforce Innovation and Opportunity Act of 2014](#), [Section 504 of the Rehabilitation Act of 1973](#), and their implemented regulations.

## **Support for Students with a Disability**

The Whitney M. Young Jr. Corps Center program is an equal opportunity and non-discriminatory education and training program. All eligible applicants and students are afforded an equal opportunity to participate in all the benefits that Job Corps has to offer. Job Corps is an inclusive program and all students learn together regardless of disability status.

## **Are you an individual with a disability?**

A disability is a mental or physical impairment that substantially limits one or more major life activities.

A mental or physical impairment could include:

Learning disabilities, AD/HD, depression, bi-polar, severe diabetes or asthma, paralysis, autism, certain vision or hearing impairments, etc.

Major life activities could include:

Breathing, learning, talking, walking, working, caring for oneself, etc.

Students with a disability may qualify for reasonable accommodation support while in the Job Corps Program. **Just ask.**

## **Why Disclose Your Disability?**

The main reason for disclosing a disability is to ensure support is provided to participate successfully in the Job Corps program. Examples of such are extended time for testing, breaking down steps to a task in trade, etc.

## **What are Reasonable Accommodations?**

Reasonable accommodations provide different ways for individuals to take in information or communicate their knowledge. The changes don't alter or lower the standards or expectations but level the playing field. Some examples of accommodations are:

- Test questions read out loud
- Enlarged print
- Extended time on tests and assignments
- Use of computer for writing, spell check, etc.
- Use of highlighters to remember key words
- Calendar or graphic organizer
- Additional time to get to and from class
- Preferential seating to reduce distractions
- Flexible schedule for required appointments
- First floor dorm room

## **Reasonable Accommodation Support**

If students did not request accommodations during enrollment, requests can be made at any time while you are enrolled at Job Corps. Each center has a disability coordinator. This person will be able to assist you with the process of requesting reasonable accommodation. The process may include the following:

- Completing the request for accommodation form (you can get a copy of the form from the disability coordinator who can assist you with completing it, if necessary)
- Providing documentation of your disability unless it is an obvious disability (examples of documentation are IEPs, Vocational Rehabilitation documents, medical documentation)
- Meeting with disability coordinator(s)/reasonable accommodation committee to review documentation and discuss possible reasonable accommodations
- Creating an accommodation plan with the reasonable accommodation committee

If you are unsure if you qualify for reasonable accommodation, talk with the disability coordinator. If you need extra help or support while attending school, you may be eligible to receive accommodations at Job Corps.

## **Other Specialized Programs**

Other specialized programs in the Wellness Center are weight reduction, hypertension, diabetes, asthma and epilepsy. Come and see us if you need assistance in any of these areas

**If you call 911 or seek medical attention off center without the approval of the wellness center, you will be responsible for payment of these services.**

**The center is not funded to cover all student medical costs.** Job Corps does not carry insurance for students. All students are encouraged to apply for insurance if they do not already have insurance. If assistance is needed with this process, the wellness staff are happy to help.

**If you have a medical issue beyond our scope you will likely receive a medical separation – this separation may be only until you have solved your medical problem, or you may have to reapply to Job Corps after one year.**

## **Trainee Employment Assistance Program (TEAP)**

The goal of the T.E.A.P program is to resolve short-term problems and assist to avoid long term problems that may hinder employability, work performance, school advancement, medical matters, legal assistance, behavioral and substance abuse issues.

The T.E.A.P. program offers counseling, referrals and resources to aid all students during their stay within Job Corps.

### **Mandatory Referrals**

Several students will be mandated to attend T.E.A.P sessions with the T.E.A.P. specialist when a substance abuse problem is suspected or noted. The T.E.A.P. specialist provides articles, tests, videos on many different topics, and face to face interventions as needed. The program lasts for six weeks.

It is also encouraged that students participate in the H.E.A.L.S. program so energy levels are increased, students are actively involved and engaged.

## **Tobacco Use Prevention Program (TUPP)**

The Tobacco Use Prevention Program provides resources and assistance to all students regardless of age for development, enhancement, and initiatives to prevent death and disease from tobacco use and secondhand smoke exposure.

The program focuses on three priority areas:

- Preventing the initiation of tobacco use among young people
- Promoting quitting among tobacco users of all ages
- Eliminating nonsmokers' exposure to secondhand smoke

Whitney M. Young Job Corps Center provides a smoke-free, tobacco-free environment that prohibits the use of all tobacco products in center buildings and center-operated vehicles. The center has designated outdoor smoking areas located a minimum of 25 feet, or as required by state law, away from the building entrance.

Students are prohibited to sell tobacco products on center.

Adherence to federal and state laws regarding the use of tobacco products by minors. Minors who use tobacco products must be referred to the TUPP and will receive a negative incident report of continued actions.

## **SAFETY AND SECURITY**

The role of the safety and security department is to provide a safe and secure environment for students and staff while protecting the center resources. Following are safety expectations for students:

- The center Safety and Security department is located at the main gate entrance
- Students must follow center procedures and the directions of staff members in case of an emergency
- Students must not set off fire alarms or tamper with any fire safety equipment
- Students should mark all personal property.
- Always put all personal belongings in your room locker and keep it locked
- Students must sign/in out at the center's main entrance
- Family members may visit the dormitories with the approval of the center director.
- Student identification cards must always be in your possession.

### **Safety Pertaining to Elimination or Prevention of Hazards that may result in Injury, Illness, or Death.**

If a student would like to report unsafe conditions, the student may notify a Safety Cadet, Safety Manager, or Security Manager or any other staff member to resolve unsafe conditions.

(a) Overview of the Job Corps Occupational Safety and Health (OSH) program with emphasis on student roles and responsibilities, including but not limited to:

- (1) Occupational Safety and Health committee
- (2) Fire safety and prevention
- (3) Emergency action plan (including extreme/severe weather, evacuations, active shooter incidents, and terrorist threats)
- (4) Hazard communication, including Safety Data Sheets (SDS) and labeling
- (5) Applicable Occupational Safety and Health Administration (OSHA) standards (varies by work or training environment)
- (6) Safe work practices, including use of Personal Protective Equipment (PPE)
- (7) Reporting unsafe or unhealthful living and training conditions
- (8) Recreational safety, including water safety

(b) Reporting accidents, injuries, and illnesses (with emphasis on timely reporting); OSHA 300 Log; and OSHA 300A

(c) Work-based learning site safety, including reporting unsafe and unhealthy conditions, and accident and injury reporting requirements

(d) Preventing the spread of flu and other illnesses, and personal hygiene

**Security pertaining to center culture, personal comfort, and well-being. (Content of these items are included throughout this handbook)**

- (a) Center security procedures
- (b) Unauthorized goods (see page 60) and confiscation procedures
- (c) Zero Tolerance policy
- (d) Smoking policies on and off center (see page 49 of authorized areas to smoke in)
- (e) Off-limit areas on and off center
- (f) Protection of personal property and tort claims
- (g) Student vehicle policy
- (h) Security operations
- (i) Sign-in and sign-out procedures (passes and leave) and entry and exit procedures
- (j) Inventory of personal belongings
- (k) Identification cards
- (l) Phone calls
- (m) Mail procedures
- (n) Visiting procedures

**On / Off Center Restricted Areas**

On Center: Students must adhere to all unauthorized areas on campus after the training day. Academics Building, CPP, CTT and surrounding wooded areas are not prohibited.

Off center: all students must be accompanied by a staff member(s) for any activities, work, employment, interviews, medical treatment, shopping etc.

During on/off center activities under supervision: students are not allowed to visit and or lounge in areas that serve alcohol such as a bowling alley, sports bars or movie theater.

**Visiting Procedures**

Only staff/students/vendors are permitted entry onto center. Individuals who do not identify with any of the previously mentioned groups must have Center Director approval to be allowed entry onto center.

Parents/guardians can meet students at the front gate of Post, but are not allowed to enter any vehicle unless leaving center. Any students who pass the front gate and meet visitors are subject to have belongings searched once back on center.

**Unauthorized Goods**

The following unauthorized goods are not permitted:

- Firearms and ammunition
- Explosives and incendiaries

- Knives
- Homemade weapons
- All other weapons and instruments for which the primary use is to inflict injury
- Drugs, defined as any substance listed on any schedule of the Controlled Substances Act, including seeds and residue, except when the drug is possessed and used in accordance with a valid prescription, and drug paraphernalia
- Note: Under the Controlled Substances Act, no valid prescription can be provided for Schedule I drugs, including marijuana.
- Stolen property
- Alcohol
- Tobacco for minors
- Any other items that are illegal under state law or that could pose a danger to safety and security
- Flammable/ignitable material e.g. lighter fluid
- Wallet chains
- Bleach
- Black and Milds, blunts, cigarillos and any kind of cigar
- Bandanas of any color
- Clothing or articles advertising or promoting alcohol, drugs, racism, gang activity, sex or vulgarity
- Electronic or e-cigarettes, vape fluid or vape machines of any type
- Bluetooth speakers
- Coffee makers, hot plates, portable heaters
- Refillable lighters, e.g. zippo type.
- Cat Safety Chains, or similar

(\*All prescriptions must be maintained and distributed through the Wellness Center.)

If unauthorized goods are found, they are immediately confiscated by safety and security, and will ensure appropriate chain of custody procedures, policies are followed per PRH. If the item is illegal, it is provided to local law enforcement who may take further action. If the item violates the Standards of Conduct the student will be subject to the related disciplinary action and sanction. If an item is not one of the above, the student will be given the option to send the item home (cash on delivery) or the item will be provided to the student as they depart the center on home pass or leave or upon separation.

- Law enforcement officers are authorized to question and or interview students at the center.
- Before a student is released to a law enforcement officer or other legally authorized person, center security personnel will verify the officer's identity, and to the best of their ability, will verify the official's authority to take custody of the student.



- There are restricted areas on and off center. The areas are restricted/off limits to ensure your safety, protect you from being harassed or harmed in any way, and to promote good community relations.
- Do not cut through the woods and fields. If you do it, think about why you're doing it, and should you really be here?
- Never give out your locker key or pad lock key. Report thefts, fights, locker break-ins and any unauthorized act to the first available staff member.
- Safety is a priority at the Whitney M. Young Jr. Job Corps. The mission of safety is to ensure that you complete your day and leave in the same condition you arrived. Safety is as important in your career as it is when you are in your dorms, in the recreation center, or at home on pass. Keep safety in mind as you attend classes. The center Safety Officer and all staff members are available to help you with any safety concerns.
- A complete **Environmental and Health and Safety Orientation** will be conducted by the Safety and Security Department during CPP that covers:
  - Emergency Action Plan (severe weather, evacuations, terroristic threat etc.)
  - Fire safety and prevention – all students must immediately evacuate buildings upon hearing a fire alarm and never initiate a fire alarm unless there is smoke or fire
  - Hazard Communication, including SDS labeling (Material Safety Data Sheets)
  - Occupational Safety and Health Administration (OSHA) standards
  - Safe work practices, including the wearing of personal protective equipment (PPE) especially in the construction programs
  - Reporting unsafe or unhealthy living and training conditions
  - Work Based Learning site safety and conditions, including reporting workplace accidents and injuries
  - Prevention of spread of flu and other illnesses and personal hygiene
- Take the following steps to protect your health:
  - Cover your nose and mouth with a tissue when you cough or sneeze. Throw the tissue in the trash after you use it.
  - Wash your hands often with soap and water. If soap and water are not available, use an alcohol-based hand rub.
  - Avoid touching your eyes, nose, or mouth. Germs spread this way.
  - Clean and disinfect surfaces and objects that may be contaminated with germs like the flu.
  - Try to avoid close contact with sick people.
  - The CDC recommends a yearly flu vaccination that is available in the wellness.

- The Occupational Safety and Health Committee is comprised of appointed management staff and two students that were voted on by their peers (Members of SGA). The committee meets once a month to review the safety program. Discussions include injuries from the previous months and discuss ways to prevent those injuries in the future. Discussions are also held with ways to promote safety on center. If you have anything you want to bring to the safety committee see any member, Safety Officer, or a member of SGA.
- When you see a safety concern, report it immediately to a security staff or any staff. You may be eligible for one of the monthly safety incentives.

## Tort Claims

Job Corps may pay claims to students for lost, damaged, or stolen property up to a maximum \$300 when such loss is not due to negligence of the student. However, the student shall always be compensated for losses when they are the result of natural disaster or when the property is in the custody of Job Corps, which shall always be the case when the student is Unauthorized Absences. In the custody of Job Corps does not mean on the grounds, in your locker or on center somewhere. You must be gone on official leave (not weekend pass) or be UA after 24 hours and the center must secure your belongings to become responsible for your belongings.

Students should know that items that are stolen or lost or damaged when in their lockers, in their rooms **do not meet the criteria for reimbursement**.

Students should be fully aware of the policy that any lost, stolen, broken, misplaced etc. items **will not be reimbursed**.

**Job Corps is not an insurance policy and reimbursement will only occur if the center secures your property in an area different from where you normally have the item and the loss occurs at that point. If this is the case, the reimbursement process usually takes anywhere from 6-12 weeks. The student must have the item on their inventory.**

## Student Rights

Students have the right to appeal disciplinary action through the Center Director. The decision of the Center Director is final unless the student is discharged from the program. Upon discharge for disciplinary reasons the student is sent a letter or link which includes

the address of the DOL regional office to which an appeal of discharge can be made in writing, within 30 days.

### **Phase 4: Career Transition Period (CTP)**

Some students will need to spend about two weeks in transition class to obtain interviews and then exit the center on PDOC (Present for Duty Off-Center) status to obtain placement.

There are three levels of service to students who leave Job Corps. If you violate a Zero Tolerance standard, **you forgo any placement services or transition payments.**

The Career Transition Services contractor assigned to your home area provides the services as well as the center CTR Specialist, who are available to help you respond to the Quarter 2 (Q2) and Quarter 4 (Q4) surveys, which are to ensure that you continue to be placed.

**Graduate** – Receives assistance to obtain placement in jobs, the military, or further education and training for which you qualify for nine months after you graduate through:

1. Contact – Make direct contact with graduating students prior to separation to assess their needs, maintain direct contact with all graduates at least every 30 days during the service period to reassess their needs, and provide or arrange for placement and support services.
2. Needs Assessment – CTS provides each graduate, as needed, with an assessment of and assistance in updating resumes, improving interviewing skills, developing self-advocacy skills (for students with disabilities), and developing additional job search strategies throughout the Career Transition Services period.
3. Placement Services – Provide direct referrals to suitable job openings and/or educational and training opportunities for graduates in need of placement services.
4. Transitional Support - Help identifying and obtaining support services within the communities in which they work and live (e.g. housing, transportation, etc.) as appropriate, to ensure they can retain employment or continuing education.

It is the expectation of each student to respond to the CTS staff and to survey calls.

**Former Enrollees** – Are students who do not complete any aspect of the program but left after 60 days of enrollment. Former Enrollees receive the same services as graduates and are tracked and provided services throughout the 12 months after the Job Corps program. Note: the Q4 survey may occur after the 12 month period. CTS providers must maintain contact with Former Enrollees and provide placement services throughout their

eligibility period. Career Transition Services providers shall contact all assigned former enrollees at least every 30 days.

**Uncommitted Students** – These are students who leave the program before 60 days. No placement services for these students.

## Transition Pay

Qualification	Transition Pay
CTT completion	\$500
Both CTT and HSE/HSD	\$1200

Before you separate the program as a graduate, you will have the opportunity to obtain your transitional funds in your hand.

If you enroll with a HSE/HSD you will **not** qualify for the HSE/HSD transition payment and will only receive money for earning a CTT completion.

## Phase 5: Career

After you graduate Job Corps and learn everything you need to know about your field, you can finally launch your career and have a job that can provide you with a comfortable lifestyle.

Options: Military, Full-Time Employment within Trade, College/ACT, Advanced Training



## Identification Cards

### What is a Job Corps ID Card For?

You will always need to wear or have this card with you. Your picture will be taken the first week that you are on center. All students must have their ID Cards to depart and return to the center, to get paid, to go on shopping trips, to eat in the cafeteria, to attend recreational activities, to go on a week-end pass, and to go to class.

### What happens if I lose my ID card?

You will be charged \$5.00 for a replacement ID in which you will need to visit the Records Department in Tydings for further assistance.

## **INCENTIVE PROGRAM**

### **Why do we have incentives?**

Every community has its outstanding citizens and groups who contribute to the success of the community. Our community is the same as any other. We have outstanding students who deserve individual recognition for their efforts. There are also outstanding dormitories, sport teams, and groups of students who represent our center both on and off the center who deserve group effort recognition. Recognition is given in several forms, a smile or a pat on the back, or tangible awards, certificates, letters of commendation, trophies, plaques, gift certificates, special privileges, etc. Awards must be earned.

### **What kind of incentives can I receive?**

#### **POSITIVE REPORTS:**

You are encouraged to earn Positive Reports while you are here.

Positives are defined by the following standards:

- Staff observes desirable behavior and documents this on a positive report
- Students who are excelling in their academic classes or career technical educational trades
- Students who receive high TABE scores
- Students whose behavior has shown remarkable improvement in any area on the center
- Students who show outstanding leadership abilities
- Students who perform a “Good Samaritan Act”

### **What can I do with my positive reports?**

Positive reports are your documentation of providing a service to the center and to acknowledge that you are excelling in the Job Corps community.

## **Student Awards / Recognition Program**

The student awards/recognition program is held monthly during the all-student and staff assembly. The student awards/recognition program has several categories and special awards you may have the opportunity to earn outstanding in:

- Career Technical Trade
- Academics
- Social Development – residential and non-residential
- Career Services
- Perfect Attendance

## **Safety Student Incentive Program**

### **Construction Cluster/Health Cluster Monthly Safety Award**

A safety award for the trade of the month will be given out on a monthly basis for the trade that excels in exhibiting safe work practices while completing tasks.

The safety committee will vote monthly during the safety committee meetings. The contributing factors for being chosen as the winner will be:

#### **Construction Cluster:**

1. Monthly safety inspections
2. Weekly safety inspections
3. Injury and accident reports

The winning trade will receive a \$50 safety incentive reward to put toward anything of their choice.

#### **Health Cluster:**

1. Monthly safety inspections
2. Weekly safety inspections
3. Injury and accident reports

The winning trade will receive a \$50 safety incentive reward to put toward anything of their choice.

### **Monthly Safety Contest Award**

At the beginning of each month the center safety officer will present the monthly safety contest of his choice at the Monday morning business meeting, the students that participate have the opportunity of winning incentives on behalf of the safety department.

## DRESS CODE

Dress code standards are important for participation in any program or workers at any employer. Students learn to abide by the dress code to ensure they can do so after graduation in the workplace. The center has a **short** and **long** version of the dress code.

### Student Dress Code (short)

- No sagging pants. Pants must be fastened at the waist and belted.
- Uniforms must be worn during the training day.
- All clothing must be neat, clean, and free of any graffiti or markings. (one layer of clothing visible only)
- Clothing must be worn as intended – no rolled up pants, off shoulder shirts etc.
- Clothing/headwear must not be taken as gang related – colors, style, multiple students matching etc.
- All spandex, tights, and or leggings must be worn with long shirts.
- Clothing must not be revealing, torn, frayed or have holes
- Clothing that is revealing (short skirt length, low cut or open, exposed midriffs) and halter-tops, spaghetti strap tops, tube tops or other revealing clothing is not permitted.
- Clothing must be reasonably fitted and not oversized.
- No items hanging from clothing e.g. belt or pockets.
- No facial piercings – nose, eyebrow, chin, cheek, lip, etc.
- One set of earrings may be worn during the training day by males and females.
- No sunglasses inside buildings, unless prescribed by wellness staff.
- No head coverings (caps, hats, scarfs, etc.) inside buildings, unless used for career technical training safety and protection.
- All hats, caps must always be worn with bill facing forward and straight.
- Student IDs must be displayed all times
- Bandanas are not permitted at any time (worn or displayed or otherwise), except if approved by the career technical instructor for wearing under a safety helmet only.
- Wave caps/doo rags are permitted in the sleeping rooms and inside the dormitory only.
- Hair must be neat, always combed/brushed.
- Jewelry must always be modest and worn inside the clothing and cannot conflict with career technical training safety.
- Headphones, cellphones, radios, CD players, MP3 players, or other electronic equipment are not allowed during the training day (8:00am -3:30pm).
- Any item or issue of concern not addressed above will be given a final determination by the Center Director.

**Staff must also follow this code in conjunction with the corporate dress code.**

### **The Long Dress Code**

General Student Dress Standards:

We provide an overview of the student dress code standards in the student handbook in compliance with the PRH. An overview of the dress code standards is available in Appendix A. The Handbook shall reference the Horizons Youth Services Dress Code Policy for details regarding the policy.

1. Identification tag will always be worn.
2. Pants must be appropriate in size and worn at the waist at all times. Belts must be worn at all times with clothing that has belt loops. Belts must fit the waist.
3. Any time a uniform is worn, it should be tucked in regardless of time of day. Students may only wear untucked shirts after the training day is over. Students are not permitted to wear "Tall T" sized T-shirts. After the training day, no t-shirts shall hang below a student's fingertips (arms extended at side), there should not be another t-shirt un-tucked and hanging, the top layer is the only shirt allowed to be hanging.
4. No altered, cut off, mutilated, ripped, torn, with holes, or written on clothing will be allowed at any time. No wrinkled, dirty, shabby, tattered, or oversized clothing will be worn. Dress length must meet at the knee. Bras must be worn by females at all times outside of the dorm. Undergarments must be worn but must not be seen. Long Johns, when necessary, must be worn under t-shirts.
5. Students will not be allowed to dress in a fashion of the layered look or grunge look on center, during recreation trips or while going on pass.
6. Clothing depicting violent or nude scenes and clothing bearing profanity, references to drugs and alcohol, or otherwise provocative or inappropriate slogans will not be permitted at any time. No satanic or suggestive jewelry or clothing may be worn on center (i.e., marijuana leaves, devils, skulls, or crossbones, mushrooms, etc.). No clothing promoting or advocating drugs, alcohol, or cigarette smoking will be allowed at any time.
7. No gang related clothing is to be worn at any time. This includes but is not limited to the following:

All clothes must fit the student (no oversized clothing, i.e., shirt sleeves do not cover



fingertips; pants must fit actual waist size and length, may be worn at the hip but not below, no underwear may be showing. Plain white t-shirts may be worn as outerwear on center only, after the training day.

- b. Tank tops (male or female) may not be worn as outerwear on or off center.
  - c. Any clothing or attire worn in a style known or suspected, as gang related will not be tolerated.
  - c. No bandannas are permitted at any time.
8. Body piercing, including nose rings, lip rings, tongue rings and tongue studs will not be permitted while on center during the training day. Necklaces and chains will be worn inside the shirt. One set of earrings may be worn by either males or females. In all cases, the wearing of jewelry will not be permitted if center management considers that the jewelry presents a safety hazard, a health hazard or is inappropriate in a work-like setting. No jewelry of any kind that is symbolic of gangs is permitted.
  9. No additional body piercing, including ears, eyebrows, lips, nose, will be permitted after a student arrives on a center.
  10. No student will give or receive a tattoo while on center. No deliberate, permanent disfigurement to any part of the body will be allowed. This includes professional or self-made tattoos and the removal of existing tattoos. There will be no branding, body piercing or body implants allowed. All tattoos shall be concealed to the maximum extent practical.
  11. Revealing clothing may not be worn. Skirts, dresses, shirts and pants, must be acceptable for the world of work and concealing enough so that underwear or private parts are not revealed. Undergarments must be worn at all times. No inappropriate clothing such as short shorts, cut-off immodestly short or revealing skirts, spandex, or any other type of see-through, immodest, or revealing clothing shall be worn at any time. No towels are to be worn outside of the dorm on any part of the body.
  12. Any headgear not part of the vocational uniform or any type of trade hat shall not be worn in the academic classrooms, vocational shops or cafeteria during the training day. No headgear or hats may be worn in the cafeteria, recreation area and lounges after the training day. Headgear or hats that are part of a vocational uniform such as hard hats and chefs' hats will be worn as required by safety and health requirements.

No work hats, gloves, or shop tools are permitted in any center building other than the vocational shop, or at a specific work project. Stocking caps may be worn during cold weather only and must be worn above the eyebrow and never inside the buildings. No facemasks allowed at any time.

13. Lanyards must be worn on the neck or completely in the pocket.
14. Students cannot leave the dorm with any type of hair curlers on the head. No student may wear hairnets except on-duty cooks, service week students, and kitchen assistants while on duty.
14. Slippers, house shoes, and shower shoes are not to be worn during the training day. Boots or shoes must be worn outside the dorm at all times. Boots must be laced and tied correctly. Shoelaces must be tied at all times, no tucking of the laces allowed. Slippers, house shoes and or shower shoes are not permitted in the cafeteria. Pajamas and other sleepwear are not to be worn out of the dorm.
15. A student understands that it is a privilege to carry and use a personal cellular telephone and/or personal electronic device of any kind. While on center and or under center supervision, students agree to follow the rules and regulations that govern these privileges.
  - a. Personal electronic devices are not allowed during the training day.
  - b. Students cannot use a cellular phone in **any government vehicle** for calling or texting.
  - c. Cellular phones are used only in authorized and designated areas.
  - d. Cellular phones are to remain in the dormitories for residential students, and at home/personal vehicles for nonresident students – no phones during the training day, including breaks and lunch.
  - e. Residential students will not use my cellular phone in their room and after curfew. Students can talk on their phones in the dorm common area.
  - f. The use of the camera feature or videotaping on cellular phones, I Pods, or any other type of device is prohibited at any time.
  - g. Violations will result in one or more of the following actions: cellular phone will be confiscated and held by staff, SPO, and/or receive an IR.
16. Sunglasses may not be worn in buildings during the class day unless medically prescribed.

17. No sweatpants or exercise suits will be allowed during the training day, unless part of the uniform for an activity.
18. Religious dress during the training day will be considered on an individual basis and at the discretion of the center director.
19. All students are required to return to the dorms and change out of their trade uniform immediately following the end of the training day. No uniforms are to be worn on center after the training day.

**Grooming:**

Students must be clean and well-groomed at all times. Hairstyles including long hair, and braids must be neat and well groomed. Hair color outside the natural hair color spectrum will not be allowed. Mustaches and beards must be clean and well groomed. Appropriate employability standards for a hairstyle refers to a hairstyle that center management and the center director determines will not negatively affect the student's ability to successfully obtain and retain a job. Additional requirements include:

1. Students shall wear clean clothes, utilize deodorant, and take adequate showers to prevent excessive body odor.
2. Facial hair shall be neat, clean, and groomed.
3. Hair must be neat and clean at all times. Braids must be neat and tight and pulled to the back. Hair length will be secured in such a manner as not to constitute a safety hazard.
4. Hair must be worn in a style that leaves the entire face exposed. No hair picks, combs, cigarettes, pens or pencils are to be worn in the student's hair or behind the ear.
6. Unusual colors of hair, "spiked" hair, beads in hair, designs cut in hair, or other unusual styles are not acceptable.
7. Dreadlocks are permitted but must be neat, clean and well groomed.
8. Nails should be trimmed evenly, must not be longer than half of the fingernail, and must be kept neat and safe.
9. Notched eyebrows are prohibited.
10. Do-rags are not permitted during the training day and after the training day they are restricted to the interior of the dorm only.

**Residential and Recreation Dress Standards:**

1. No swimwear is to be worn inside the dormitory or on center. Proper swim suits (one-piece suits for women and "boxer style" shorts for men) will be worn on swim trips.
1. Shirts must be worn at all times in the gym, weight room, or at specified sports activities.
3. Only sweats or proper gym shorts may be worn on the gym floor.
4. Only non-marking gym shoes may be worn on the gym floor. **Slippers, house shoes and or shower shoes and slides are not permitted on the gymnasium floor, cafeteria or inside of the weight room.**

#### **Leisure-Time Dress Standards:**

In addition to the General Dress Code Standards discussed above, the following guidelines will be enforced:

1. Gang activity will not be tolerated. Two or more students who are observed in leisure dress that may indicate gang activities shall be placed under investigation and processed through the center discipline policies.
2. Any signing, graffiti, or general behavior deemed to be dangerous activity will not be tolerated. Also, any visitors who display any of the above will not be allowed on center.
3. The following will not be allowed on or off center as they attract negative attention to the wearer and are considered inappropriate:
  - a. Pants/shorts worn "sagging" (when pants hang off the hips so that it looks like the pants are sagging in the seat).
  - b. Colors are not to be worn to extreme levels (no flashing of colors); anyone known to be expressing his or her gang affiliation through colors or dress will be dealt with through the discipline system.
  - c. Any kind of bandanna.
  - d. Pacifiers/binkies.
  - e. Oversized khaki pants.
  - f. Undergarments, underwear, etc. are not to be worn as an outer garment.
  - g. Belt buckles or jewelry with letters on them. Excessive jewelry.
  - h. Clothing that displays inappropriate messages, symbols or designs.
  - i. Ball caps will not be worn on center unless issued by the center for trade wear.
  - j. All spandex/ Tights and or leggings must be worn with a long shirt.
4. All work shirts must be buttoned all the way (may be unbuttoned at the top and left

open).

5. Shirts promoting violent or sexually explicit messages that have been known to create negative and sometimes violent responses from gang members in the community will not be worn on or off center.

If at any time in the future it is determined that an item of clothing or a group of people is connected or displaying dangerous type behavior, that activity and/or clothing may be restricted from the center and added to the center standards. Any item that by common knowledge may be favored by gangs will be prohibited. Policy changes will be determined by the Horizons management, without warning.

### **Off-Center Activities Dress Standards:**

Students are expected to represent themselves as models and representatives of the center, the Job Corps program, and the Department of Labor. Center staff shall provide guidance to students regarding appropriate types of clothing for the workplace in their chosen fields and center staff shall ensure that purchases made by students with their cash clothing allowance are for interview and work appropriate clothing.

Students leaving the center on recreation trips, pass or leave will dress appropriately for the activity in which they are participating. Staff members loading trips that are departing the center will review each student as they enter the vehicle to ensure that their dress meets center policy. Staff may refuse to let a student leave the center if their dress is deemed to be inappropriate for the activity in which they are participating. It is policy that a student will not leave the center on pass or recreation trips while displaying inappropriate appearance and dress. Students may be denied participation in off-center activities for violations of the dress code standards of conduct, medical or other reasons as determined by the center director.

### **Out-Of-Bounds**

The following areas are Out-of-Bounds:

- Trade/ CPP area after class
- All wooded areas
- Behind Norton dorm
- Behind Belknap building

## **Disclaimer**

**ANY ITEM OR ISSUE NOT ADDRESSED IN THIS HANDBOOK IS AT THE DISCRETION OF THE CENTER DIRECTOR TO DECIDE. THE CENTER DIRECTORS' DECISION IS FINAL.**



## **Addendum #1**

### **Student Handbook Acknowledgement**

I acknowledge receipt of the Addendum in the Student Handbook and understand that my continued enrollment constitutes acceptance of Whitney M. Young Jr. Job Corps Center's expectations, practices and any changes that may be made in content or application of the Handbook.

This Acknowledgement confirms my complete understanding of all contents and agreement that the center reserves the right to determine disciplinary measures based on severity of violations of any infractions, procedures, or benefits contained herein, up to and including discharge.

Definition, Expectations and Consequences for failure to comply with Safe Practices:

#### **DEFINITION: COVID-19**

The definition of COVID-19 is a new strain of coronavirus that has not been previously identified in humans. The COVID-19 is the cause of an outbreak of respiratory illness first detected in Wuhan, Hubei province, China.

Coronaviruses are a large family of viruses that are known to cause illness ranging from the common cold to more severe diseases such as Severe Acute Respiratory syndrome (SARS) and Middle East Respiratory Syndrome (MERS).

#### **Social Distancing: Keep a Safe Distance to Slow the Spread**

- To practice social or physical distancing, stay at least 6 feet (about 2 arms' length) from other people in both indoor and outdoor spaces.
- Students shall not gather in groups of more than 10, and always 6 feet apart.

#### **EXPECTATIONS: Students are expected to follow safe practices at all times**

##### ***Hand Hygiene and Respiratory Etiquette***

- Each student shall practice proper handwashing: Handwashing with soap and water for at least 20 seconds.
- If soap and water are not readily available, hand sanitizer that contains at least 60% alcohol can be used

- Students will be provided with tissues and to prevent the spread of the virus should cough and sneeze in their elbow. Used tissues should be thrown in the trash and hands washed immediately with soap and water for at least 20 seconds.
- If soap and water are not readily available, hand sanitizer that contains at least 60% alcohol can be used
- Students that are entering different buildings will wash hands upon entering and exiting building

### ***Cloth Face Mask/Coverings***

- Students shall wear face mask/coverings properly at all times – this is over the nose and covering the chin. Students should be aware to not touch their face covering and wash their hands frequently.
- Students may remove their face mask/coverings when in their room but should put back on while around others (e.g. when staff or others enter their room) or leaving their room
- Face masks/coverings may be removed while eating or drinking
- Face mask/coverings are meant to protect other people in case the wearer is unknowingly infected but does not have symptoms. Face mask/coverings are not surgical masks, respirators, or other medical personal protective equipment.

### ***Shared Objects***

- Students shall not share items or clothing unless disinfected properly
- Student's belongings must be separated from others' and in individually labeled containers, cubbies, or areas.
- Ensure adequate supplies to minimize sharing of high touch materials to the extent possible (e.g., assigning each student their own art supplies, equipment) or limit use of supplies and equipment by one group of children at a time and clean and disinfect between use.

## **WELLNESS CENTER**

During the COVID-19 pandemic, there will be no designated open hours. All visits require prior notification or appointment. Students may call wellness to schedule to be seen in the wellness center. Many services will be offered via telehealth during the pandemic including most mental health and TEAP services. The center mental health consultant and TEAP specialists schedule appointments through wellness.

Based on arrival, symptoms, and COVID-19 test results, students may be placed in quarantine or in isolation as designated by wellness staff. For the health and safety of all students and staff on center, these restrictions of activity must be followed.



**CONSEQUENCES:**

**Within a sixty- day time period, if a student refuses to follow the written guideline of the student handbook addendum as it relates to COVID-19 and any other COVID-19 policies, CDC policies, the student(s):**

**First offense:**

- The center staff will issue a minor infraction under the Policy and Requirements Handbook (PRH) Chapter 2, Exhibit 2-1. Pin # 20-12.
- A case note will be entered into CIS by center staff.
  
- Student could possibly be placed back in quarantine until clearance from health and wellness has occurred. If a student is a minor, the parent or guardian will be contacted about the student not following center rules.

**Second offense:**

- Student shall be placed on Safety Practices contract with health and wellness
- Student will attend focus group meeting set up by health and wellness
- Student will receive 2nd minor infraction within 60 days
- Student will meet with SPO and center director so that students can understand the seriousness of his/her health and safety.
- Student will receive a summons for career success standards panel
- Student may be placed back in quarantine until clearance from health and wellness. If a minor, the parent or guardian will be contacted about the student not following center rules.

**Third Offense:**

- If the student receives a 3rd infraction with a face mask/covering violation, they will be placed on career success panel and be connected to the SPO and be held responsible to follow the guidelines of the career success standards panel. The student will receive other sanctions as noted in the Student Standards of Conduct.

**Fourth Offense:**

- If the student receives a 4th infraction with a face mask/covering violation, they will be placed on career success panel, corrected to the SPO and be held responsible to follow the guidelines of the career success standards panel. The student will receive other sanctions as noted in the Student Standards of Conduct.

**Fifth Offense:**

- If the student receives a 5<sup>th</sup> infraction within a 60 day period, they will be placed on FFB.

- Student will be return home, pending FFB decision to remain in program or be separated from the program.
- Center Director will make the final decision of the FFB.

A copy of this Acknowledgement will be filed within the Career Services Department Log.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Date

# FEELING UNSAFE? REPORT IT.

There are many types of unsafe situations. If you see, hear or suspect an issue or problem on center, the Job Corps Safety Hotline ensures you can quickly report it.

## SPEAK UP FOR SAFETY

Bullying • Physical Abuse • Mental Health Concerns • Emotional Abuse Online Harassment • Drug and Alcohol Safety



**CALL/TEXT**  
(844) JC1-SAFE  
[521-7233]



**E-MAIL**  
[jc1safe@jobcorps.org](mailto:jc1safe@jobcorps.org)



**ONLINE**  
[jc1safe.jobcorps.org](http://jc1safe.jobcorps.org)



**DOWNLOAD**  
the JC1SAFE App



# SAFETY HOTLINE

# You have questions. We have answers.



**SAFETY HOTLINE**



## HOW DOES IT WORK?

The Job Corps Safety Hotline is designed for 24/7 crisis prevention. If you know of an unsafe situation, you can anonymously contact the Job Corps Safety Hotline, initiating immediate and appropriate action with trained operators.

## WHAT DO I REPORT?

There are many types of unsafe situations. Examples are provided below. If you become aware of these situations or others, please contact the Job Corps Safety Hotline immediately.

## DO YOU SEE, HEAR OR SUSPECT ...

- An injury?
- Vandalism?
- Sexual assault?
- A weapon?
- Bullying?
- Threats of assault or violence?
- Talk of self-harm?
- Stolen property?
- Drugs or alcohol?
- Gang activity?

## DO I HAVE TO REVEAL MY IDENTITY?

No. You do not have to reveal your identity unless you choose to do so.

## HOW DO I REPORT?

**CALL (844) JC1-SAFE [521-7233]**

**TEXT (844) JC1-SAFE [521-7233]**

**E-MAIL [jc1safe@jobcorps.org](mailto:jc1safe@jobcorps.org)**

**VISIT [jc1safe.jobcorps.org](http://jc1safe.jobcorps.org)**

**DOWNLOAD the JC1SAFE App**

## WHAT CAN I DO TO HELP?

Spread the word. Students and center staff are asked to promote the hotline on center using the following resources:

- Share the **Safety Hotline Wallet Card**, which can be easily kept in a wallet, purse or pocket for quick access to contact information.
- Hang the **Safety Hotline Poster** in classrooms, computer labs, training areas, counselors' offices, and common areas like the cafeteria, dorms and recreation areas.
- Connect with your center's IT staff to display the **Safety Hotline Desktop Wallpaper** on center computers, and upload the **Mobile Wallpaper** to your smartphone for easy reference.
- Talk about the **Job Corps Safety Hotline** with your fellow students and center staff, so everyone is aware of it and uses it.

**SEE IT, HEAR IT,  
SUSPECT IT, REPORT IT**

# SPEAK UP FOR SAFETY



[doljobcorps](http://doljobcorps)

• [jobcorps.gov](http://jobcorps.gov) • 800-733-JOBS (5627)



Job Corps is a U.S. Department of Labor Equal Opportunity Employer Program. Auxiliary aids and services are available upon request to individuals with disabilities. TDD/TTY telephone number is (877) 889-5627.

