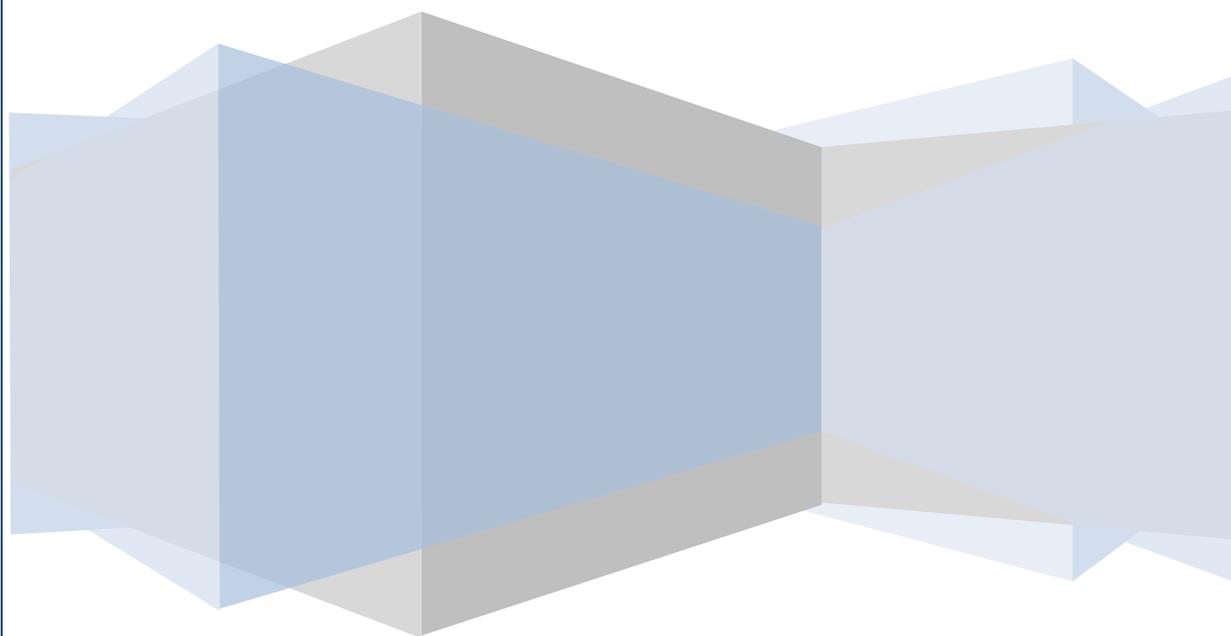




STUDENT HANDBOOK

January 2013

Loring Job Corps Center



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CENTER DIRECTOR'S MESSAGE

Dear Student:

We want to take this opportunity to tell you how excited we are to have you join our center here at Loring. You have made a great choice and we look forward to working with you to accomplish your career goals.



There are so many paths for you to gain education and training during your stay at Job Corps. We encourage you to take advantage of the career ladder and lattice opportunities the Boston Region has to offer. With all that said, you will have to work hard and we will be here to coach, guide and mentor you through your journey.

At Loring safety and security is our number one priority! You agreed to abide by the Center rules and standards with your admission counselor. Each staff member is responsible to hold you accountable. We will respectfully remind you when you have violated one of the standards, but we will also reward you for doing the right things and living up to the standards developed here at Loring.

Please read this handbook carefully and keep it with you throughout your stay. It provides you with information to guide you through your stay as you move toward personal extraordinary success.

We wish you all the best.

Kristie Moir
Center Director

MISSION STATEMENTS

National Job Corps Program Mission Statement

As a national, primarily residential training program, Job Corps' mission is to attract eligible young adults, teach them the skills they need to become employable and independent, and place them in meaningful jobs or further education.



Loring Job Corps Center Mission Statement



The mission of the Loring Job Corps Center is to provide a safe and secure learning/living environment that fosters life-long learning. A culture of trusting relationships built upon open and honest communications at all levels. The employment of dedicated staff, committed to mentoring and modeling that empowers our students to achieve their personal success at our

“North to Extraordinary” Center.

Loring Job Corps Center Vision Statement

The Loring Job Corps Center is a high performing program that provides opportunities and resources for students and staff to achieve extraordinary success.



GENERAL OVERVIEW



The Career Systems Development (CSD) Corp. (www.careersystems.com), manages the Loring Job Corps Center for the U.S. Department of Labor (DOL). Loring is one of 19 centers in the Boston Region that represents students who come from the New England states, parts of New York, New Jersey, and the U.S. Virgin Islands.

CSD has been a successful operator of Job Corps centers since the program began in 1964. The corporate mission is to redirect the lives of youth towards constructive careers and healthy choices. Their guiding principles and operating philosophy are built upon six core values:

Individual Accountability	Commitment
Growth	Integrity
Respect	Physical & Emotional Safety

As a student you will have the opportunity to learn the importance of how each of the core values will assist you personally to achieve your career goals and aspirations. You will be provided an exciting “*hands on*” encouraging learning environment probably far different than you have ever experienced. Dedicated staffs are in place to help you explore your interest, expand your abilities and discover an extraordinary future. You may be far from your family and home community, but now think of this center as your new home away from home knowing that you are welcomed and a new phase of your life has commenced.

OUR COMMUNITY IMAGE

Loring Job Corps Center is a community-based Center which means that we are a part of the Northern Maine Aroostook County community. All the surrounding towns and city are very supportive and vested in their citizens, education, health, business growth and development to secure a better future for generations to come. Our cultures are diverse, rich with heritage, committed and proud to be residents of Aroostook County, known as “The County”. Loring Job Corps Center has a unique opportunity to be recognized by our respective residents that seek their partnerships to be part of their extended family and active communities.

When you go into our neighboring communities, for example to visit the Aroostook Centre’ Mall, Wal-Mart, any community event or to do a community service activity, the actions of all our students is a representation of our center and sets examples for others to follow. As young adults, our students are requested during the workday and on their personal time to represent themselves and our center properly and respectfully. Remember that a positive first impression goes a long way!

AROOSTOOK COUNTY

(www.visitaroostook.com)

The center is located within Aroostook County in Northern Maine. Aroostook is from a Native American word meaning “Beautiful River”. In reference we are commonly referred to as “The County” due, in part, to its size of 6,829 square miles making it the largest county in the state of Maine as well as the largest county east of the Mississippi. Bordering the provinces of Quebec and New Brunswick, Canada it is larger than the states of Rhode Island and Connecticut combined. As a new resident of “The County”, you will have the experience of four seasons of weather. Spring, summer, fall and winter (longest season) are distinctively different. The outdoor environment will provide you with breath taking scenery and many exciting events to participate in including exploring the many lakes, mountains, hiking trails, winter sports such as skiing and sledding. You will be able to view many fields of potatoes, broccoli and grain crops but you will not find any tall sky scrapers to block your scenic view. In “The County” the sky is very clear, bright, and you will see many stars in the evening sky. With 2000 lakes and 100’s of acres of woodlands, it is paradise for the outdoor and wildlife enthusiast, plus a refreshing change of a slower paced life style. Don’t be surprised if a fox, deer or moose is seen on center on occasions. Welcome to Northern Maine’s Aroostook County.

History about the Loring Center located on the former Loring Air Force Base

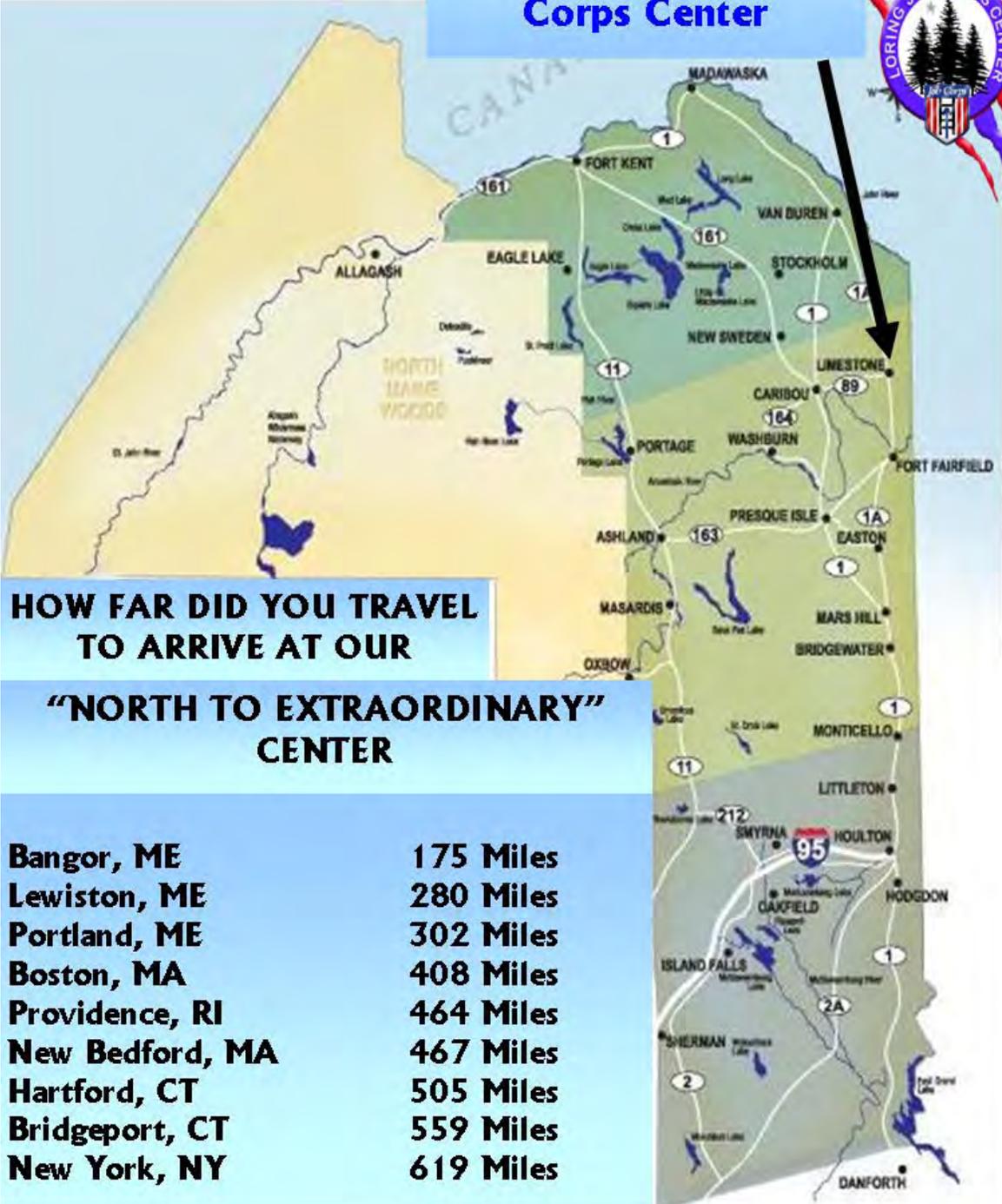
The Center is housed on the former 10,000 acre Strategic Air Command Air Force Base that opened in 1950 during the “*Cold War*” period and officially ended operations in 1994. Loring served as an air base for B-52’s and KC -135 tankers with a population of over 10,000 airmen and their families.

In 1996, the Department of Defense (DOD) turned over 13 buildings, with furnishings, to the U.S. Department of Labor (DOL) in order to establish the 47 acre campus for the new Loring Job Corps Center.

The first students to arrive at Loring were in January 1997. They were Advanced Transfer students from the Northlands Job Corps Center who transferred in order to attend the spring semester at the University of Maine in Presque Isle to major in the Outdoor Recreation Associates Degree Program.



**You are Here At The:
Loring Job
Corps Center**



**HOW FAR DID YOU TRAVEL
TO ARRIVE AT OUR**

**“NORTH TO EXTRAORDINARY”
CENTER**

Bangor, ME	175 Miles
Lewiston, ME	280 Miles
Portland, ME	302 Miles
Boston, MA	408 Miles
Providence, RI	464 Miles
New Bedford, MA	467 Miles
Hartford, CT	505 Miles
Bridgeport, CT	559 Miles
New York, NY	619 Miles

Area Communities
TOWN OF LIMESTONE
(www.limestonemaine.net)

Limestone is a township with a population of 2,361 people. It is located on the eastern side of Aroostook County adjoining New Brunswick, Canada. A relatively small close-knit community Limestone is rural in nature and is strikingly scenic with its outdoor recreational resources. The community is a blending of agricultural and residential characteristics. The Limestone community annually holds a “Fourth of July” parade. The parade is historically the longest continuous parade held in the State of Maine. Also, the community holds a December “Light Parade” in celebration of the Holiday Season that the center participates by enlisting students, staff and a CDL truck as a Loring JC float. The Center is located approximately five miles from the community however; the Center shares the same US Postal Zip Code 04750. Limestone is the home of the only chartered high school in the State of Maine; the “Maine School of Science and Mathematics”.

CITY OF CARIBOU
(www.cariboumaine.net)

The City of Caribou, with a population of 8,312, is located on the Aroostook River in the geographical center of Aroostook County and approximately 6 miles from the Center. Caribou is located approximately 400 miles from Boston, 150 miles from the Atlantic Ocean, 12 miles from the Canadian border, and is the most Northeast City in the United States. The Caribou area is indeed the gateway to the outdoors providing a wide range of activities for year-round enjoyment. The community holds many annual festivals which our students may participate in including: a winter carnival, a mid-summer festival named “ Cariboufest”, Caribou Cares About Kids Parade, Fall Arts & Crafts Festival, Christmas Tree Lighting Ceremony & Ginger Bread House making. Caribou has a modern Performing Arts Center which provides many fine stage performances of music, dance and dramatic acting for both professional and amateur talent.

CITY OF PRESQUE ISLE
(www.pichamber.org)

The City of Presque Isle, with a population of 9,377, is also located on the Aroostook River 22 miles south of the Center.

The Aroostook Centre’ Mall and Wal-Mart are located in the community. The Aroostook Centre mall is a 500,000 square foot enclosed shopping mall with Ruby Tuesdays, Sears, FYE, JC Penny, Staples, Kmart, Claires, Olympia Sports and more (www.aroostookcentremall.com). These are the two major shopping locations in the area for our students. Center transportation is provided by the center for shopping several times a week. Also in Presque Isle are two major higher education institutions: The University of Maine at Presque Isle (UMPI) and Northern Maine Community College (NMCC). For more information about these schools, please visit (www.nmcc.edu) or (www.umpi.maine.edu). A variety of majors are available to choose from that lead to either an Associates or Bachelors degrees for students who may qualify for the Advanced College Training (ACT). Presque Isle also is the home of a Hot Air Balloon Festival, a “County” Fair, and Tractor Pull events are just a few activities that students can attend.

CAREER SUCCESS STANDARDS

Introduction

Career Success Standards (CSS) are eight (8) workplace expectations to which both staff and students must commit. These standards have been developed with the understanding that young adults have a need to practice these skills. The Career Success Standards are tools that are provided for you to continue to use beyond your experiences at Job Corps.

The Career Success Standards provide training for more than just employability skills. However, Job Corps has incorporated this set of eight (8) expectations with social development and independent living skills training as well.

The eight (8) Career Success Standards are:

WORKPLACE RELATIONSHIPS AND ETHICS

Honesty, integrity and responsibility are everything both in the workplace and in life. You will leave here with the understanding and commitment to maintain the same level of expectation that Job Corps provided to you.

COMMUNICATIONS

You will learn to actively listen as well as how to communicate appropriately. You will be provided many opportunities to practice these skills both in and out of the work day. When you leave the program you will be able to continue using these skills to solve problems, follow directions and accomplish tasks.

PERSONAL GROWTH AND DEVELOPMENT

Your entire stay at Job Corps is a personal growth and development experience. Every professional or personal goal that is accomplished fosters independence and confidence. You will leave Job Corps with the acknowledgement that you have accomplished many things. You will also leave with the understanding that you will continue to be successful and accomplish a great deal more.

INTERPERSONAL SKILLS

Everyone needs to practice adjusting to different situations appropriately. Interactions with others are constant throughout life. You will leave here with the experiences of learning what is and what is not appropriate to manage situations. You will be provided many opportunities to grow from these experiences. When you leave Job Corps you are able to use these skills to professionally manage situations.

INFORMATION MANAGEMENT

You are given the pieces that you need to get your jobs done and you are expected to use your time effectively to complete your job. You will leave Job Corps with the ability to process, organize, collect information and then use these tools to successfully complete your job.

MULTICULTURAL AWARENESS

In today's society the workplace has a variety of cultures and backgrounds. You are required to be respectful at all times of the diversity of each and every person. Job Corps fosters an appreciation of diversity, provides you with the understanding that you will encounter many other cultures, and helps you develop skills for tolerance and respect.

CAREER AND PERSONAL PLANNING

When you enter Job Corps you will begin developing a personal career development plan (PCDP). This plan is a living document and changes in many ways throughout your career at Job Corps. You will add your new goals as well as successes and accomplishments to your

plan. When you leave you are provided with a step by step guide to begin on your career path. You will also leave with the understanding that life-long learning leads to success.

INDEPENDENT LIVING

You will be held accountable and learn to be responsible for managing your own needs including: laundry, attending classes, cleaning, and managing your own money. When you leave Job Corps you will have a solid understanding of being independent. You will also leave with the ability to find resources on your own to manage your needs.

CORE VALUES

What are Loring Job Corps Core Values?

Core values reflect Loring Job Corps life. They also represent the successful qualities that everyone should possess here and beyond. You could say they are the “Core” of success.

When am I supposed to use these Core Values?

Core Values are used all day, every day and in everything you do. They are not structured rules like Center Minimum Standards. Core Values are the way you act and treat others.

How do I learn these Core Values?

You will learn the words that represent the Core Values right away. However, you will begin learning and practicing these values as soon as you step off the bus. You will have lessons in Core Values and ways to practice them. You will even have discussions about them all the time. But a lot of the learning will come when you aren’t noticing it. It will come from staff and it will come from your peers. It just becomes a natural way to respect each other after awhile. Remember to ask someone if you are unsure about what any of these values mean for you.

What if I don’t want to practice the Core Values?

These values reflect the way of life on center when you arrive. We will remind you of them and help support your understanding. But remember, that you will be held accountable for practicing them. We are here to create success. That means you came here to create success as well. You already understand that Core Values are a big part of the package. Agreeing to this is actually part of several Core Values!

So what are these Core Values?

There are six (6) Core Values.

-  **Individual Accountability**
-  **Integrity**
-  **Commitment**
-  **Respect**
-  **Growth**
-  **Safety**

So how do I know if I am meeting the Core Values?

Each Core Value has guidelines to help you understand what they are and what is expected from all of us.

INDIVIDUAL ACCOUNTABILITY

-  You are responsible for your own actions.
-  Provide timely and responsible feedback
-  Follow through with commitments
-  View obstacles as learning opportunities

🕒 Be Proactive

🕒 Have fun!

INTEGRITY

🔒 Being Trustworthy

🔒 Honesty at every level

COMMITMENT

☐ Model Core Values

☐ Exceed expectations

RESPECT

👤 Value each person

👤 Be approachable

👤 Listen for Meaning

👤 Challenge assumptions

👤 Open, clear and honest communication

👤 Express appreciation for work well done

GROWTH

🏆 Learn to let go

🏆 Embrace change

🏆 Celebrate success

🏆 Continuous learning

🏆 Promote innovation

SAFETY

🔒 Physical and emotional safety is the top priority

🔒 Responsible communication will be protected

🔒 Maintain a “Drug Free Zone”

So now you can see how these Core Values fit into a successful career and successful quality of life. These are not just for one person; they are for everyone to practice. The way you are treated is just as important as the way you treat others. You can remind the people around you how to practice Core Values just by showing that you have embraced them!

CENTER MINIMUM STANDARDS

Loring Job Corps has implemented what we call Center Minimum Standards. These standards are designed to assist with preparing you for future employment and workplace expectations.

By practicing and modeling the Center Minimum Standards you are preparing yourself for the workplace and the world of work. Think of Job Corps as a job. You are in a training program that assists you in developing the skill sets to be successful in the workplace.

We as staff are excited to work with you towards meeting the goals that you have set for yourself, but remember, **YOU** are responsible for adhering to the policies, rules and expectations while you are enrolled in the program.



MULTICULTURAL AWARENESS

Loring Job Corps celebrates the diversity of both its students and staff. We recognize the contributions the diverse population brings to the overall well-being and cohesiveness of our Center’s environment. Diversity is celebrated at Loring Job Corps Center through various activities and events sponsored

by the Diversity/EEO Committee, Student Government Association, Recreation Department, Dormitory Life and the local communities.

In order to be successful in the world, it is a **MUST** to be able to engage in respectful working relationships with people. Loring Job Corps Center supports and encourages living together in harmony and learning from each other. Our Center has a no tolerance for disrespect of any cultural differences we share. We work as **ONE** no matter what our race, ethnicity, religion, sexual orientation, disability or culture may be.

Loring's Diversity Program is in place to help educate our staff and students on various ethnic, racial, religious, cultural, and gender differences that exist in everyday life. It will also help prepare you to work and live in a diverse society.

One of our major activities is to celebrate monthly Diversity Themes. Our calendar is as follows:

January	Asian American
February	African American
March	Women's History
April	French/Scandinavian
May	Caribbean/American
June	Diversity Awareness
July	European/American
August	Hispanic/American
September	Aroostook County/Harvest
October	Native American
November	Disability Awareness
December	International Winter/Holiday Festival

Participation in the Diversity activities is encouraged. Any suggestions for topics and/or additional activities are welcomed.

STUDENT RIGHTS

Right to Privacy

You are entitled to privacy in accordance with Federal, State and local law. This means that no information, (outside the Loring Job Corps Program) will be released to anyone without your signed consent. Information will only be shared on an as needed basis to ensure your personal success, safety and well-being. If you are a student under the age of 18, the signed consent of your parent or legal guardian is required before any information about you can be released.

EQUAL OPPORTUNITY

NO ONE WILL TAKE ANY ACTION AGAINST YOU BECAUSE YOU HAVE FILED A COMPLAINT OR ASKED QUESTIONS ABOUT YOUR CIVIL RIGHTS.

Federal Equal Employment Opportunity Law protects your equal rights in the workplace. Loring Job Corps Center is considered to be your workplace 24 hours per day, 365 days per year during your tenure as a student. This means you are protected from harassing behaviors such as sexual harassment, workplace harassment, discriminatory remarks, racial slurs, hazing and bullying. The Civil Rights Act protects the following classes in regards to workplace discrimination: race, color, age, religion, sex, sexual orientation, national origin, disability, or political affiliation. Additionally, you have the right to be treated equally without discrimination of any kind with respect to housing, training, working assignments, eating arrangements or other Center activities.

During Career Preparation, The Students' Equal Employment Opportunity (EEO) Officer will meet with you and explain the Center's EEO and Sexual Harassment policies. You will also learn the process for filing a complaint.

If you feel you have been discriminated against based on the protected classes listed above, please contact the Students' EEO Officer who is trained to handle your complaint and help you resolve the situation. The Students' EEO Officer is:

Theresa Dow
Student EEO Officer
Career Development Assistant
Office Location: Building 5000
Off-Center Phone: (207) 328-4001
On-Center Phone: 250-4001



You also have the right to file your complaint in writing (within 180 days of the alleged violation) directly with the Directorate of Civil Rights if you have not received resolution on Center. The address is:

Directorate of Civil Rights (DCR)
200 Constitution Avenue, NW Room N4123
Washington, DC 20210

SEXUAL HARASSMENT

Definition of Sexual Harassment: Sexual harassment is defined as deliberate and/or repeated sexual or sex-based behavior that is NOT WELCOMED, NOT ASKED FOR, AND NOT RETURNED. Some examples of sexual harassment are:

- Touching
- Sex-based questions or name calling such as “b***h” “h#”, etc.
- Obscene jokes and/or stories
- Public Display of Affection (PDA)
- Inappropriate touching of self or others
- Comments concerning others sexual orientation
- Rape, attempted rape or coercion for sexual favors

As a reminder, both men and women can be sexually harassed or be the harasser. Additionally, in a court of law, sexual harassment claims are based on the perception of the victim not on the intent of the harasser. In other words, ***even if teasing***, you could be charged with sexual harassment.

Sexual harassment of any form is not tolerated at the Loring Job Corps Center. If you feel you are the victim of sexual harassment, please report your claim to the Students' EEO Officer who will investigate and take the steps necessary to prevent continued harassment. Every effort will be made to maintain confidentiality.

Filing a Sexual Harassment Complaint

1. Report your complaint to the Students' EEO Officer as soon as the incident occurs, or as soon as the pattern of offensive or harassing behavior is established.
2. The Students' EEO Officer will help you determine whether or not your complaint should be put in writing and will assist you in doing so. Complaints should contain

circumstances of the offense, witnesses and other detailed information which will add strength and credibility to the claim of sexual harassment.

3. Once a written complaint has been received by the Students' EEO officer, an investigation will be conducted on behalf of the Center. The Students' EEO Officer will attempt to resolve the complaint within 14 days. A written determination of the complaint and investigation will be compiled and filed on behalf of the Center.
4. If it is determined that sexual harassment has occurred, swift and decisive action will be taken.
5. If the complainant is dissatisfied with the initial determination by the Students' EEO Officer, the determination may be progressively appealed to the Center Director. The complainant may also appeal to the Directorate of Civil Rights. The address is:

Directorate of Civil Rights (DCR)
200 Constitution Avenue, NW
Room N4123
Washington, DC 20210

STUDENT PAY SYSTEM



While in Job Corps, you will be eligible for a monetary stipend commonly referred to as "Student Pay". This stipend is designed to assist you with purchasing personal products.

The amount of funding that you are eligible to receive depends on the time that you have been here on center. Upon completion of each time period listed below, your stipend will automatically increase to the amount listed for that time period.

****Please note: if you hit the 183rd day in the middle of the two week pay period you will receive a partial amount****

1-182 Days	\$25.00 per Pay Period minus applicable taxes
183 + Days	\$35.00 per Pay Period minus applicable taxes

The monetary stipend is distributed every other Friday in the cafeteria, with your Job Corps Student I.D. during the lunch periods. During your lunch period, staff will be present to distribute your stipend to you. Also, staff members from Finance and Student Records will be on hand to assist you with any questions that you may have.

There are a few situations that may cause your stipend to be less than normal, such as:

1. AWOL and or Leave without Pay Status – Being off center without an approved leave or in a non-paid status will affect your pay.
2. Fines – being tardy, (late for class), being absent from class, receiving a Level 3 Incident Report, etc., could also affect the amount of pay you are eligible to receive.
3. Signing In to the Day: Each day you need to sign into the training day prior to leaving the dorms during the week;
 - a. Monday thru Friday students need to sign out of the dorms/into the training day before 07:30 at the designated area.
 - b. On the weekend; Saturday, Sunday and Holidays students need to sign in before 1200 p.m. (lunch time) at the designated area.

Unfortunately, if you fail to sign into the training day, you will be in an AWOL (absent without leave) status which will affect not only your points but also your student pay.

4. Restitutions – funds owed the center for things such as: losing books, purchasing uniforms when not appropriately dressed, tools, replacement ID's, replacement keys, or for damage caused to property that must be repaired or replaced. Your pay stipend will be reduced by 50% until all restitutions are paid in full.
5. Taxable Information Transportation and Clothing Allowances are now a taxable benefit for Social Security and Medicare Tax withholding.

SAFETY & SECURITY

Safety is a number one priority at LJCC. Loring employs a Security staff that is present 24 hours a day, 365 days a year. Loring is committed to an environment that is both healthy and safe. We feel strongly that these two elements are essential for you to be successful.



When you arrived on center, you went through a luggage check. This will occur every time you leave center and return. Again, safety is our #1 Priority!

If you receive packages from home, a staff person will be present when the package is opened to make sure no unauthorized items are received.

(See Unauthorized Goods List on page 21)

Drugs, Alcohol, and Violence are not welcome on our center. We do from time to time utilize the talents of trained drug sniffing dogs to help us keep our center drug and alcohol free.

When returning from an off center trip you may be asked to show a receipt to ensure you made a proper purchase.

Finally, if while you are enrolled here, you see something that may pose a danger, please let a staff person know as soon as possible.

The Loring Job Corps Center has made available to students an anonymous hot-line for students to report any issues that could jeopardize the safety of you, other students, or the center. All information will remain confidential and you will not be required to leave your name.

In the event you have information to report please call **(207) 328-4700**.

Fire safety is the responsibility of everyone. Candles, electric cords that are broken, cigarette smoking, and overloaded outlets are NOT PERMITTED in the dormitories.

When you hear a fire alarm, EXIT the building immediately and proceed to the designated Rally point (identified by a red sign on light pole). Fire drills will be conducted when you least expect them so that when alarms do signal FIRE, we are all prepared to move quickly. A fire drill may be conducted in the middle of the night. Any alarm is considered real.

If there is anything the Safety Department can do to help you reach your goals, please don't hesitate to ask for assistance.

UCC has a student/staff Safety Committee that works toward ensuring that the center remains safe and secure. This committee serves as the voice for students and staff who may have safety concerns. A \$50 incentive is given to any student or staff member who recommends a safety practice that is implemented on Center.

UNAUTHORIZED GOODS LIST

1. **Tools** – screwdrivers, hammers, nails (any general tool)
2. **TVs must be 13” (Tube - conventional) in size or less or 19” flat-screen (monitor)**
3. **Candles**
4. **All medications must be approved and labeled by Health Services**
5. **Students are not allowed to have pets (including fish) on center**
6. **Any logos’ advertising alcohol products, illegal drugs or weapons**
7. **Chemical Mace**
8. **Extension cords without GFI protection, hot pots, hot plates, coffee makers, toasters, etc**
9. **Bandana’s of any type**
10. **String lights (Christmas lights), Strobe Lights and Black Lights**
11. **Laser pointers**
12. **Gang Paraphernalia i.e. pictures, posters, t-shirts, etc**
13. **Plug-in air fresheners**
14. **Two-way radio’s**
15. **Any toxic inhalant material (etc; superglue, fingernail polish remover)
(Modeling glue will be stored within wing office)**
16. **Boxing gloves**
17. **Stolen Property**

****Immediate disposal will be enforced on the following items:**

18. ****Knives** – i.e. switch blades, gravity knives, straight edge razor blades, utility knives, butter knives, (all blades). Any homemade weapons, and/or all weapons and instruments with the primary purpose of inflicting personal injury
19. ****Rubbing Alcohol, bleach or any other cleaning supplies (Exception within Laundry detergents) and Aerosols are not permitted on Center**
20. ****Lighter Fluid, Butane of all types**
21. ****Cigars or any other tobacco products (Exceptions: Cigarettes non-minor), rolling papers, loose tobacco, tubes, chewing tobacco, other tobacco paraphernalia (NO Exceptions)**
22. ****Drugs and Drug Paraphernalia**
23. ****Firearms and ammunition & explosives and incendiaries**
24. ****All alcoholic beverages**
25. ****Pornography (No exception)**
26. ****Mouthwash that has any alcohol content**
27. ****Microwave Popcorn**

STUDENT TORT CLAIMS

You are required to protect your personal property from loss, theft or damage while on Center and you must comply with Center procedures to protect your personal property while you are away from Center.

- The center supplies you with a combination lock that is to be used on the locker in your room and all students are told to **lock their valuables in their locker if they are leaving their room for any reason. It is important to lock your room door and bathroom door whenever you leave your room for any amount of time.** The residential staff verifies that you are following these guidelines.
- The residential advisors work with you to ensure you are registering your personal belongings on inventory sheets that are kept in the student files on your wing. **It is your responsibility to update your electronic and clothing inventories as needed.**

If you have missing or damaged property, you are to report to the security department to file a complaint and fill out a report on the incident. The security officer investigates the incident and gathers all the necessary information. If your belongings are not found or the perpetrator responsible for the damage is not identified, you have the right for the center to file a tort claim to receive compensation for your loss. You must realize that it is your responsibility to follow all the guidelines set up to protect your property on the Center to receive compensation for any loss or damages.

*****If you have not followed or if it is found that you have not followed the above guidelines by ensuring your items are secure, etc., then you will not qualify for a tort claim.**

The tort claim is completed by a Security Coordinator and then reviewed by the Security Manager prior to being submitted to the Center Director. The Center Director reviews the claim prior to the paperwork being submitted to the Department of Labor/Regional Job Corps Office for evaluation. These offices shall make the final determination as to what will or will not be compensated to the student.

STUDENT I.D. CARD

You are issued a pictured student I.D. card the first week of enrollment. You **MUST** keep it with you at all times. It is required to receive your pay, to participate in recreation events, to enter the Dining Hall for meals, and at other times throughout the day. If a staff member asks you to show your I.D., do so promptly and courteously. If you lose your I.D. card, a new one must be obtained from Student Records. A fee of \$5.00 will automatically be deducted from your student payroll. Destruction of your Job Corps Student I.D. is not permitted and you will be sanctioned accordingly if it's destroyed. Students are not permitted to possess an I.D. which belongs to another student. Broken ID's will be confiscated and you will be required to obtain a new one at a fee of \$5.00



CELL PHONE POLICY



Students shall be permitted to carry their cell phones with them at all times, including during the training day. However, students may only operate their cell phones during their scheduled break times, during their scheduled lunch hour, and during non-training hours – including before and after regular training hours and on weekends and holidays, and in the Dining Hall – only during dinner*.

Students may not operate their cell phones during any learning activity, assembly, meeting with staff (including wing meetings, Health and Wellness appointments, etc.), during class periods, or while in any serving line (such as while in the serving line at the Dining Hall), or while inside the Dining Hall (during breakfast or lunch periods), while boarding busses or vans for Center trips, while picking up student pay, while in the waiting area at Health and Wellness, while participating in off center appointments, etc.). Students who choose to carry their cell phones with

them must set the ring tone and or any notification alerts to silent or vibrate during any time designated as an unapproved usage time. Students using their cell phones to listen to music must do so through use of headphones only and at a volume level that is not easily heard by others. Additionally, no headphones (including ear-buds) are permitted to be worn in the ears, on the head, or dangling from any part of a student's body or uniform at any time the use of cell phones is not permitted.

For the purpose of this policy, operate is defined as making calls, texting, receive calls or texts, browsing the internet, instant messaging, listening to music, playing games, and or any other activity which is completed through the use of a cell phone. Learning activity is defined as an activity wherein students are expected to be engaged in learning, such as in the Academic or Vocational (CTT) classrooms or shops; while participating in any Work Based Learning activity (on or off Center); while participating in clinical rotations or special projects sanctioned by the Center as part of required training; during dormitory meetings, assemblies, cluster meetings, Performance Evaluations, Health and Wellness appointments or activities (including TEAP); during any individual or group meeting with staff members, etc. Any decision as to whether or not the student is engaged, participating, or otherwise scheduled as taking part in a learning activity is determined by the student's schedule and or the staff member supervising the student at the time. Unapproved usage time is defined as any time within the hours students may not operate cell phones as explained in paragraph two of this policy.

Violations of the above described policy shall result in the following sanctions:

1st Offense: Verbal warning documented in the student's Case Notes

2nd Offense: Written documentation in Case Notes and an Incident Report

Student will meet with Department Manager and or CSIO to discuss behavior

3rd Offense: Level 3 Incident Report: "Other actions or behaviors established by the Center Director"

Student may be fined; may be issued Center Service Hours; may be placed on a Performance Improvement Plan; or may be placed on a Contract to include restriction from participating in any off-Center trips. (Any combination of these sanctions may be imposed dependent upon severity of the infraction)

4th Offense: Level 3 Incident Report: "Other actions or behaviors established by the Center Director"

Student is fined, is placed on a Contract to include restriction from participating in any off-Center trips, and the student's privilege to carry a cell phone may be revoked

5th Offense: Level 2 Incident Report: Center Review Board for "A pattern of inappropriate behavior,

failure to follow center rules, or lack of full participation in required center activities as determined by the Center Director or designee."

NOTE: Center staff may confiscate a student's cell phone if there is reason to believe it may contain inappropriate material or evidence of inappropriate activities or behaviors. The confiscation period will be for no longer than is necessary for completion of the investigation. Refusal to surrender the cell phone upon request of staff may result in a Center Review Board.

In addition, some trades or trade related activities prohibit cell phone possession while participating in the shop activities or while participating in off center activities related to the trade. As a result, students must abide by any additional policies set forth by the instructor and/or the policies of the facility at which the student is participating in an off-center, trade related activity.

*While in the Dining Hall during dinner time, if students use their cell phone, the phone must not be on speaker phone. Cell phone use is not permitted inside the Dining Hall during breakfast or lunch periods.

ELECTRONIC DEVICE POLICY

Students shall be permitted to carry their electronic devices with them at all times, including during the training day. However, students may only operate electronic devices during their scheduled break times, during their scheduled lunch hour, and during non-training hours – including before and after regular training hours and on weekends and holidays, and in the Dining Hall – only during dinner*. When operating an electronic device for the purpose of listening to music or for any other activity which has sound (outside of the student's dormitory room), the student must do so through use of headphones only and at a volume level that is not easily heard by others.

Students may not operate their electronic devices during any learning activity, assembly, meeting with staff (including wing meetings, Health and Wellness appointments, etc.), during class periods, or while in any serving line (such as while in the serving line at the Dining Hall, or while inside the Dining Hall (during breakfast or lunch periods), while boarding busses or vans for Center trips, while picking up student pay, while in the waiting area at Health and Wellness, while participating in off center appointments, etc.). Additionally, no headphones (including ear-buds) are permitted to be worn in the ears, on the head, or dangling from any part of a student's body or uniform during any time the use of electronic devices is not permitted.

For the purpose of this policy, operate is defined as listening to or using for any purpose. Learning activity is defined as an activity wherein students are expected to be engaged in learning, such as in the Academic or Vocational (CTT) classrooms or shops; while participating in any Work Based Learning activity (on or off Center); while participating in clinical rotations or special projects sanctioned by the Center as part of required training; during dormitory meetings, assemblies, cluster meetings, Performance Evaluations, Health and Wellness appointments or activities (including TEAP); during any individual or group meeting with staff members, etc. Any decision as to whether or not the student is engaged, participating, or otherwise scheduled as taking part in a learning activity is determined by the student's schedule and or the staff member supervising the student at the time. Unapproved usage time is defined as any time within the hours students may not operate electronic devices as explained in paragraph two of this policy.

Violations of the above described policy shall result in the following sanctions:

1st Offense: Verbal warning documented in the student's Case Notes

2nd Offense: Written documentation in Case Notes and an Incident Report

- Student will meet with Department Manager and or CSIO to discuss behavior

3rd Offense: Level 3 Incident Report: "Other actions or behaviors established by the Center Director" Student may be fined; may be issued Center Service Hours; may be placed on a Performance Improvement Plan; or may be placed on a Contract to include restriction from participating in any off-Center trips. (Any combination of these sanctions may be imposed dependent upon severity of the infraction)

4th Offense: Level 3 Incident Report: "Other actions or behaviors established by the Center Director" Student is fined, is placed on a Contract to include restriction from participating in any off-Center trips, and the student's privilege to carry an electronic device may be revoked

5th Offense: Level 2 Incident Report: Center Review Board for "A pattern of inappropriate behavior, failure to follow center rules, or lack of full participation in required center activities as determined by the Center Director or designee."

NOTE: Center staff may confiscate a student's electronic device if there is reason to believe it may contain inappropriate material or evidence of inappropriate activities or behaviors. The confiscation period will be for no longer than is necessary for completion of the investigation. Refusal to surrender the device upon request of staff may result in a Center Review Board. In addition, some trades or trade related activities prohibit electronic device possession while participating in the shop activities or while participating in off center activities related to the trade. As a result, students must abide by any additional policies set forth by the instructor and/or the policies of the facility at which the student is participating in an off-center, trade related activity. *While in the Dining Hall during dinner time, if students use their cell phone, the phone must not be on speaker phone. Cell phone use is not permitted inside the Dining Hall during breakfast or lunch periods.

CAREER DEVELOPMENT SERVICES SYSTEM



OUTREACH AND ADMISSIONS (OA)

This is the time when as a prospective student, you learned how Job Corps could start you on a career path. You met with your Admissions Counselor to complete an application and provide information needed to assess your commitment to the Job Corps program. You learned about the details of life on center and made choices as to the center you wanted to attend, the training you were interested in and signed your Minimum Standards Contracts.

CAREER PREPARATION PHASE (CPP)

The Career Preparation Period (CPP) is designed to help you become familiar with the services that LJCC provides to its student body.

It will also give you the opportunity to learn new things and build a strong foundation for your future.

CPP will introduce you to the Loring Job Corps Minimum Standards. Once on Center, students will be required to sign the following contracts:

- Workplace Expectations Contract
- Cellular Phone and Electronic Devices Contract
- Center Dress Policy and Smoking Fact Sheet
- Center Sanction Guide



During CPP, you will meet with key staff, complete class work and take reading and math TABE tests (Test of Adult Basic Education). The TABE tests are designed to measure achievement in reading and math. The results of these tests will assist us in placing you in the correct academic classes when you complete CPP. Other assessments will also be administered to assist in providing you with appropriate support services. We want to provide opportunities to assist you in achieving your goals.

You will learn about Loring's Leadership Program, be introduced to Work Based Learning, and complete a Customer Service Certification! This certification will go in your portfolio, so, already you will have earned a certification in your first 30 days at Loring.

In addition, you will learn computer skills that are vital in today's workplace, build a resume and develop good interviewing skills.

You will take a close look at all of the Career Technical Training opportunities we have to offer so that you can make a choice that is right for YOU. You will be informed of *career lattice and ladder opportunities* as well as advanced training programs.

CPP also serves as a probationary period for you. During this time, you will be evaluated on important personal skills like dressing appropriately, getting along with fellow students and staff, and demonstrating a growth in all areas of Career Success Standards.

You will need to complete CPP successfully before you enter academics or your career technical training program.

CPP is your first milestone. Be patient, learn about the Center, follow the guidelines and do the best you can to move toward reaching the goals you have set for yourself.

CAREER DEVELOPMENT PERIOD (CDP)



The third phase of CDSS is the Career Development Period. When you have successfully completed CPP, based on your individual readiness level, you will continue on to CDP, where most of your time in Job Corps will be spent. This is where you will actively participate in your academic and career technical training program.

ACADEMIC CLASSES

You will be assessed by the TABE (Test of Adult Basic Education) to determine your individualized placement status in academic classes. Once you are enrolled in class, you will progress at your own pace but are expected to make continual progress throughout the program.

Goals for progress are set by you, and your case management team.

All classes use GED-preparation, career technical training related materials, magazines, the Internet, and newspapers in their fields. The instructors use a variety of methods of instruction to keep your interest level high.

Academic classes are as follows:

- Reading
- Math
- GED Preparation
- HSD Program



According to the State of Maine, students must be at least 17 years old before they will be permitted to take the GED test.



CAREER TECHNICAL TRAINING (CTT)



The Loring Job Corps Center offers Career Technical Training Programs (CTT) aligned with industry standards. Instructors and Center Staff will assist you in developing Career Technical Training skills and Career Success Standards which prepare you for the world of work.

The Center has established partnerships and agreements with industry leaders and employers providing Job Corps graduates job placement opportunities leading them on a lifelong career path to their future.

Fifteen Career Technical Training Programs are provided on Center. It is here you will learn carrying out duties and mastering the skills in a workplace environment.

HEALTH OCCUPATIONS MEDICAL

- Certified Nursing Assistant (C.N.A.)
- Medical Office Support
 - Insurance Billing
 - Medical Receptionist
 - Medical Transcription

CONSTRUCTION

- Carpentry (HBI)
- Electrical (HBI)
- Masonry (OPCMIA)
 - Painting (HBI)
- HBI-Home Builder's Institute
- OPCMIA-Operative Plasters & Cement Masons International Assoc.

CULINARY

- Culinary

COMPUTER TECHNOLOGY

- CISCO-CCNA

AUTOMOTIVE

- Auto Service Technician
- Heavy Truck Driving

CTT & ACADEMIC INCENTIVES

1. 3.0 TABE Level Gain – \$25
2. 12.9 TABE Score – Dinner with Center Director
3. CTT Completion – Completion Certificate
4. GED/HSD Attainment - \$25

Positive recognition of community service, evening programming, volunteering and peer to peer activities (e.g., tutoring and mentoring)

1. Community Service Award Certificate
2. Peer Mentor Certificate
3. Tutoring Service Award

CAREER LATTICE/LADDER OPPORTUNITIES

The Loring Job Corps Center offers students the opportunity to obtain additional skills and certifications throughout the center and the Boston Region Job Corps Program.

Below are the definitions provided by the Boston Region Career Lattice/Ladder Training Guide:

Career Ladder: A series of defined levels where the nature of work is similar and the level represents the organization's typical requirements for career growth. A career ladder helps a person realize what they could potentially be doing 5-10 years down the road, if they start in a specific entry or mid level job. Career Ladders refer to training and/or placement from entry level training to Advanced Training, ACT, and/or college programs, e.g., from Nurse Assistant/Home Health Aide to Licensed Practical/Vocational Nurse.

Career Lattice: Career lattice opportunities include career paths that move a job seeker or employee laterally or upward between industries. A career lattice is similar to a career path in that the job seeker/employee may have basic skills and educational requirements that are required in other industries. A career lattice training path requires varied amounts of continuing education and/or training in order to transfer into a related job in another industry, e.g., from Office Administration to Clinical Medical Assistant.

The following are ladder/lattice opportunities available to you:

REGION I Advanced Training Programs/Ladder Opportunities:

Center	Advanced Training Program	Location:
Cassadaga	Licensed Practical/ Vocational Nurse	Cassadaga, NY
Edison	UAW - Automobile Technician	Edison, NJ
Edison	Roto Rooter Plumbing	Edison, NJ
Edison	A+ Microsoft MCSE	Edison, NJ
Exeter	Advanced Culinarian	Exeter, RI
Grafton	Residential Advisor	North Grafton, MA
Oneonta	Electrical Overhead Line	Oneonta, NY
Oneonta	Underground Residential Distribution	Oneonta, NY
Oneonta	Smart Meter	Oneonta, NY
Penobscot	Culinary Arts (ADV Pastry)	Bangor, ME
Shriver	Computer Systems Administrator	Devens, MA
Shriver	TCU - Clerical Occupations	Devens, MA

REGION I Advanced Training Programs/Lattice Opportunities:

Center	Lock-Step Training Program	Location
Edison	Emergency Medical Technician	Edison, NJ
Grafton	Emergency Medical Technician	North Grafton, MA
New Haven	Emergency Medical Technician	New Haven, CT
Brooklyn	Advanced Career Training – College	Brooklyn, NY
Cassadaga	Advanced Career Training – College	Cassadaga, NY
Delaware Valley	Advanced Career Training – College	Callicoon, NY
Hartford	Advanced Career Training – College	Hartford, CT
Loring	Advanced Career Training – College	Limestone, ME
New Haven	Advanced Career Training – College	New Haven, CT
Oneonta	Advanced Career Training – College	Oneonta, NY
Penobscot	Advanced Career Training – College	Bangor, ME
Shriver	Advanced Career Training – College	Devens, MA
South Bronx	Advanced Career Training – College	Bronx, NY
Westover	Advanced Career Training – College	Chicopee, MA

WORK-BASED LEARNING (WBL)

Loring Job Corps has established relations with a variety of employers to provide WBL opportunities both locally and at various sites throughout New England.



The WBL program begins in CPP. During CPP you will have the opportunity to open a bank account, visit the Presque Isle Career Center, begin job shadowing, explore the labor markets, and visit local area employers. Work Based Learning opportunities in CDP are designed for students who have reached certain levels of program completion.

WBL activities will be offered as class projects. Some examples are:

- CDL (Heavy Truck Driving) students assisting no-profits companies delivering goods.
- C.N.A. students host American Red Cross Blood Drives held at LJCC
- Culinary Arts students cater on-center luncheons and dinners
- Auto students take on staff auto needs (oil & tire changing, routine checkups, etc.)
- Medical Office Administration students operate the LJCC switchboards
- Cisco Academy students take on center wide projects for networking and assisting MIS department
- Masonry students take on projects to build/replace sidewalks, build patios and basements for nonprofits.
- HBI-Painting , Carpentry and Electrical students assist several upgrading projects in the community from painting to rewiring buildings to building sheds for non-profit endeavors

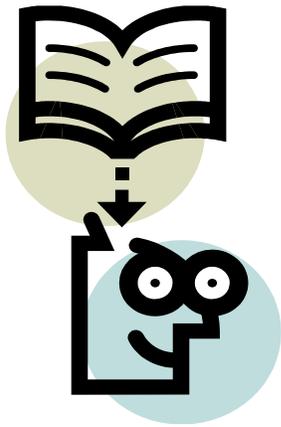
Many On-Center WBL Internships are offered for students to begin exploring job matches of their vocational training. Opportunities of Off-Center and Home WBL Internship sites are available for students that are nominated by their peers in their vocational trade. This is a 6-week program occurs during the regular daytime class schedule and highlights requirements to be met in their actual training.

The main purpose is to receive real “hands-on experience” that will give you skills to be listed on your resume. The advantages of the WBL program are numerous and include:

- You will have the opportunity to work in an employment setting where you will be supervised in a regular workplace.
- You will enhance your social and employability skills through WBL
- You will be exposed to various training and work environments
- You will have the opportunity to continue developing your career success standards
- Obtaining letter of recommendations for your portfolios
- Gained experience will make you more employable and ready in the job market
- Your WBL can lead to permanent employment

TRAINING DAY

Breakfast: Dining Hall Opens at 6:30 am
Dining Hall Closes at 7:30 am



The work day begins when you leave the dorm no later than 7:30 appropriately dressed in the morning and ends at 4:00 pm Monday thru Friday.

Beginning as early as your 4th week on Center you will be assigned a schedule based on your career technical training choice and academic needs. Classes begin at 8:00 am and end at 3:45 pm. Unlike high school and college, you will not receive grades but progress based upon the goals established on your Personal Career Development Plan (PCDP) and the Training Achievement Record (TAR). The course of study is individualized to meet your needs. The only person you compete with is yourself.

TRAINING DAY SCHEDULE

8:00 a.m.-9:15 a.m.	Block 1
9:15 a.m.- 9:30 a.m.	Break
9:30 a.m.-11:00 a.m.....	Block 2
11:00 a.m.-12:00 p.m.....	1 st Lunch
12:00 a.m.-1:00 p.m.	2 nd Lunch
1:00 p.m. - 2:15 p.m.	Block 3
2:15 p.m. – 2:30 p.m.....	Break
2:30 p.m. – 3:45 p.m.....	Block 4

CENTER SUPPORT

ALL students are expected to be scheduled for a one week period for the “CENTER SUPPORT” program. You will work with the facilities or food services department throughout the campus, helping with daily chores and tasks to ensure the cleanliness of the center. This opportunity encourages all staff and students to be stewards of our center.

PROPER USE OF COMPUTERS

Job Corps computers and networks are government property.

Using computers is an important part of career technical and educational training, as computers provide important job skills.

When you use a Job Corps computer, your computer use may be monitored at any time; this includes e-mail or any other activity.

Prior to using any center computer you will be required to sign an agreement that states you will adhere to center policy regarding computers and internet regulations.

Remember...You are responsible for following the rules.

When computer systems are disrupted or misused, it affects everyone.

UNACCEPTABLE COMPUTER BEHAVIOR:

- Anything that breaks the law
- Any use/display of sexually-oriented materials
- Installing software without permission
- Bypassing Job Corps network security
- Connecting/removing hardware without permission
- Downloading or transmitting copyrighted music, movies, software, etc.
- Forwarding mass mailings
- Using Job Corps computers to visit MySpace, Face Book, or dating sites.

STUDENT PORTAL

- Each student has availability to access the student portal.
- Any staff member can reset your password or provide you assistance with finding your login ID.
- To access the student portal you can log in from any location at the following website: <https://live.jobcorps.org>
- You can use the student portal for the following:
 - Email
 - Microsoft Office to include:
 - Excel
 - PowerPoint
 - Word
 - One Note
 - Review your schedule
 - Storage Space 25 gb

CAREER TRANSITION PERIOD (CTP)

You will start Career Transition Phase (CTP) readiness during your last few months on Center. You will attend workshops and activities during your scheduled training day and your personal development time. These sessions are designed to give you a solid foundation on which to build in areas such as Resume Building, Interviewing Skills, Job Search Resources and Career Success Standards.

CAREER TRANSITION READINESS ASSESSMENT PANELS (CTRAP)

As you near the end of your training at Loring, you will be referred by your Case Management Team for a CTRAP (mock interview). This panel of staff works with you to outline a transition plan that includes such things as job placement, assessment of housing needs, child care, transportation, and any other needs.

After your CTRAP, you will be scheduled for Career Transition Readiness Classes with the Career Transition Team. These classes will build upon the skills you have developed and take them to the next level. You will fine tune your resume, portfolio, and learn other skills that will help you become more proficient in job searching. When your CTR classes have been finished and you qualify to enter into Career Transition, the CTS staff will offer you support in securing a job, housing, health care, linking you with appropriate family services, helping with transportation issues, and any other needs you may have.

It is our goal for all program graduates to leave Loring with a solid plan enabling you to achieve long term success. This could include a verified job, advanced training, college placement, or military enlistment.



Your career is the last stage of the Career Development Services System, but not the end of Job Corps' assistance. Once you are employed and have left Job Corps, our relationship will continue. We will ask you to keep in touch with us. You may need assistance and we will be there for you.

GRADUATION

Loring Job Corps Center holds graduation ceremonies two times a year. As a graduate, you will be invited to come back on Center to participate. You will have the opportunity to wear a cap and gown and stand tall in front of Center students, staff, friends and guests.

TRANSITIONAL SERVICES

Transitional Services are determined by your commitment to the program, the manner in which you are separated, and what level of completion status you have gained. Career Transition Specialists, located throughout the country will be assigned as part of your support services once you leave the Loring Job Corps Center program. For students who graduate in an ordinary status you will receive up to 21 months of transitional services assistance from your assigned Career Transition Specialist.

CAREER ONE STOP INFORMATION

All students register at the State of Maine Career Center during your Career Preparation Phase. You will visit the Maine Career One Stop in Presque Isle, ME to participate in an Introduction to Services Workshop regarding the services provided by the local one stop. During the CTS Phase you will be introduced to the One Stop in your area that you plan to reside in after completion and separation from the program. The Career Transition Readiness Class also requires you to register online with your local One Stop in the State you plan to reside in after separation from the program.

For more information please contact the Career Transition Specialist at the Loring Job Corps Center.

TRANSITIONAL PAYMENT AMOUNTS

You are eligible to receive Transitional Funds upon your successful completion of the Job Corps Program.

TRANSITIONAL PAYMENT AMOUNT CRITERIA:

- A Career Technical Training completion is worth \$500 minus applicable taxes.
- An Academic completion attained on center or *obtained elsewhere (*only applicable with CTT completion) is worth \$200 minus applicable taxes.
- If you complete both your CTT program and a GED/HSD you will receive \$1000 minus applicable taxes.
- Upon separation you could leave with a check from center for 90% of your transition payment, if you have a verified job, college or military placement. The other 10% will be sent in 4-6 weeks from the Job Corps Data Center in Texas to your assigned Career Transition Specialist who in turn will contact you to make arrangements for your receipt of this check.
- You must successfully participate and complete the Career Transition Readiness Classes, along with attendance in the Loring Job Corps Career Center (located on-site) and complete the Career Transition Phase for your funds to be issued as you depart.



This money will be a great start for a down payment on a car, apartment deposit, first month's rent or other transitional needs you will have as you begin your career!

TRANSITIONAL ADVANCEMENT:

Once in the CTP students may request personal advances from your accrued transitional funds to help satisfy pressing financial obligation(s), such as:

- Court fine
- Interview clothing
- Other personal needs to be reviewed and approved by Center Director or designee
- Food and Shelter during PDOF (Present for Duty Off Center) Leaves



The Personal Advancement cannot exceed \$250.

STUDENT LEAVES



There are certain situations that may allow for excused time away from your training on center. These guidelines are established by the U.S. Department of Labor and must be adhered to.

PAID PRESENT FOR DUTY ON-CENTER

Students are required to sign in for the training day as they leave their dorm wing in the morning – this signature allows Student Records to mark you present for the day and puts you in a paid status. Failure to sign in will result in an AWOL day.

On non-training days (weekend/holidays) students are required to sign in on their wing by 12 p.m. to be put in a paid status for the day. Failing to sign in even on the weekends will result in an AWOL day and that will affect student pay.

PAID PRESENT FOR DUTY OFF-CENTER

- Non-Resident students enrolled in off-center ACT/OCT programs

PAID PRESENT FOR DUTY OFF-CENTER

- Home-based work based learning. (30 Training Days)
- For students involved in off-center training that requires overnight stays (CTST, WBL, OCT).
- Career-Related Activities – For student involved in authorized activities off center for job interview, job search, apprenticeship registration, college application processing, or armed forces processing. (10 Training Days)
- For students involved in authorized activities off-center fire fighting and/or national emergencies. (56 Calendar Days)
- Center Miscellaneous – For student involved in authorized training activities off center for recruiting drives, escort duty, competitions, awards, conferences, events. (10 Training Days)

PAID PRESENT FOR DUTY ON-PASS

- For authorized overnight weekend pass including National Guard weekend duty.
- Must not conflict with scheduled classes.
- Destinations must be documented, and minors only can go to destinations authorized by parental consent.
- Students in RED, GREEN & BLUE Phase are not eligible for weekend pass.

PAID WINTER/SUMMER BREAK

- Students are entitled to scheduled winter and summer break set by the National Office of Job Corps.
- This break will be scheduled to include (10 non-training days as well as holidays and weekends during this period).
- ** Student must be in a paid status the day prior to break to be paid in a paid status during break***

- Students may opt to stay on center with a written request to the Center Director
- The busses for breaks are chartered however the center will get the students within 60 miles of their place of origin or to the closest bus station.

ADMINISTRATIVE LEAVE W/PAY

(5 Training Days Available to students)

- Center closure for emergency conditions
- Securing medical/dental treatment as concurred by center health staff
- Subpoenaed court appearance
- Life-threatening illness or injury to immediate family member (mother, father, spouse, grandmother/father, child, sister, brother, guardian, sole living blood relative, someone acting in lieu of parents)

ADMINISTRATIVE LEAVE W/OUT PAY

(5 Training Days Available to students)

- Un-subpoenaed court appearances
- Pending results on disciplinary fact finding when it is necessary to remove the student from center
- Elective medical/dental treatment
- Appearance for probation parole,
- Cultural or religious observances/practices

BEREAVEMENT LEAVE W/PAY

(10 Training Days to students)

- Death in immediate family (as stated above).

PERSONAL LEAVE W/PAY

(5 Training Days to students)

- For students to use at their discretion
- Only allowed with concurrence by the center
- Complete the personal leave request form through your career counselor – ideal to plan at least two weeks in advance

PERSONAL LEAVE W/OUT PAY

(5 Training Days to students)

- For Non-Residential students who are custodial parents that have to remain at home to care for their dependent children during sickness or interruption in day care services.

STUDENT PUBLIC TRANSPORTATION INFORMATION:

Students will be required to provide their own transportation home under the following circumstances: Administrative Leave without Pay; Personal Leave with Pay; Personal Leave without Pay; Weekend Passes

When providing your own transportation you will need to do the following:

Public Transportation Information:

When traveling from Points south of Maine to the Loring Job Corps Center in Limestone, ME you will need to purchase a ticket from:

- **Your home destination to Bangor, ME.** (either through Greyhound Bus Lines or Concord Bus Lines)
 - Bangor, ME Greyhound Bus Terminal Information:
 - Dysarts Travel Stop
 - 530 Coldbrook Road
 - Hermon, ME 04401

(207) 945-3000

Bus Departs for Northbound to Caribou, ME at 6:00 p.m.

Website: www.greyhound.com

Ticket Ordering Information: use website address above

- Bangor, ME Concord Coach Lines Bus Terminal Information:

- Bangor Transportation Center

1309 Union Street

Bangor, ME 04401

(800) 639-3317

Bus Departs for Northbound to Caribou, ME at 6:30 p.m.

Website: www.concordcoachlines.com

Ticket Ordering Information: use website address above

- In order to make the appropriate connection after Bangor, ME you will need to arrive in Bangor, ME at either bus terminal listed above by no later than 5:00 p.m.

➤ **You will then need to buy an additional ticket from Bangor, ME (Cyr Bus Lines) to Caribou, ME.** Please note that this will be a separate ticket from your home destination to Bangor, ME

- Caribou, ME Cyr Lines Bus Terminal Information:

- Caribou Foster's One Stop

117 Bennett Drive

Caribou, ME 04736

(207) 498-3655

Website: www.cyrbustours.com

Ticket Ordering Information: (800) 244-2335

- Please note that the only bus north of Bangor, ME departs Bangor, ME at 6 p.m. from Dysart's Bus Terminal (Greyhound) and 6:30 p.m. from Bangor Transportation (Concord Coach).

➤ **Caribou, ME Bus Station – 117 Bennett Drive, Caribou, ME (207) 498-3655.** Once you reach this bus station, a center vehicle will be available to pick you up and return/bring you to center. If a vehicle is not available please call Security at (207) 328-4718.

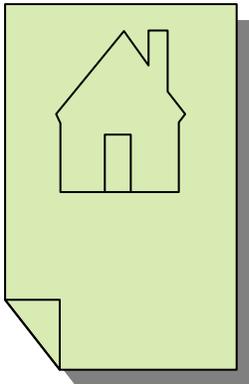
Please be aware that there is only ONE bus that leaves the local area to travel any points South of Caribou, ME and it leaves at 7:00 a.m. from the Caribou One Stop, Caribou, ME

Please be aware that there is only ONE bus that arrives in the local area that travels north to Caribou, ME and it will arrive in Caribou, ME at 10:30 p.m. in the evening from the Bangor, ME bus terminals.

RESIDENTIAL LIVING

The Residential Living Dormitory is your “*home*” during your stay at the Loring Job Corps Center. Here is where you will learn to care for yourself and your home while living in a diverse, socially dynamic community with others. The dormitories and recreation facilities are where you will enjoy the company of other students. You will be part of a team who is responsible for creating a fun, safe, and clean atmosphere. Residential Advisors (RA) are on duty to serve as a resource of information to students as well as to supervise the dorms. As you practice and develop your leadership and independent living skills you may serve as a wing leader in the dormitory.

RESIDENTIAL HALL EXPECTATIONS



When you are assigned a room in the Dormitories you will be required to sign a dormitory lease. This will include but it is not limited to the following expectations:

- Keep your room clean and ready for daily and unannounced inspections.
- Participate in Wing clean up duties, including common areas used by all.
- Change your bed linen weekly in accordance with the linen exchange program.
- Cooperate with students in leadership positions.
- Attend regularly scheduled Wing meetings.
- Dress appropriately and wear the proper footwear when leaving your room.
- Play your music at a reasonable level or with headphones so as not to disturb others (Music should not be heard outside your dorm room).
- Abide by the curfew, quiet hours, and dorm clearance times.
- Do not bring pets of any kind in the residence halls.
- Respect and properly use Center furniture and equipment.
- Do not sell products of any kind in the dormitories.
- Use appropriate communication – no swearing or yelling.
- Use only doors for entering and exiting any building.
- Set your thermostat to 70 degrees and close windows when leaving your room.
- Respect each other’s differences and value diversity.
- Do not horseplay or wrestle in the residential halls or anywhere else on center.
- Open your door promptly when staff knocks to enter.
- Immediately report violations of Center expectations to your Residential Advisor (RA).
- Members of the opposite gender are not permitted in each others dormitories.
- Follow center rules by not having unauthorized goods in your room.
- Decorate your room with pictures as follows (i.e. Pictures can only be hung on 25% of the wall space in your room and you may decorate your bulletin board with appropriate pictures).
- Treat each other with respect.
- Store your valuables in your locked closet using only a lock provided by the center.
- Electrical appliance and other fire hazards including wick candles, Non-GFI extension cords and incense are not allowed in your room.
- Exit the building promptly during fire alarms.

Wing Meetings:
Tuesdays &
Thursdays at
6:30 PM

MORNING SIGN-IN PROCEDURE

Each day you need to sign into the training day prior to leaving the dorms during the week;

Monday thru Friday students need to sign out of the dorms/into the training day before 07:30 at the designated area.

On the weekend; Saturday, Sunday and Holidays students need to sign in before 1200 p.m. (lunch time) at the designated area.

Unfortunately, if you fail to sign into the training day, you will be in an AWOL (absent without leave) status which will affect not only your points but also your student pay.

STUDENT MAIL AND PACKAGES

Each day when student mail is received by the center, a mail list will be put out and it will be posted throughout the campus. Each R.A. will also have a copy.

You will receive any incoming mail through your R.A. on your wing. To pick up your mail, you must present your I.D. and sign for the mail you have received.

All Packages that are mailed to center will be included on the mail list. You must go to the designated area (males – and females – Security Office in Katahdin Hall), present your I.D., and sign for the package. Once you sign for your package a staff member will open your package for a security check.

CENTER PHONE USAGE

Each wing has phones for students to use on as needed basis.

WHEN THE RULES ARE BROKEN

- You will be charged for any damage to your room or furnishings (including graffiti).
- You will be charged for blankets, sheets and bedspreads not turned in.
- You will be charged for lost or unreturned Center-issued keys (\$5.00 each occurrence).

STUDENT GOVERNMENT & LEADERSHIP

The Student Government Association (SGA) at Loring Job Corps Center gives you a voice in programs, activities and rules that govern the Center. This effort is only as effective as you make it.

SGA OFFICERS AND CENTER COMMITTEES

A President, Vice President, Secretary, Treasurer and Sergeant at Arms will be elected by the student body every six months. Each dormitory wing will elect Senators and Representatives to represent the wing at SGA meetings.

To become eligible to be an elected official in student government, you must be:

- Enrolled in the program for at least thirty days
- Be a positive student
- Perform satisfactorily in your Education, Career Technical Training Program and Residential Living areas
- Must not have any major incidents six months prior to being elected
- Must have completed Leadership I and be enrolled or completed Leadership II class.

SGA meetings are held bi-weekly and are open to the student body. If you want your voice heard, attend the meetings or participate in the following center committees:

Health Services: Meets monthly with the Wellness Center Manager to provide feedback and input on the students' perception and understanding of the services provided by the Wellness Center.

Rules and Standards: Meets monthly with the Center Standards and Incentive Officer to discuss the rules and regulations for student behavior on Center.

Food Services: Meets monthly with the Food Services Manager to discuss the quality and selection of menu items.

Recreation: Meets monthly with the Recreation Manager to provide suggestions for and assistance with recreational programs.

Education and Training: Meets monthly with Career Development Director to give feedback and recommendations for the education and Career Technical Training programs.

Safety: Meets monthly with the Center Safety Officer to discuss concerns of safety throughout the Center.

Residential Living: Meets monthly with the Social Development Director to give feedback and recommendations for the Residential Living program.

EEO/Diversity: Meets monthly with Center's Equal Employment Officers to give feedback about any sexual harassment or discriminatory acts on Center and promotes harassment free and diversity respected environment. This committee also meets to develop the programs and activities to celebrate the center's diverse population.

For more information on SGA visit the SGA Advisor's Office located in the Recreation Center.

RECREATION



Get Involved! The Loring Recreation Department offers indoor and outdoor adventures and programming designed for avid sports minded individuals or individuals who may be adventurous enough to try something new. No matter what your interest, the Recreation Department offers diverse programming to keep you engaged after the training day, on weekends and holidays. While in Northern Maine, enjoy the beautiful seasons and all the fun that goes with them. Just take a look!

- | | | |
|---|--|---|
| <input type="checkbox"/> Basketball | <input type="checkbox"/> Flag Football | <input type="checkbox"/> Bingo |
| <input type="checkbox"/> Canoeing | <input type="checkbox"/> Checkers | <input type="checkbox"/> Chess |
| <input type="checkbox"/> Drawing | <input type="checkbox"/> Fishing | <input type="checkbox"/> Hiking |
| <input type="checkbox"/> Cards | <input type="checkbox"/> Movie Trips | <input type="checkbox"/> Rollerblading |
| <input type="checkbox"/> Roller-skating | <input type="checkbox"/> Soccer | <input type="checkbox"/> Snowboarding |
| <input type="checkbox"/> Snowshoeing | <input type="checkbox"/> Swimming | <input type="checkbox"/> and much more! |

COMMUNITY CENTER

The Community Center is the home for such activities, Career Corner, dances, communications meetings, awards assemblies, graduations, talent shows and other events.

RECREATION CENTER

This complete fitness facility offers a variety of athletic, recreational, and fitness areas.

- Gymnasium (which houses a regulation basketball court, one full volleyball court and has a capacity to seat 500 spectators.
- Arts & Crafts Room and Mud Room
- TV Lounge (with large screen TV, VCR, DVD with surround sound and auditorium seating)

RECREATION CENTER HOURS:

Mon, Tues, Thurs	3:45 PM-9:15 PM
Wed.	2:15 PM-6:00 PM
Fri.	3:45 PM-11:15 PM
SAT	12:00 PM-11:15 PM
SUN	1:00 PM-9:15 PM

- Game Room with billiard tables, ping pong table and foosball, card games, video games
- Student Government Store
- Free weight room
- Racquetball Court and Wally-ball Court
- Men's & Women's Locker Rooms
- Cardio Vascular Room
- Multi-Purpose Room
- Equipment for indoor and outdoor team and individual sports
- Chess Tournaments
- Billiards

Team Sports: LJCC has Men's and Women's basketball, softball, volleyball and soccer teams.

Recreation Aides: Students who have completed the Leadership II class are encouraged to apply for a position as a Recreation Aide. Talk to any member of the Rec. Staff for more information on becoming a Recreation Aide.

SMOKING POLICY

The Loring Job Corps Center does not encourage or promote smoking.



- ***Smoking is a privilege and not a right. Smokers must be of legal age to smoke in the state of Maine (18 or older). It is unlawful for anyone under the age of 18 to smoke or possess tobacco products. It is unlawful to provide tobacco products to anyone under the legal smoking age. The Center's smoking policy permits students to smoke only during designated break times (during the training day) and from the conclusion of the training day until curfew and on weekends until curfew during non-training days. (see detail below)***
- ***Smoking is permitted during the following times each training day (assigned breaks/lunches only):***
 - Scheduled morning break and scheduled afternoon break
 - 1st Lunch: 11:00 AM to 12:00 PM
 - 2nd Lunch: 12:00 PM to 1:00 PM
- ***Smoking is permitted during the following non-training hours:***
 - 6:00 AM to 7:45 AM
 - Conclusion of the training day until Curfew (except during Stewardship)
 - 6:00 AM to curfew on Saturday, Sunday and Holidays/Non-Training Days
- ***Smokers are permitted to smoke only in designated smoking areas. Smoking is prohibited outside of designated smoking areas and inside buildings and building entryways.***
- ***Smokers are not permitted to smoke while walking from one building to another.***
- ***Designated smoking areas:***
 - Wing 2 end of the Katahdin Hall
 - Wing 3 end of the Katahdin Hall
 - Wing 10 end of the Penobscot Hall
 - Between Wing 6 & 7 on the Quad side of the building.
 - Recreation Center smoking area
 - Community Center smoking area
 - The far end of Building 5000 at the end of the building
 - Dining Hall smoking area
- ***Adult students may not provide tobacco products to minors.***
- ***The following items are banned under the smoking policy:***
 - Loose tobacco, rolling papers and rolling machines, cigarette tubes, cigars, pipes, and chewing tobacco
- ***Smokers are responsible for maintaining/cleaning the smoking areas and picking up cigarette butts around campus.***

The Wellness Center staff is available to assist you with smoking cessation.

SMOKING CESSATION

Loring Job Corps Center Wellness Center offers on-going Smoking Cessation programs. If you are interested please stop by the Wellness Center to inquire.

MAINE STATE LAW

Anyone under the age of 18 with tobacco or paraphernalia in their possession, or anyone supplying a minor with such; faces a \$100.00 fine.

RELIGIOUS SERVICES

Religious services are available for students of various denominations in the surrounding communities. The center will provide you with transportation to local area services. See your Residential Staff for details.

Religious Services are held at the following Churches:

- **Assembly of God**
- **Church of Christ**
- **Holy Rosary Catholic Church**
- **Sacred Heart Church**
- **United Pentecostal Church of Caribou**
- **Advent Episcopal Church**
- **Limestone United Methodist Church**
- **Calvary Baptist**
- **Faith Lutheran Church**
- **Kingdom Hall Jehovah Witness**
- **St. Lukes Episcopal Church**
- **Unitarian Universalist Church**
- **Pentecostal Church**
- **St. Louis Catholic Church**
- **Church of Jesus Christ of Latter Day Saints**
- **Gray Memorial Methodist Church**
- **Pentecostal Assembly**
- **United Baptist Church**
- **Solid Rock Worship Center**



Please see your Residential Advisor for more information.

HEALTH & WELLNESS CENTER



The Wellness Center concentrates on high quality basic care aimed at assisting you in maintaining your health so you can be successful during your stay at Loring.

Basic health care services for medical, dental, mental health and substance abuse (TEAP) concerns are available here at the Center. The Wellness Center staff will assist all new students with applying for MaineCare

Insurance Coverage.

Our goal is to not only provide the best possible service but to also give you the skills and resources to maintain a healthy lifestyle.

The Wellness Center is staffed by professionals in the health field such as Registered Nurses, Board Certified Doctors, Family Nurse Practitioners, Dentists, Mental Health Counselor, and a Substance Abuse Counselor.

Trainee Employee Assistance Program (TEAP) is here to assist you to learn to live a successful and substance-free life. If you are concerned about your drug or alcohol use, or simply want more information, contact our TEAP Specialist, located in the Wellness Center.

We also provide training classes on diet, exercise, medications, and other healthy lifestyle choices.

WELLNESS CENTER HOURS:

7:30 a.m. to 4:30 p.m.

Student Walk-in hours at the

Wellness Center are as follows:

Monday – Friday

During your lunch period

These times are designated to offer you an opportunity to address your health concerns.

Appointments for medical services will be set up and you will receive a reminder slip telling you when your appointment is scheduled. It is important that you **DO NOT** miss your scheduled appointments!

Each member of our staff is trained in first aid and CPR. Therefore all areas of the Center are protected by knowledgeable staff.

If you become ill during the evening or on a weekend or holiday, your well-being will be taken care of by staff who are on campus or the nurse will be contacted for further instructions, which will have your best interest at heart. Your well being is very important to us. If necessary you will be transported to an off center medical facility.

SUPPORT FOR STUDENTS WITH A DISABILITY

The Loring Job Corps Center program is an equal opportunity and nondiscriminatory 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 activity. A mental or physical impairment could include: Learning disabilities, ADHD, 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. If you have a disability you may qualify for reasonable accommodation support while in the Job Corps Program.

Why Disclose your Disability?

The main reason for telling about your disability is so that we can make sure you can get the support you need to participate successfully in the Job Corps program, for example, extended time for testing, breaking down steps to a task in trade, etc.

In order for us to give you support, you will need to tell us what you can about your disability and possibly provide some documentation. However, we are most interested in working with you to figure out how your disability affects your everyday life, particularly learning as this will help us determine what your needs are going to be while here at LJCC.

We recognize that all people have the potential to succeed. We are dedicated to assisting all of our students in being successful and we are committed to working together to support you toward your goal of employment.

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 for tests and assignments
- Preferential seating to reduce distractions
- First floor dorm room
- Use of technology such as calculator or computer
- Individualized Testing

Reasonable Accommodation Support

During the application process you were given the opportunity to request reasonable accommodations. If you did not request accommodations during that time, you can do so at any time while you are enrolled at LJCC by contacting the Career Development Director or Wellness Center Manager who serve as the Co-Disability Coordinators. Each of these staff members will be able to assist you with the process of requesting reasonable accommodations. The process may include:

- Completing the request for accommodation form available from either Disability Coordinator
- Providing documentation of your disability unless it is an obvious disability (examples of documentation are IEP, Vocational Rehabilitation documents, and medical documentation)
- Meeting with the appropriate Disability Coordinator/Interdisciplinary Team to review documentation and discuss possible reasonable accommodations
- Creating an accommodation plan with the Interdisciplinary Team.

If you are unsure of your qualifications for reasonable accommodations, talk with one of the Disability Coordinator. If you received extra help or support while attending school, you may be eligible to receive accommodations at the Loring Job Corps Center.

DINING SERVICES

The Food Services Staff welcomes you to Loring Job Corps Center. We look forward to your suggestions and ask for your cooperation in keeping the dining areas clean and enjoyable. Remember you are required to show your ID at each meal.

DINING HALL SCHEDULE:

Monday – Friday	
Hot/Cold Breakfast	6:30 am to 7:30 am
1 st Lunch	11:00 am to 11:45 pm
2 nd Lunch	12:00 pm to 12:45 pm
Dinner	4:45 pm to 6:15 pm
Saturday, Sunday & Holidays	
Continental Breakfast	9:00 am to 10:00 am
Brunch	10:00 am to 12:30 pm
Dinner	4:45 pm to 6:15 pm
Monday-Sunday	
Snacks – served in Dormitories	8:00 pm

Please give your feedback to the Food Service Manager on items you would like to have or better yet, participate as a member of the SGA Food Service Committee.

DINING HALL RULES:

- Center policy on dress applies during all meals. No hats or other headgear.
- Please adhere to posted times.
- Respect others by not cutting in line.
- Take only as much food as you can eat. You may always go back for more.
- Take only two glasses and refill as needed.
- Place your dishes and silverware in the bus buckets in the cart rooms before leaving.
- Excessive noise and horseplay are not allowed.
- All Electronic Devices policies must be followed
- Sports equipment must be left outside the dining hall.
- No food, drinks or dishes of any kind will be allowed to leave the dining hall, unless authorized by the Food Services Manager.
- Students are **NOT** allowed to bring their own cups or containers into the dining hall.
- No outside food or drink can be brought into the Dining Hall.



CAMPUS DRESS POLICY:

In the world of work, we believe an individual's appearance is critical to the hiring process. The established standard of dress allows you the opportunity to report each day as if you were reporting to work in a real world situation. The clothing issued to you during the Career Preparation Phase, is the expected attire until you are officially placed into a career technical training program, which might require clothing specific to that vocation.

By dressing professionally, we believe you will develop a sense of personal pride. The following expectations have been established based upon standards set by the Center Minimum Standards.

WORK DAY DRESS STANDARDS

- Workplace uniforms must be worn during the training day.
- Shirts must be tucked in. Any T-shirt or undergarment worn under the shirt must be tucked in and not extend below sleeve of uniform shirt.
- Pants must sit on the waistline and be of proper size.
- Belts must be worn, buckled properly, centered and not left open or dangling.
- Undergarments cannot be visible above waistline of pants.
- Closed-toed shoes must be worn and laced; safety boots for CTT programs where requirement exists. Crocks may not be worn in C.N.A.
- Identification cards must be in possession at all times on campus and must be presented to staff upon request.
- Body-piercing adornments, other than earrings, such as grills, gages, tongue rings, nose rings, lip piercing, eyebrow rings or facial piercing of any type are not permitted during work hours.
- Large, oversized earrings are not allowed during the training day.
- Head gear: Bandannas, wave caps, scarves, stocking caps, do-rags, hats, curlers, and all other head gear not listed are prohibited inside any building including the cafeteria and dorm. Religious covering may be worn with prior approval from the Center Director or designee.
- Tank tops, halter tops, bikini tops, tube tops, see-through shirts, shirts exposing stomach area/belly button, bare midribs, unclothed upper body, and muscle shirts are not permitted. Skirts and dresses must be at workplace appropriate length.
- Slippers, house shoes, flip flops and bare feet are a safety hazard and are not permitted. If the shoe has laces, it must be tied.
- Gang-related clothes/colors may not be worn. Any clothing that may symbolize gang affiliation, hatred or violence is prohibited.
- Clothing or accessories may not be worn which signify hustling, loan sharking, gambling, gang affiliation, violence, drugs, alcohol, sex, weapons, or that contain any type of vulgar or suggestive expression. Please note that if you are in possession of these items they will be confiscated.
- Hair picks or combs may not be left in the hair.
- Hair must be properly groomed, clean and neat (combed, braided or pulled back). Beards must be neat in appearance. Designs or initials shaved into the hair, and/or eyebrows, or rainbow colored and day glow colored hair are prohibited. Haircuts such as Mohawks, Ones, and spikes or other unusual haircuts deemed inappropriate for the workplace are prohibited.
- Night wear, sleep wear, robes and pajamas are permitted in the dorm room only.

NON-TRAINING HOURS DRESS CODE STANDARDS

- Pants must ride on waist line and be of proper size
- Belts worn must be buckled properly, centered, and not left dangling
- Undergarments cannot be visible above the waistline of pants
- Hair must be properly groomed, clean and neat (combed, braided or pulled back). Beards must be neat in appearance. Designs or initials shaved into the hair, and eyebrows, or rainbow colored and day glow colored hair are prohibited. Haircuts such as Mohawks, Ones, and spikes or other unusual haircuts deemed inappropriate for the workplace are prohibited.
- Clothing that displays drugs, tobacco, violence, weapons, alcohol, obscene/ suggestive/ offensive messages is not allowed. Please note that if you are in possession of these items they will be confiscated
- Night wear cannot be worn outside the dormitory room at any time.
- Tank tops, halter tops, bikini tops, tube tops, see-through shirts, shirts exposing stomach area/belly button, bare midriffs, unclothed upper body, and muscle shirts are not permitted. Skirts and dresses must be at workplace appropriate length.
- Students must have ID cards on their person at all times and must present the ID to staff when requested.
- Head gear: Bandannas, wave caps, scarves, stocking caps, do-rags, hats, curlers, and all other head gear not listed are prohibited inside any building except the dorm. Religious covering may be worn with prior approval from the Center Director or designee
- Slippers, House shoes, and bare-feet are a safety hazard and are not permitted outside the dorms. If the shoe has laces it must be tied.
- Gang-related clothes/colors may not be worn. Any clothing that may symbolize gang affiliation, hatred or violence is prohibited.
- Hair picks or combs may not be left in the hair.

STUDENT CLOTHING ALLOWANCE

You will be given three career preparation uniforms on your first training day on center. This will be charged to your initial clothing allowance of \$100. Once you are placed in your CTT area you will be issued three uniforms at no charge to you or your clothing allotment.

After this you will be scheduled accordingly for additional clothing as needed by either shopping at the on-center clothing store for uniform items, or a voucher for a selected store off-center for shoes, undergarments, etc:

Any clothing items destroyed beyond normal wear and tear, items stolen or lost that were not secured, or students who are sent to the Student Clothing Store for not being in appropriate attire will be charged restitution through student payroll for these items.

Paid Days On Center	Voucher Amount Issued
30-90 Paid Days	\$100 (CPP clothing issuance)
Graduates Only (within 90 days of graduation)	\$125 Clothing Voucher
Students enrolling in AT/ACT	\$100 Clothing Voucher

RULES & REGULATIONS

Overview

You have the right to participate in the Job Corps Program without being subject to violence, substance abuse, and other negative behaviors. Job Corps uses a Behavior Management System that clearly defines what you may or may not do and the consequences of your actions. The Center recognizes positive, productive behavior and uses various intervention strategies to assist students with correcting inappropriate behavior.

Staff members are required to address negative behavior and report serious violations to Security or the Center Standards and Incentives Officer (CSIO). Staff members are expected to hold students accountable to the rules and policies through a progressive disciplinary process which may include warnings, performance improvement plans, special performance evaluations, or incident reports. The CSIO oversees the entire Student Conduct System. The CSIO processes any Incident Reports issued to students and imposes sanctions, which may include fines, center service hours, contracts, and when necessary, Center Review Boards (CRB).

A Center Review Board (CRB) consists of two staff members and one student. The CRB hears evidence presented by the CSIO and makes a determination of guilt or innocence.

Job Corps classifies the Student Conduct System in three levels. Level I offenses, also known as **Zero Tolerance** offenses, which require a student's automatic removal from Center and a Fact Finding CRB. A finding of guilt requires separation from the program. **Level II** offenses require an automatic CRB. If you are found guilty, the likely consequence is separation from the program; however, retention can be recommended. **Level III** offenses can lead to a CRB and could require separation from the program in some cases.



LEVEL III VIOLATIONS AND SANCTIONS

If a student commits a Level 3 infraction, the sanctions will be decided upon by the Center Standards and Incentives Officer and will consist of one or more of the following:

Loss of points from Phase score, A formal reprimand/warning, A written warning, Demotion to a lower Phase level; Center restriction; Early Curfew/Sign in; Fines, Restitution; Referral to a Residential Coordinator, Career Counselor, Career Technical Training or Academic Manager, Wellness Center, TEAP Coordinator, Center Mental Health Consultant, or the Center Standards and Incentives Officer (CSIO); or a Center Review Board.

Level 3 infractions include, but are not limited to, the following:

- Gambling
- Using profanity, abusive or obscene language
- Verbal abuse of others
- Ethnic agitation, including racial name calling and racial remarks
- Refusal to perform assignment or failure to follow instructions
- Absent from assigned activity, including work, classes; and health and wellness, TEAP, and counseling appointments
- Disruptive behavior that interferes with the learning of others
- Being in an unauthorized or off limits area
- Violation of safety rules
- Overt sexual behavior (results in automatic Center Review Board)
- Public displays of affection
- Unauthorized visitation
- Lost keys/ID
- Temporary ID
- Failure to clear the dormitory on time
- Failure to sign in for the day
- Cutting lines
- Smoking in an unauthorized area
- Smoking on Center (MINORS)
- Hitchhiking
- Maintaining or operating a private vehicle on center
- Vandalism or abuse of Center facilities or property
- Violation of Center standards of dress and appearance
- Unauthorized absences from training or Center
- Other actions or behaviors established by the Center Director
- Alcohol intoxication on Center or under Center supervision
- Causing an embarrassment to the Center

Level II – Automatic Center Review Board

Any Level 2 infraction must be presented to a Center Review Board (CRB). It is at the discretion of the CSIO and the Center Director whether or not a student who is charged with a Level 2 infraction is present for his or her CRB hearing. At the hearing, the Center Review Board may reach one of three conclusions: 1.) The Board may find the student innocent of the charges. 2.) The Board may find the student guilty and recommend retention with sanctions. 3.) The Board may find the student guilty and recommend separation from the program. If a student is found guilty, the Center Director has the final decision of retention or separation, regardless of the recommendation of the Center Review Board.

Level 2 Infractions include:

- Fighting (that does not cause bodily harm to staff or students)
- Sexual Harassment

- Theft or possession of stolen goods
- Inciting a disturbance or creating disorder
- Hazing, Initiation, Harassment – without assault
- Loan Sharking
- Destruction of government or private property
- Arrest for a misdemeanor on or off center
- Gang activity (also includes wearing gang clothing, colors, signs/handshakes associated with known gangs)
- Use, possession or sale of alcohol on center
- A pattern of inappropriate behavior, failure to follow Center rules, or lack of full participation in required Center activities as determined by the Center Director.
- Physical Assault with the intent to do bodily harm to student or staff
- Possession of an item that could be used as a weapon on Center or under Center Supervision
- Threat of assault with the intent to intimidate or coerce any student or staff
- Inhalation of volatile intoxicating substances on center or under center supervision

LEVEL I – ZERO TOLERANCE POLICY, AUTOMATIC CENTER REVIEW BOARD

Any Level 1 infraction must be presented to a Fact Finding Center Review Board (FFCRB). Any student written for a Level 1 offence will be removed from the Center within the earliest timeframe available and will not be present for the FFCRB. The FFCRB will hear the evidence for a Level 1 case and will make a decision of guilty or innocent. If the student charged with a Level 1 infraction is found guilty, the student must be separated from the program.

Level 1 infraction includes:

- Possession of an illegal weapon on Center
- Physical assault that causes bodily harm to staff or student
- Sexual assault of a criminal nature
- Robbery and/or Extortion
- Arson
- Arrest for a felony on or off Center
- Possession or sale of drugs on Center or under Center Supervision
- Conviction of drug use, possession or sale off center (felony or misdemeanor)
- Use of drugs as evidenced by a positive test conducted upon suspicion or a 2nd positive drug test by the end of the 45-day probation period.

INCIDENT REPORT APPEALS

Level 3 Incident Report Appeals

Students are afforded the right to appeal any incident report they receive. In the event a student wishes to appeal an incident report, he or she must circle “YES” in the area on the incident report which asks if the student wishes to appeal. If the student circles yes to indicate that he or she wishes to appeal the incident report, he or she must then schedule an appointment with the CSIO to discuss the charges and his or her reason or grounds for appealing the incident report. Upon review of the charges, any relevant information and/or evidence provided by the student, and information provided by the staff who initiated the incident report, the CSIO may refer the appeal to the initiator for consideration of alternate intervention, may refer the appeal to the initiator’s supervisor, may grant or deny the appeal immediately (based upon the evidence), may reduce or suspend the sanction (if a sanction has already been issued), or may dismiss the charge(s).

In some Level 3 cases, additional information may be required to make a decision. If additional information is needed, the CSIO will conduct an investigation and will interview staff and students who may have direct knowledge of the incident. Upon conclusion of the investigation, the CSIO may reach one or more of the following conclusions:

- The charges are unfounded (appeal is granted and the charge is dismissed)
- The charges have been substantiated (charge stands along with prescribed sanctions)
- The charges are not correct for the incident (adjustment may be made to the charge or charge may be dismissed if unfounded)
- An alternate method of intervention is more appropriate for the charge (depending upon severity of the incident, the charge may be adjusted, the charge may stand or the charge may be dismissed, depending upon the evidence received)
- Student was misidentified (charge is dismissed and removed from the incorrectly identified student's record)

The CSIO will inform the student of the decision concerning his or her appeal either in person or in writing.

Level 2 and Level 1 Incident Report Appeals

All Level 2 Incident Reports will be reviewed by the CSIO prior to presenting the case to the Center Review Board. The CSIO will review all relevant reports and evidence related to the charge. The CSIO may conclude that the Level 2 Incident Report is not supported by the evidence and may drop the charge to a lower level, the CSIO may conclude that the Level 2 charge is correct and proceed with the case, or the CSIO may conclude that a more severe charge is warranted based upon the evidence and will proceed with the more severe charge.

If a student is found guilty of a Level 2 charge at a CRB, the student may appeal the recommendation of separation to the Center Director and to the Boston Regional Office of Job Corps if the Center Director upholds the recommendation of separation. The appeal to the Regional Office must be made in writing within 30 days of separation from the program.

All Level 1 Incident Reports will be reviewed by the CSIO prior to presenting the case to the Center Review Board. The CSIO will review all relevant reports and evidence related to the charge. The CSIO may conclude that the Level 1 Incident Report is not supported by the evidence and may drop the charge to a lower level or the CSIO may conclude that the Level 1 charge is correct and proceed with the case. If the student is found guilty of the Level 1 charge, the student must be separated from the program and may appeal the decision of separation in writing to the Boston Regional Office of Job Corps within 30 days of separation.

STUDENT POINT PHASE INCENTIVE SYSTEM

Overview

The Phase Incentive Program was created in collaboration with student government to provide a structured performance reward system across center which emphasizes personal growth, professional achievement, and opportunities to make choices which have realistic rewards and consequences.

The goals of the Phase Incentive System are:

- Effective motivation to provide you with a realistic goal that is attractive and beneficial.
- Successful staff participation and support
- Acknowledgement and recognition of your achievement and commitment.



The Phase Incentive Program fosters an environment that promotes positive behavior with an emphasis on establishing employability skills that meet the demands of industry standards. By recognizing hard working students who achieve advanced phase levels and rewarding them with incentives, the Center can create a culture where students develop personal satisfaction for what they have accomplished.

Students move up and down the “Phase” scale depending on their performance and dedication to the program. Students on Green Phase (after the initial evaluation period – 45 days) or who are on Red phase will have their performance reviewed on a weekly basis by their Career Counselor. Students on Blue, Silver, or Gold phase, at the time of their evaluation are eligible to receive monetary incentives (consisting of gift cards and SGA dollars). Incentives earned for increases in Phase levels are one time awards. Once the incentives have been issued, students will have **3 WEEKS to pick them up**. If they are not picked up, they will be voided and returned to center. Incentives earned are available for students to pick up at the CSIO office on Wednesdays and Thursdays usually within one week of signing their evaluation with their counselor and being notified of a change in phase. Incentives earned for each Phase level are explained in greater detail in the following sections.

The Center Information System (CIS) Incentive Module was developed as a means of tracking student performance and automatically assigning students to a “Phase Group” based upon individual student performance. The module within CIS pulls scores from the following areas:

- Student Performance Evaluations
- Student Conduct
- Student Attendance
- Student Daily Status

POINT PARAMETERS FOR EACH PHASE AND PHASES EXPLAINED:

- Red Phase 0 points to any negative point total
- Green Phase 0.01 – 49.99
- Blue Phase 50.00 – 99.99
- Silver Phase 100.00 – 124.99
- Gold Phase 125.00 and up

Students earn or lose points through attendance, performance, and conduct within their vocational, educational, and residential areas. A student's points are increased or reduced according to the following schedule:

POINT INCREASES

- Positive Incident Report +1.00
- Present for duty on Center status +0.20
- Present for duty off Center status +0.20
- Evaluation scores (score average of areas evaluated) + between 1 and 5

POINT REDUCTIONS

- Absence* -1.00
- Tardy -0.50
- AWOL status (weekend) -5.00
- AWOL status (training day) -9.00
- Level 3 Incident Report -2.00
- Level 2 Incident Report (guilty w/retention) -25.00
- Level 1 Incident Report (if found guilty – student is separated)
- **CSIO or Center Director Contracts Points reduced to 0**
- **Poor performance in academics, vocational areas, or residential areas may result in a permanent reduction of a student's points to a lower phase level**

NOTE: Upon successful completion of a CSIO or Center Director Contract, the student's points will be reset to 25 (if student had greater than 25 points at the time of the initiation of the contract) or to the point total the student had prior to the initiation of the contract (if the student had less than 25 points at the time).

*In the event a student is marked absent from a scheduled class in CIS, a fine is automatically generated within CIS in the amount of \$0.50 for the absence, and a reduction of 1 point is generated within the student's phase. To prevent duplicate fines, the student will not be charged an additional fine for the absence (if an incident report is submitted) unless the student has habitually skipped classes and the absences are documented in CIS. The submittal of an incident report will; however, result in additional points being subtracted from the student's phase.

RED PHASE STATUS:

Students not meeting the performance, attendance, and/or behavior expectations of the Center, whose point total is less than 0.01 are on Red Phase. Red Phase students are eligible to have their phase reviewed after 30 days if:

- The student is placed on Red Phase due to a major violation or due to being placed on a CSIO or Center Director Contract
- The student is placed on Red Phase as a result of poor performance in academics or in the vocational areas

The process for re-evaluation of Red Phase status must be initiated by the student, in the event the student is placed on Red Phase due to a contract, due to poor performance, or due to a significant reduction in points that is caused from excessive AWOL status. In the event a student has been placed on Red Phase due to an accumulation of incident reports and/or due to poor attendance, the student may earn points by completing positive incidents to assist

them with increasing their point total. Students who have had their phase points reduced due to being in AWOL status, that is no fault of their own, may be eligible for evaluation by the CSIO.

Privileges:

Students on Red Phase have no privileges and are not eligible to participate in Weekend Passes or Center sponsored trips (except the bi-weekly Red Phase trip), unless extenuating circumstances exist. In the event of an extenuating circumstance, the student must seek special approval from the CSIO to participate in a Weekend Pass or any Center trip.

Additional Consequences/Sanctions:

Restriction to Center (Except for scheduled Red Phase Trips)

GREEN PHASE STATUS:

Upon arrival to the Center and enrollment into the program, each student is awarded 10 points and is placed immediately on Green Phase. During his or her first 15 days on Center, resident students are restricted to Center unless they are participating in a new student, staff supervised trip. Any new student will remain on Green Phase until their first Performance Evaluation (after 45 days) even if the student's point total exceeds 49.99 points prior their first evaluation. However, new students may be placed on Red Phase prior to their first evaluation if their point total reaches a value of less than 0.01, if they are placed on a contract, or for any other reason specified in the Red Phase Status section above. Any student may be demoted to Green Phase status from any higher phase due to poor performance or noncompliance with policy.

Criteria:

Achieve a point total between 0.01 and 49.99

Student is ready to make a commitment towards a positive Job Corps experience

Student has been informed of the expectations, rules and policies of Job Corps and the Center

Privileges: (after first 15 days on Center)

- Student is eligible to sign up for 1 weekly Center Sponsored Activity trip (movies, roller skating, etc.) at the Recreation Center.
- Student is eligible to sign up for 1 weekly Center Sponsored trip (mall trip, Wal-Mart trip, etc.) on the wing.

BLUE PHASE STATUS:

Blue Phase is an intermediate phase. It is anticipated that a majority of students will achieve Blue Phase Status during his or her enrollment. Students who fail to make positive progress while in Blue Phase Status may be demoted to Green or Red Phase Status.

Criteria:

Achieve a point total between 50.00 and 99.99

Student must show progress in academic, vocational, and residential areas

Privileges:

- \$10.00 gift card (1 time award)
- \$10.00 SGA Store gift certificates (1 time award)
- Student is eligible to sign up for 2 weekly Center Sponsored Activity trips (movies, roller skating, etc.) at the Recreation Center.

- Student is eligible to sign up for 1 weekly Center Sponsored trip (mall trip, Wal-Mart trip, etc.) on the wing.

SILVER PHASE STATUS:

Silver Phase Status consists of students who are exceeding expectations; are making significant achievements in academics, vocational areas, and residential areas; are positive role models; and are making progress in their personal development plan. Students who have earned enough points to achieve Silver Phase Status, but are not meeting Center expectations, may be demoted to Blue, Green or Red Phase status.

Criteria:

Achieve a point total between 100.00 and 124.99

Student must show significant progress in academic, vocational, and residential areas.

Student must be a positive role model

Privileges:

- \$15.00 gift card (1 time award)
- \$15.00 SGA Store gift certificates (1 time award)
- Student is eligible to sign up for 2 weekly Center Sponsored Activity trips (movies, roller skating, etc.) at the Recreation Center.
- Student is eligible to sign up for 2 weekly Center Sponsored trip (mall trip, Wal-Mart trip, etc.) on the wing.
- Student is eligible for Leisure Time Employment (LTE) Positions (if positions are available) after 30 days of Silver Phase Status.
- Student is eligible for weekend passes if the student has not failed to clear, has not failed his or her room inspection, and/or has not received any negative Incident Reports during the week. Minor students must ensure an approved Parental Consent for Weekend Pass is present in his or her Residential file before a Weekend Pass can be approved.

GOLD PHASE STATUS:

Gold Phase Status consists of students who demonstrate leadership on Center; have an excellent performance record; are making significant achievements in academics, vocational areas, and residential areas; are positive role models; and are making progress in their personal development plan. Students who have earned enough points to achieve Gold Phase Status, but are not meeting Center expectations, may be demoted to Silver, Blue, Green or Red Phase status.

Criteria:

Achieve a point total between 125.00 and up

Student must show significant progress in academic, vocational, and residential areas.

Student must be a positive role model

Privileges:

- \$20.00 gift card (1 time award)
- \$20.00 SGA Store gift certificates (1 time award)
- Student is eligible for early pay
- Student is eligible for early luggage check-in during Center Breaks
- Student is eligible for early room inspection during Stewardship
- Student is eligible to apply for consideration to move to Gold Phase/Honors wings in the dormitories.

- Student is eligible to sign up for 2 weekly Center Sponsored Activity trips (movies, roller skating, etc.) at the Recreation Center.
- Student is eligible to sign up for 2 weekly Center Sponsored trips (mall trip, Wal-Mart trip, etc.) on the wing.
- Student is eligible for Leisure Time Employment (LTE) Positions (if positions are available).
- Student is eligible for weekend passes if the student has not failed to clear, has not failed his or her room inspection, and/or has not received any negative Incident Reports during the week. Minor students must ensure an approved Parental Consent for Weekend Pass is present in his or her Residential file before a Weekend Pass can be approved.

All students are required to attend Leadership 1 and 2 classes while enrolled at Loring Job Corps Center. In order to become eligible for membership in the 200 or 300 Points Clubs, students must have completed Leadership 1 and 2 **and** must be actively involved in mentoring during evening programming classes. Any student who achieves the Gold Phase 200 or 300 Point Club may be demoted to a lower phase if he or she fails to meet Center expectations (as determined by the Center Standards and Incentives Officer).

GOLD PHASE 200 POINT CLUB:

Criteria:

- Must mentor at least one weekly evening program
- Must have a Phase point total of 200 or more
- Must meet all eligibility requirements of Gold Phase
- Must have no negative Incident Reports, no unexcused absences, and no tardy during the 60 days prior to achieving 200 points*

Privileges:

- Will receive a letter of recommendation from the CSIO upon completion of the program
- \$25.00 gift card (1 time award)

GOLD PHASE 300 POINT CLUB:

Criteria:

- Must mentor at least two weekly evening programs
- Must have a Phase point total of 300 or more
- Must meet all eligibility requirements of Gold Phase
- Must have no negative Incident Reports, no unexcused absences, and no tardy during the 120 days prior to achieving 300 points**

Privileges:

- Will receive a letter of recommendation from the Center Director upon completion of the program
- \$50.00 gift card (1 time award)
- VIP Front of the Line card – which enables the student to move to the front of any line, including student pay, trip sign ups, baggage check for departure, etc. *This privilege may be revoked in the event the holder displays a behavior or commits an action that is deemed inappropriate, is disrespectful, or is in violation of Center rules, policies, or expectations.*

* Student will be eligible for consideration to the 200 point club upon completion of 60 days without an absence, tardy, or negative Incident Report if he or she was ineligible for that reason at the time he or she achieved the required point total.

* Student will be eligible for consideration to the 300 point club upon completion of 120 days without an absence, tardy, or negative Incident Report if he or she was ineligible for that reason at the time he or she achieved the required point total.

As a reminder, students are required to sign into the training day prior to leaving the dorms during the week; Monday thru Friday students need to sign out of the dorms/into the training day before 7:30am at the designated area.

On the weekends; Saturday, Sunday and Holidays students need to sign in before 12:00 p.m. (lunch time) at the designated area.

If you fail to sign into the training day, you will be in an AWOL (absent without leave) status which will affect your points and your student pay.

CENTER TRANSPORTATION

Transportation schedules will be posted on bulletin boards in all wings and common areas. Transportation between buildings during class time is provided in extremely inclement weather. Please be sure to dress according to the weather and expect to walk to your assigned areas around center.

MONDAY	Wal-Mart	7 p.m.	Gold Phase
TUESDAY	Family Dollar (10 Students)	7 p.m.	Red Phase Bi-Weekly
WEDNESDAY	Western Union If Needed (10 Students)	6 p.m. <i>(RA must verify funds are available)</i>	All Phases
THURSDAY	Wal-Mart	7 p.m.	Gold & Silver Phase
FRIDAY	Wal-Mart <i>(Only)</i>	7 p.m.	All Phases but Red
SATURDAY	Mall Trip Mall Trip	1:15 p.m. – 4:00 p.m. 6:15 p.m. – 9:00 p.m.	All Phases but Red
SUNDAY	Church Run Mall Trip	9:15 p.m. 1:30 p.m. – 4:30 p.m.	All Phases but Red

BANK RUN

Please be advised that the bank run will be departing from the Recreation Center at 4:15 pm on Tuesdays. Students must sign up with their Career Counselor.

TRANSPORTATION SAFETY

Whenever Center transportation is provided, it is your responsibility to be at the designated pick up point on time. Be aware that if center transportation is required because a scheduled run has been missed, an Unscheduled Transportation Charge will be assessed and charged to you. This applies to all Center sponsored activities.



While on center transportation it is necessary that you follow the guidelines for proper behavior while being transported:

- Listen to and follow all instructions given by the driver.
- When loading onto buses, stay on the sidewalk away from the travel lane and wait for the bus to come to a complete stop before approaching.

- When boarding a bus, do not push and shove.
- When Government vehicles are equipped with seat belts you must secure your belt before the vehicle is moved and belts must remain on until the trip has ended.
- The vehicle can carry only the number of passengers equal to seatbelts. No more than two persons to a seat on the bus.
- No smoking
- Drinking or eating is not allowed.
- Swearing or horseplay is not acceptable behaviors.
- Respect the center provided transportation by taking all items with you and not destroying the equipment.

Your safety is important to us. Please follow safety standards by adhering to the above guidelines. Remember, all center rules apply when on an off-center sponsored trip.

FACILITIES

You must contact your Residential Advisor(s) for any needed room repairs. Your RA will submit a request to Facilities through the SchoolDude Program and a Work Order will be assigned for the needed repairs. Please be advised that you or your guests will be held responsible for any damage to rooms or common areas, and will be charged for restitution.

Thermostats should be set and remain at 70 degrees.

Do not remove screens from the windows.

Please turn off all lights when leaving your rooms.

Emergency Lights, Pull stations and Fire Alarms are extremely important LIFE SAFETY devices. Tampering with these devices is a Federal Violation and violators will be prosecuted.

This is your Campus, please help us to keep it SAFE, clean and litter free at all times. Any destruction done to the facility (government property) in a malicious manner may constitute in a board and restitution to be processed through your student payroll.

If you have suggestions for improvements please put them in writing and submit them to the Facilities Manager or Center Safety Officer, they will be reviewed by the Center Safety Committee. If implemented you could be awarded a \$50.00 gift certificate or cash bonus.

OFF-CENTER AREAS THAT ARE OFF -LIMITS

- The woods in and around the surrounding areas of the Center and the Loring Development Authority (LDA) property
- You are allowed to walk on the marked trails in the Wildlife Refuge as long as you are not loitering or camping
- The runway, flight line, hangars, warehouses, and all towers/buildings on LDA property
- Students are not permitted to leave the Center campus for any reason without proper authorization. Students may sign out for a day pass on Saturday, Sunday, or a holiday. This pass is for the time period of two hours.

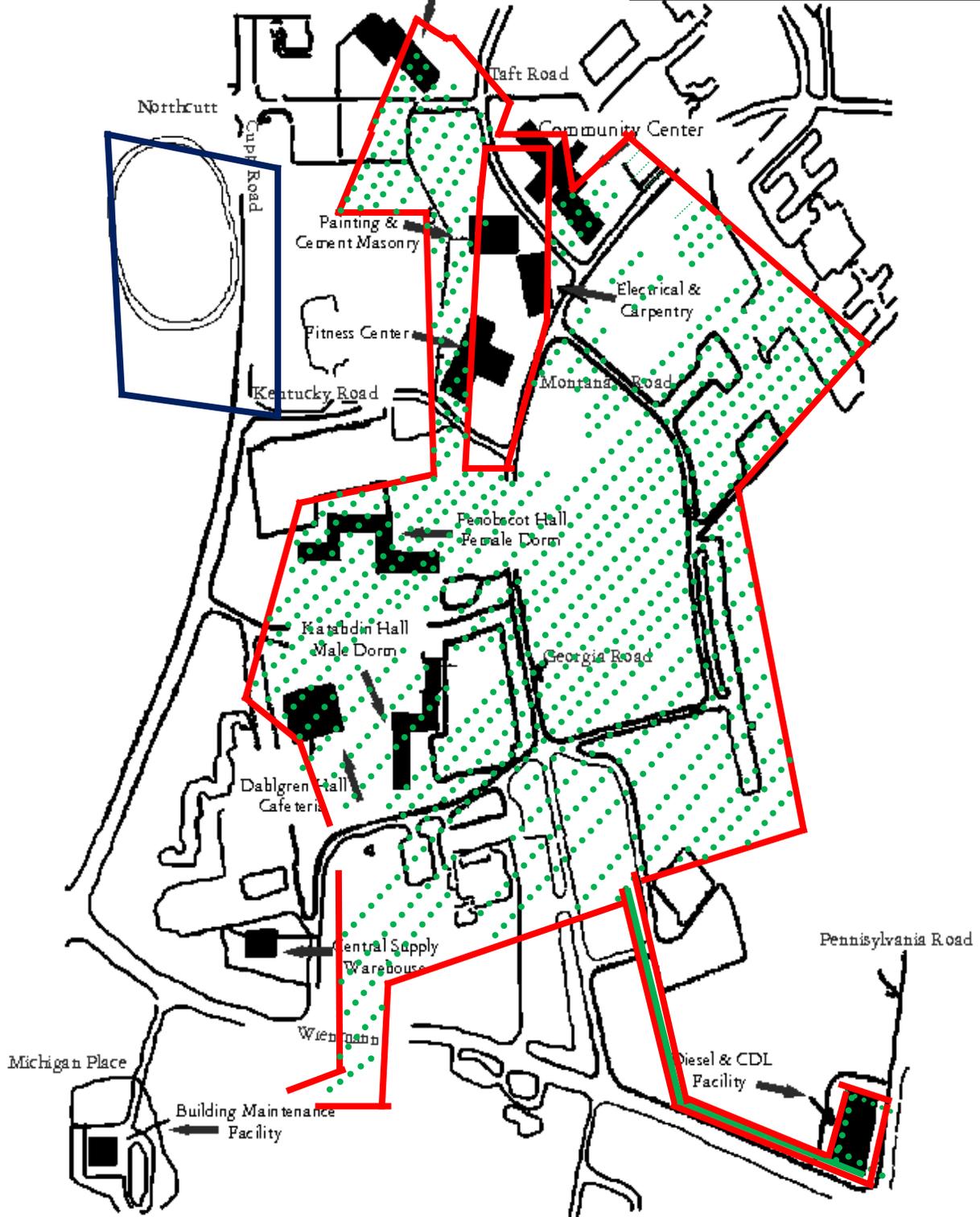
ON-CENTER AREAS THAT ARE OFF-LIMITS

- The Motor Pool vehicle parking area (Vehicle Cage)
- Opposite sex residence halls and rooms.
- Any Center building when closed.
- Any unsupervised office without permission.
- Dormitories from 7:30 am to 3:45 pm, Monday thru Friday and Wednesdays before 2:15pm.
- Laundry Rooms during off-use hours.
- Any closed dormitory wing.
- Any roofs or basements.
- Classrooms when not in use (i.e., lunch, breaks, etc.)

LORING JOB CORPS CENTER MAP

Education Technologies
Building 5000

Off center areas Off Limits	
Off limits unless permission from security	
Your Area of exploration	



YEARLY CALENDAR

2012

S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S			
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