



# Pine Knot

## Job Corps Center



# Introduction to Student Life

November 2007

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Dear Student Employee:

The staff at Pine Knot Job Corps Center **WELCOMES YOU!** We are impressed with your choice to continue your education and obtain career development that will assist you in becoming successfully employed upon graduation. This investment will pay off the rest of your life.

There are a few important things I'd like you to focus on while at Pine Knot – I feel they will help you achieve your goals. They are:

- ✓ **Be Respectful** – Treating other people with respect is the best way to receive respect. Use appropriate language. Profanity is not tolerated. Understand that others on Center may say and do things that you don't like. If this happens, handle yourself appropriately and you will get your needs met. *Remember, to get respect, you have to give it. Respecting others is an employability skill that will get you hired.*
- ✓ **Work Hard** – Job Corps is a self-paced program. This means that all students will progress through the program at their own pace based on their individual capabilities. You must work hard at all times to meet your career goals. *By working hard, you will quickly complete the program. A strong work ethic is an employability skill that will get you hired.*
- ✓ **Follow the Dress Code** – The dress code is in place to provide you guidelines related to appropriate appearance. This is a training environment. You must dress appropriately at all times. *By maintaining good personal hygiene and appropriate dress, you are exhibiting employability skills that will get you hired.*
- ✓ **Keep Your Center Looking Good** – The appearance of your environment is just as important as your personal appearance. Place trash in the trash cans. Put cigarettes out in ashtrays. Keep your room, bathroom, and classrooms/shops clean and presentable. Pay attention to detail. *By maintaining a clean environment, you are exhibiting employability skills that will get you hired.*

Pine Knot Job Corps utilizes a Student Standard of Conduct System to ensure you have a safe environment in which to pursue your career goals. The Center has a Zero Tolerance Policy for violence, aggression, and the use, possession or sale of alcohol and drugs. Students will be separated from the program if they participate in these activities. Negative behavior will result in consequences or sanctions. Positive behavior will result in rewards and incentives. *It pays to "handle your business" at Pine Knot!*

The staff at Pine Knot work hard to provide excellent services to you. Throughout the Career Preparation Period, you will hear more about the wide range of programs and services available to you. Pay close attention to the staff presentations and to the information in this handbook so you can understand and utilize all that is available to you. We want you to achieve your goals. You are

provided with the facilities, the resources and the opportunities to succeed. The choice is yours.

*I want to take this time to introduce you to Pine Knot Job Corps. I hope that we are on the first step toward an exciting and successful journey. You've come to us because you want an opportunity to learn, grow, and support yourself in a career. At Pine Knot, we can help you design a plan and set goals that will help you gain independence, obtain a successful education reach career technical competency and secure a good paying job. Everyone wants to be his or her own person. You can only do that if you provide yourself with the tools. I will not promise you that ours is an easy process. It takes work and commitment. I am asking you to commit yourself to the Job Corps program. We have experience in teaching people to be independent leaders in their communities and providers for their families. Just as I ask you to be committed, I can tell you that the staff at Pine Knot is committed to you. We want the best for you. Our desires only come true if you want the best for yourself, as well. On a hard day, you may want to give up and quit. On a good day, you will feel like you can move a mountain. We are here to talk to you on the hard days and celebrate with you on the good. There is just one key, however, to making it to the finish line: You can't give up, slack up or close up. Keep your goals in sight, let us help you and keep moving toward the prize. Only you can decide what the prize is. We can help you decide how to get it. We will work together to ensure that you are the best you can be.*

*I hope your time with us is memorable, productive and happy. I hope it leads you toward the life you want for yourself. GOOD LUCK!*

Teresa Dunn-Frank  
Center Director

## 1. THE JOB CORPS MISSION

As a national, primarily residential, career development program, Job Corps' mission is to:

1. Attract eligible young adults;
2. Involve them in a career development services system which begins prior to enrollment and continues through post-center services;
3. Assist them in acquiring the skills they need to achieve their career goals and live independently; and
4. Support them in entering and remaining in meaningful jobs or further education.

## 2. THE CAREER DEVELOPMENT SERVICES SYSTEM

Career Development Services System (CDSS) involves a continuum of individualized and personalized experiences and services which are infused throughout all phases of each young person's connection to Pine Knot Job Corps – from outreach/admissions, through on-center services and activities, job placement and post-center transitional support for graduates.

The CDSS concept and design assume that every student comes to Pine Knot Job Corps with the potential to graduate, and that every student, regardless of length of stay, should leave Pine Knot Job Corps with improved skills. Involving you early in your enrollment in identification of your problems, needs and goals; addressing barriers to achieving your goals; providing education, training and support throughout your enrollment; and connecting graduates with transitional support services increases the likelihood that you will be able to become self-sufficient.

The Career Development Services System design incorporates the following phases:

- ❖ Career Preparation Period: Center staff and students welcome you and help you acclimate to center life. During your first 60 days of enrollment, you will work with staff to identify needs, interests and receive personal counseling to identify any problems or issues to be resolved so that you can focus on your career development activities. New students begin the career exploration and planning process resulting in a Personal Career Development Plan (PCDP) which serves as a blueprint for all of your Pine Knot Job Corps experiences. You will learn basic social, employability and information technology skills, and visit a local one-stop center. Staff will work with you to select a mix of career development activities based on individual progress and readiness to participate.
- ❖ Career Development Period: You will pursue your career goals through academic, career technical, social and independent living skills on center and continue to develop information technology and employability skills

- related to your career goals. You will learn and practice skills, including communication and customer service, at actual work sites under the direction of Pine Knot Job Corps' employer partners. In addition, you will learn how to identify and access support services needed to live independently and begin the job search process by connecting with Career Transition staff that will assist you in making a smooth transition from center life to a career.
- ❖ Career Transition Period: Graduates work with Career Transition specialists to find appropriate placements. For an additional 12 months following initial placement, Career Transition specialists assist graduates in finding subsequent placements and connecting with the support services they need to stay employed and live independently.
  - ❖ Career: Pine Knot Job Corps graduates are entrenched in their career paths, with above minimum wages and upward mobility opportunities. They are self-sufficient and remain productive members of the workforce for years to come.



### 3. PINE KNOT JOB CORPS, BASIC WEEKLY SCHEDULE

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<p>9:00 am, breakfast/brunch is being served. 11:00 morning clean up details begin. 12:00 pm recreation activities or trips begin. 5:00 dinner is served. 7:30 recreation areas close. 8:30 All students on weekend pass must return by this time. 8:30 Dormitory meetings and full dorm clean up begins. 10:00 Preparation for bed. 10:30 Lights out and everyone in bed.</p>	<p>6:30 am, all students wake up for the day. 6:30 – 7:15, breakfast is served. 7:15 morning clean up details begin. 7:45 all students out of the dorms and to Education or Career Tech. 8:00 Classes begin (Vocation/Career Tech) 11:00-12:30 Lunch is served. 3:30 pm, Education classes are out. 3:40 Career Tech classes are out. 5:00 Dinner is served. 6:15 Dormitory Meetings. 6:00 Recreation Areas open 8:00 Snacks are served 10:00 Preparation for bed. 10:30 Lights out and everyone in bed.</p>	<p>6:30 am, all students wake up for the day. 6:30 – 7:15, breakfast is served. 7:15 morning clean up details begin. 7:40 all students out of the dorms and to Education or Career Tech. 8:00 Classes begin (Vocation/Career Tech) 11:00-12:30 Lunch is served. 3:30 pm, Education classes are out. 3:40 Career Tech classes are out. 5:00 Dinner is served. 6:15 Dormitory Meetings. 6:00 Recreation Areas open. 8:00 Snacks are served. 10:00 Preparation for bed. 10:30 Lights out and everyone in bed.</p>	<p>6:30 am, all students wake up for the day. 6:30 – 7:15, breakfast is served. 7:15 morning clean up details begin. 7:45 all students out of the dorms and to Education or Career Tech. 8:00 Classes begin (Vocation/Career Tech) 11:00-12:30 Lunch is served. 3:30 pm, Education classes are out. 3:40 Career Tech classes are out. 5:00 Dinner is served. 6:15 Dormitory Meetings. 6:00 Recreation Areas open. 8:00 Snacks are served. 10:00 Preparation for bed. 10:30 Lights out and everyone in bed.</p>	<p>6:30 am, all students wake up for the day. 6:30 – 7:15, breakfast is served. 7:15 morning clean up details begin. 7:45 all students out of the dorms and to Education or Career Tech. 8:00 Classes begin (Vocation/Career Tech) 11:00-12:30 Lunch is served. 3:30 pm, Education classes are out. 3:40 Career Tech classes are out. 5:00 Dinner is served. 6:15 Dormitory Meetings. 6:00 Recreation Areas open. 8:00 Snacks are served. 10:00 Preparation for bed. 10:30 Lights out and everyone in bed.</p>	<p>6:30 am, all students wake up for the day. 6:30 – 7:15, breakfast is served. 7:15 morning clean up details begin. 7:50 all students out of the dorms and to Education or Career Tech. 8:00 Classes begin (Vocation/Career Tech) 11:00-12:30 Lunch is served. 3:30 pm, Education classes are out. 3:40 Career Tech classes are out. 4:15 Center grounds clean up. 4:30 Weekend passes may depart. 5:00 Dinner is served. 6:00 Recreation trip departs and areas open. 8:00 Snacks are served. 11:30 Everyone in dormitories. 12:00 am, lights out.</p>	<p>9:00 am, breakfast/brunch is being served. 11:00 morning clean up details begin. 12:00 pm recreation activities or trips begin. 5:00 dinner is served. 6:00 Recreation trip departs (if scheduled). 8:00 Snacks are served. 11:30 Everyone in dormitories. 12:00 am, lights out.</p> 

## 4. CAREER SUCCESS STANDARDS

Career Success Standards provide students with opportunities to learn and practice a set of behavioral expectations that support employability and social development for career success.

Pine Knot will ensure students leave with proficiency in the following eight standards and associated competencies:

### A. Workplace Relationships and Ethics

<b>WORKPLACE RELATIONSHIPS AND ETHICS</b>	
The student will leave Job Corps with the ability to productively interact with co-workers and deal with problems and situations with honesty, integrity and responsibility.	
COMPTETENCIES	
✓	Follows and promotes workplace policies and procedures including: good attendance, being on time and dressing appropriately for the job.
✓	Understands and supports organizational goals and structure and follows the chain-of-command.
✓	Observes and practices safety standards.
✓	Develops productive relationships with members of his/her team.
✓	Responds well to supervision.
✓	Maintains confidentiality and personal trustworthiness.
✓	Understands and supports the concept of customer service.

### B. Interpersonal Skills

<b>INTERPERSONAL SKILLS</b>	
The student will leave Job Corps with the ability to get along with others and adjust to a variety of social and professional situations.	
COMPTETENCIES	
✓	Takes an active role when working in teams.
✓	Exhibits friendly behaviors and works well within the culture of a group.
✓	Recognizes and respects individual differences and view points.
✓	Manages and resolves conflict with varied negotiation techniques.
✓	Demonstrates flexibility in adjusting to a variety of situations.
✓	Recognizes and manages emotions such as sadness, depression, frustration, and anger.

### C. Personal Growth and Development

<b>PERSONAL GROWTH AND DEVELOPMENT</b>	
The student will leave Job Corps with the personal skills, attributes and behaviors that foster confidence and drive for life-long growth.	
COMPTETENCIES	
✓	Uses knowledge of personal strengths, weaknesses and values in decision making.
✓	Demonstrates resilience when receiving both positive and negative feedback.
✓	Maintains a healthy lifestyle by managing physical, emotional and social aspects of daily life.
✓	Uses social networks when balancing work and personal life.
✓	Exhibits self-respect and a positive self-esteem.
✓	Takes initiative and uses opportunities for advancement.

### D. Independent Living

<b>INDEPENDENT LIVING</b>	
The student will leave Job Corps capable of finding, managing and utilizing the resources needed to maintain employment, satisfy physical and emotional needs, and lead a productive life as an independent adult.	
COMPTETENCIES	
✓	Plans and manages time, money and other resources to support him/herself.
✓	Utilizes available resources to find housing, transportation and employment and to make informed consumer decisions.
✓	Makes educated life choices concerning nutrition, fitness, healthcare, parenting and sexual responsibility.
✓	Creates and maintains an appropriate support network.
✓	Uses creative problem solving skills.

**D. Career and Personal Planning**

<b>CAREER AND PERSONAL PLANNING</b>	
The student will leave Job Corps with a personal plan that outlines a step-by-step process for entering and advancing in a fulfilling career.	
<b>COMPTETENCIES</b>	
<ul style="list-style-type: none"><li>✓ Sets and redefines short and long-term goals.</li><li>✓ Acquires, organizes, interprets and evaluates information from career assessments and work-based learning experiences.</li><li>✓ Completes activities that support career planning. These may include a generic resume, sample cover letter, and letters of recommendation.</li></ul>	

**E. Communications**

<b>COMMUNICATIONS</b>	
The student will leave Job Corps with the ability to listen actively, follow directions and communicate with others to solve problems and accomplish tasks.	
<b>COMPTETENCIES</b>	
<ul style="list-style-type: none"><li>✓ Expresses and supports ideas through oral, written and non-verbal communication, such as body language, volume and tone.</li><li>✓ Responds to and acknowledges other people's views.</li><li>✓ Follow directions and asks for clarification.</li><li>✓ Understands, uses, and explains procedures.</li><li>✓ Uses appropriate language when addressing different audiences.</li><li>✓ Demonstrates active listening skills.</li></ul>	

**F. Multicultural Awareness**

<b>MULTICULTURAL AWARENESS</b>	
The student will leave Job Corps valuing diversity, practicing cultural sensitivity and able to work with people of different backgrounds and cultures.	
<b>COMPTETENCIES</b>	
<ul style="list-style-type: none"><li>✓ Understands and appreciates a variety of cultural perspectives and how those enhance productivity.</li><li>✓ Demonstrates the ability to value diversity in the workplace.</li><li>✓ Understands cultural differences in communication styles.</li><li>✓ Positively interacts and fosters relationships with people of different backgrounds.</li></ul>	

**G. Information Management**

<b>INFORMATION MANAGEMENT</b>	
The student will leave Job Corps with the ability to interpret and evaluate data, organize and maintain information, and use technology to perform work.	
<b>COMPTETENCIES</b>	
<ul style="list-style-type: none"><li>✓ Obtains information from existing sources, including the Internet.</li><li>✓ Evaluates the relevancy, accuracy and appropriate use of data.</li><li>✓ Organizes, maintains and uses information.</li><li>✓ Demonstrates capacity to connect data to personal and professional success.</li></ul>	

**5. STUDENT ASSESSMENT**

All new students will be assessed and tested to determine skill level needs and interests so that appropriate individualized career development services may be provided. The assessment also identifies personal issues so that appropriate support can be provided to during early enrollment.

Some of the assessments are:

- ✓ **Medical Status:** The Health and Wellness Center will evaluate your overall health to determine if there are any physical problems that you need assistance with. This also helps us to determine your future basic health care needs.
- ✓ **Academic Competency:** The Education Department will use a Test of Adult Basic Education (TABE) to assess your academic proficiency.

- ✓ Counseling Needs Assessment: The Counseling Department will visit with you to help develop an individual plan for your stay at Pine Knot Job Corps. Some of the items included are personal history, personal and career aspirations, family status (living situations and responsibilities), legal issues, personal issues and post-center plans.
- ✓ Career Aptitude and Interest Inventory: The Career Preparation Staff will visit with you to determine what your interests are career-wise and what skills you already possess that will lead to a career.
- ✓ Career Success Standards Inventory: The Career Preparation and Counseling Staff will assess your ability to demonstrate the appropriate behaviors associated with those standards.
- ✓ Basic Information Technology Skills: The Education Department will visit with you to determine your skill level in relation to computer skills and knowledge of the labor market.

These assessments will occur during your first 4 weeks on campus.

## **6. EVALUATION OF STUDENT PROGRESS**

The purpose of an Evaluation of Student Progress (ESP) is to provide you with periodic feedback and assessments of progress in achieving career development goals, allows us to collaborate with you in setting or revising your short- and long-range goals that will lead to achievement of career goals, and to motivate and encourage your progress and achievements.

Each student receives a performance evaluation every 60 days by a Career Team. The performance evaluation panel consists of the student and the Career Team (counselor, academic instructor(s), career technical instructor(s), and dorm manager(s)). If the student is not present, the performance evaluation will be conducted by the Career Team within 5 working days of the student's return. New students will be evaluated at the end of their first 30 days on campus and again towards the end of their second 30 days on campus.

You will be responsible for bringing your portfolio and Personal Career Development Plan to the performance evaluation panel meeting. You will begin developing a portfolio during the Student Career Preparation Period and will complete the portfolio as a graduate requirement.

The Career Team members will review the portfolio during each panel meeting and ask you questions. You will have the opportunity to practice interviewing and articulating your training, achievements and goals. Reviewing the portfolio will also enable the Career team to more thoroughly evaluate your progress and employment readiness.

The Career Team will discuss performance issues, and review any behavior contracts and follow-up action plans. The Career Team will assess your support services needs throughout enrollment of the program through post-placement. The Career Team will identify on and off center resources to meet your support and transitional services needs (transportation, housing, etc.). The

counselor will document your assessment needs, action plan, follow up, and progress in a “Career Development Plan” for you.

All major decisions concerning our students will be the responsibility of the Career Team. Schedule changes, trade changes, and recommendations for leadership, work-based learning, and graduation are examples of the decisions each Career Team will be involved in.

The combined ratings for each of the eight (8) Career Success Standards criteria provide the overall evaluation score and identify the student’s performance level. Academic, Career Technical Education, and Residential Living/Recreation will be rated, with the lowest overall rating indicating the evaluation color.

Ratings will be based on a one (1) to five (5) value, with 1 being low. This provides more accuracy in identifying slips and gains in performance than a below average and above average format. The rating scale is:

- 1-2 Needs Improvement
- 3-4 Meets Standard
- 5 Excels

A. The Color Card System

The Center Student Standards of Conduct and Incentive Systems consist of six (6) colors. Students move from color to color on the basis of recreation participation hours, positive event reports, and student performance evaluations. The integration of the color card levels with the behavior modification system and identified appropriate levels of incentives are summarized as follows:

<b>CDSS INTEGRATION OF SYSTEMS</b>		
<b>COLOR CARD LEVEL</b>	<b>BEHAVIOR MODIFICATION SYSTEM</b>	<b>INCENTIVES FOR COLOR LEVELS</b>
GREEN	This color is for students who have not had their first 30 day performance evaluation.	Recreation Trip (2nd in signing up behind gold). 5:00 Evening meal with gold. \$10.00 phone card. Lunch with Management Team. Issued Bronze Card privileges 1 <sup>st</sup> performance evaluation if adjustment is satisfactory.

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GREY (8 – 17)	This color is for a student who has received a major incident or several minor incidents within a short period. Students in this color are restricted to the Center and are to receive close attention and counseling. This color is also for students showing very poor behavior and employability skills. (Example: Unacceptable = F)	Restricted to Center until performance improves. Community Service as assigned. 5:45 evening meal. Right to go to church once a week. On-center sports only. See Team weekly until Bronze.
BLUE (18 - 23)	This color is for students who are experiencing minor behavior/performance difficulties adjusting to Center life. The students are to receive counseling and attention. Students are not restricted from any activities, but obviously have limited privileges. (Example: Poor = D)	Can sign up for recreation trips, last to sign up. One weekend pass per month. May play on and off center sports. 5:30 evening meal. See Team weekly until Bronze.
BRONZE (24 - 29)	This color is for those students who are demonstrating satisfactory performance behavior in all areas. Student's appearance must be in compliance with policy. (Example: Satisfactory = C)	Recreation Trip sign-ups after gold, green, and silver. 5:15 evening meal. Two weekend passes per month. Eligible for: Graduation Ceremonies, Trade Chief, Dorm Leader, Student Government, Fire Crew, Student Driver, local high school program (off campus).
SILVER (30 - 35)	This color is for those students who demonstrate above satisfactory performance in all areas. These students not only take care of themselves, but also assist their fellow students via leadership, SGA, or other contributing positions. (Example: Above Average = B)	All previous incentives plus: Eligible to be on Student Government Association Executive Council. Recreation Trip sign-up after gold and green. Three weekend passes per month. 5:00 evening meal. Eligible to be Center Tour Guides.
GOLD (35 – 40)	This color is for those students who demonstrate above satisfactory performance in the program and have been in silver at least 60 days. These students not only take care of themselves and their fellow students, but also contribute to their community. (Example: Outstanding = A)	All previous incentives plus: 5:00 evening meal. Letter of Commendation upon completion of program. First to sign up on all recreation trips. Eligible for pass every weekend. Special gold outings. Extended curfew on weekends.

**B. Positive Performance Incentives**

Students that have continual positive performance will be rewarded for their efforts. Students that have no negative performance referrals over a

specific amount of time will receive an incentive. Negative performance referrals are those that pass through the Standards of Conduct System.

The following time frames delineate incentives and how many days a student must be on center without receiving a negative performance referral:

- ☺ Thirty (30) days: flashlight.
- ☺ Sixty (60) days: mesh sport bag.
- ☺ Ninety (90) days: T-shirt.
- ☺ One hundred-twenty (120) days: watch.
- ☺ One hundred-eighty (180) days: MP3 player.
- ☺ Two hundred-seventy (270) days: jacket
- ☺ Three hundred-sixty-five (365) days: \$100 gift card

Should a student arrive at an incentive level and then receive a negative performance referral, the student goes back to “zero” days and cannot reacquire awards already received. For example, a student might receive all awards through ninety (90) days and then receive a negative performance referral. That student would then have to start over and reach one hundred-twenty (120) days before the student could accumulate future incentive awards. *All decisions on negative performance referrals are at the discretion of the CSO.*

#### C. High School Program Incentives

Students enrolled in the High School Program, or who have completed all the requirements for a High School Diploma, or who have entered the program with a High School Diploma, are eligible for the following incentives:

- ✓ Eligible for High School Athletics (off campus) while enrolled
- ✓ GED/High School Diploma pins indicating course completions
- ✓ High School field trips
- ✓ Eligible to be a Center Tour Guide
- ✓ Possible scholarships for continuing education
- ✓ GED scores credited toward High School credits

## 7. STUDENT RIGHTS AND RESPONSIBILITIES

### A. Student Standards of Conduct

The purpose of a Student Standards of Conduct is to promote among students, standards of conduct which are expected and accepted in the workplace; to provide students with an opportunity to learn from their mistakes; to maintain an environment for students that is free from drugs and violence; and to provide students with opportunities for due process in disciplinary proceedings.

Negative behavior cannot be ignored on the Pine Knot Job Corps campus and must be addressed. When you show negative behaviors, staff members will confront you over your behavior. The foundation for this system stands on two basic principles for changing behavior and increasing performance. The first is a reward for positive behavior and the second is performance confrontation of negative behaviors with immediate consequences.

There are three types of negative behaviors on Center that constitute a Center Violation. The levels are:

- ❖ Level 1 (Zero Tolerance) Violations
- ❖ Level 2 (Major) Violations
- ❖ Level 3 (Minor) Violations

### Level 1 (Zero Tolerance) Violations

Violations	Center Action
<ul style="list-style-type: none"> <li>✎ Possession of a gun or illegal weapon on center or under center supervision.</li> <li>✎ Physical assault that causes bodily harm to student or staff.</li> <li>✎ Sexual assault of a criminal nature.</li> <li>✎ Robbery and extortion.</li> <li>✎ Arson.</li> <li>✎ Arrest for a felony on or off center*.</li> <li>✎ Possession, distribution, or sale of drugs on center or under center supervision.</li> <li>✎ Conviction of drug use, possession, or sale, off center (felony or misdemeanor).</li> <li>✎ Use of drugs as evidenced by a positive drug test by the end of the initial probationary period (prior to 45 days) or the suspicion intervention period (prior to 45 days, or by a positive drug test after the suspicion intervention period.</li> </ul>	<ul style="list-style-type: none"> <li>➤ Student removed immediately from Center; Authorities may be called.</li> <li>➤ A Fact Finding Board will be held and a decision rendered within three (3) working days. <b>(Automatic)</b></li> <li>➤ Student may make written input to the Fact Finding Board.</li> <li>➤ If found guilty, automatic termination from the program.</li> </ul>

\* - Students arrested for felonies or misdemeanors and subsequently found not guilty may be re-established per PRH-6.4.

Students that commit Level 1 (Zero Tolerance) infractions will be removed from Center immediately and placed on administrative leave without pay pending results from the Fact Finding board. The student will be afforded the opportunity to make a written statement before being removed from the Center. A Fact Finding Board will be convened, facts will be obtained, the Board will determine guilt or innocence of the charges, and a decision made within three (3) training

days. If a determination of guilty is reached, the student will receive a disciplinary termination.

Students terminated under Level 1 infractions (excepting Use of Drugs) are NOT eligible for readmission to any Job Corps Center. Students may submit an appeal to overturn the Center Director's termination decision to the Job Corps Regional Office.

**Level 2 (Major) Violations**

Violations	Center Action
<ul style="list-style-type: none"> <li>✎ Physical assault with intent to cause bodily harm to student or staff.</li> <li>✎ Sexual Harassment</li> <li>✎ Fighting.</li> <li>✎ Inhalation of volatile intoxicating substances on center or under center supervision.</li> <li>✎ Use, possession, or sale of alcohol on center.</li> </ul> <hr/> <ul style="list-style-type: none"> <li>✎ Threat of assault with intent to intimidate or coerce any student or staff.</li> <li>✎ Possession of an item that could be used as a weapon on center or under center supervision.</li> <li>✎ Theft or possession of stolen goods.</li> <li>✎ Inciting a disturbance or creating disorder.</li> <li>✎ Hazing, initiation, and harassment (without assault).</li> <li>✎ Loan sharking.</li> <li>✎ Destruction of Government or Private property.</li> <li>✎ Arrest for misdemeanor on or off center*.</li> <li>✎ Gang activity including wearing of gang clothing, colors, or making signs or handshakes that are associated with known gangs.</li> <li>✎ 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.</li> </ul>	<p>NOTE: The first five violations on this list are considered Center Specific Zero Tolerance. Students that are found guilty of these five violations may receive a disciplinary termination.</p> <hr/> <ul style="list-style-type: none"> <li>➤ Student removed from Center immediately if determined to be a threat to self or others.</li> <li>➤ Authorities may be called.</li> <li>➤ A Fact Finding Board (FFB) will be held and a decision rendered within five (5) working days.</li> <li>➤ May make written input to the FFB if removed from Center.</li> <li>➤ If found guilty, there is a presumption for discharge.</li> <li>➤ Loss of 6 to 12 points.</li> </ul> <p><u>If Retained:</u></p> <ul style="list-style-type: none"> <li>✓ Probation contract through the Center Director.</li> <li>✓ Up to 30 days restriction to Center.</li> <li>✓ Community service up to 16 hours.</li> <li>✓ Fines not to exceed \$5.00.</li> <li>✓ Color drop to grey.</li> <li>✓ Return of up to 6 points.</li> </ul>

\*-Students arrested for felonies or misdemeanors and subsequently found not guilty may be re-established per PRH-6.4.

Students committing Level 2 (Major) Infractions may be removed from Center immediately if determined to be a threat to self or others and placed on administrative leave without pay pending the results of the Fact Finding Board. A Fact Finding Board will be established to gather facts, consider the seriousness of the infraction, and consider any mitigating circumstances. A decision will be made within five (5) training days. If the student is found guilty, there is a presumption for discharge.

Students being charged with “A Pattern of Inappropriate Behavior” will be determined by point loss. Once a student has reached 0 points, the Center Director will authorize a Fact Finding Board.

Students terminated under Level 2 (Major) Infractions are eligible for readmission after one (1) year.

**Level 3 (Minor) Violations**

Violations	Center Actions
<ul style="list-style-type: none"> <li>✎ Alcohol intoxication on center or under center supervision.</li> <li>✎ Gambling.</li> <li>✎ Ethnic agitation including racial name calling and racial remarks</li> <li>✎ Refusal to perform assignment or failure to follow instructions.</li> <li>✎ Absent from assigned activity, including work, classes, medical, counseling, and CSO.</li> <li>✎ Disruptive behavior that interferes with the learning of others.</li> <li>✎ Being in an unauthorized or off limits area.</li> <li>✎ Violation of safety rules.</li> <li>✎ Overt sexual behavior (intercourse on Center will require an automatic BRP). Includes stages of undress with partner and being in opposite sex dorm.</li> <li>✎ Smoking in an unauthorized area.</li> <li>✎ Hitchhiking.</li> <li>✎ Maintaining or operating a private vehicle on center.</li> <li>✎ Vandalism or abuse of center facilities or property.</li> <li>✎ Unauthorized absences from training or center.</li> <li>✎ Other actions or behaviors established by the Center Director.</li> <li>✎ Bringing discredit or embarrassment to the Center (will require an automatic BRP).</li> <li>✎ Malicious horseplay.</li> <li>✎ Using profanity.</li> <li>✎ Inappropriate Sexual Behavior: fondling, long kisses or embraces, clinches, entanglement (sitting on another's lap or standing between another's legs) and giving and receiving hickies.</li> <li>✎ Cutting lines.</li> <li>✎ Violation of Center standards of dress and appearance.</li> <li>✎ Horseplay.</li> <li>✎ Littering.</li> <li>✎ Throwing cigarette butts on grounds.</li> <li>✎ Spitting on sidewalks, porches, decks.</li> </ul>	<p>NOTE: Alcohol intoxication (Level 3) is considered a Center Specific Level 2 Violation. Students alleged to have committed this violation will appear before a Fact Finding Board.</p> <hr/> <p>➤ Student remains on center unless determined to be a threat to self or others.</p> <p><u>Consequences may include one or more of the following:</u></p> <ul style="list-style-type: none"> <li>✓ Fines not to exceed \$5.00</li> <li>✓ Community service not to exceed 8 hours</li> <li>✓ Loss of recreation and pass privileges not to exceed 14 days.</li> <li>✓ Color drops (1-2).</li> <li>✓ Loss of points (1-4).</li> <li>✓ Individual Development Plan.</li> <li>✓ Behavior Review Panel (BRP).</li> <li>✓ Documentation.</li> </ul>

✓ Tardy to class, trade, meetings, etc.	
✓ Throwing rocks and/or snowballs.	
✓ Sleeping late/Sleeping in class.	

To correct unacceptable behavior, discipline can include seven (7) to fourteen (14) days restriction to center, one (1) to eight (8) community service hours, one (1) to five (5) dollar fine, one (1) to two (2) color drops, and loss of one (1) to four (4) points.

There is the possibility of actions requiring a Behavior Review Panel (BRP). A Panel will be convened and the student has the right to appear before the panel, reply orally or in writing, be represented by a staff member, call witnesses, question or cross-examine witnesses, and stand silent. The Panel will consider the student's behavior record, past performance and seriousness of the infraction. The Panel will determine guilt or innocence and make a recommendation to the Center Director for retention or termination. Sanctions will be in accordance with Center policy up to discharge.

Students terminated for Minor Infractions are eligible for readmission after one (1) year.

All students have the right to appeal the sanctions levied against them. There are appeals at three levels on Center and you may appeal disciplinary terminations to the Regional Office in Philadelphia, PA. If you wish to appeal any disciplinary process, see the Center Standards Officer.

### **Behavior Violation Points**

Upon arrival on Center, students will be allotted twelve (12) points from the CSO. Whenever an individual receives negative behavior documentation, the CSO will deduct points. The points deducted will correspond with the seriousness of the offense. Deducted points will be logged in the student's behavior file. This will serve as a barometer for students that are having difficulties performing at Pine Knot.

The Center Director will authorize a Fact Finding Board for students that reach zero (0) points (Pattern of Inappropriate Behavior). This will standardize who gets a board and when. A weekly At Risk List will be posted to all staff showing students that have six points or less and will be discussed in Management Team and Retention Team meetings.

Points may be awarded back if the decision of the Center Director is to retain a student after the board has met. The number of points awarded will be at the discretion of the Center Director and will provide a clear message to the student that their behavior must change or termination will result. The standard is 4 points (although 6 points is the maximum). This clarifies the "last chance" term and puts the burden on the student.

The CSO will award one (1) point a week for each week the student completes without receiving a negative behavior referral, up to twelve (12) points.

#### **B. Dress Policy**

The purpose of a dress and grooming policy is to help prepare students for conditions they will encounter when seeking and obtaining employment. All

employers will demand appropriate dress and appearance. Making personal adjustments now will only add to a student's employability upon completion.

In order to inform students about this policy, the pre-arrival letter sent to an incoming student will include the center's dress and grooming policy. The center's dress code will also be provided to Outreach and Admissions for use in presenting Pine Knot's policies and requirements to potential applicants. The CPP Coordinator and Residential Living staff will mail all clothing items deemed inappropriate to the student's home of record.

### **Dress**

All clothing will be properly fitted and in good repair. No altered, ripped or torn clothing will be allowed at any time. Additionally, clothing containing graffiti or manufactured "holes" or "tears" will not be allowed. No overly wrinkled, dirty, tattered or oversized clothing is acceptable.

Socially inappropriate or degrading clothing or jewelry is unacceptable as is clothing containing obscene language or symbols. Clothing that bears symbols or language of a provocative nature will not be worn. Provocative subjects would include but not be limited to: clothing advocating or promoting anarchy, racism, promoting the use of drugs, alcohol, or tobacco, violence, degradation of others, and inappropriate groups (musical, gangs, etc) or activities are not allowed.

Trousers will be worn properly fitted, at the waist, with a belt to secure the trousers. **There is to be absolutely no "sagging" or "bagging" of the trousers or any other pants at any time.** Trousers will be worn that are close in size to the actual size of the wearer. There is to be no wearing of unreasonably tight or loose fitting trousers. Center issued clothing will be sized according to individual students. Trousers will not be worn that fall in length below the sole of the shoe(s) of the student. All trousers must be hemmed and in good repair with no fraying or torn areas in the lower hem.

No inappropriate clothing such as shorts, short cut offs, revealing skirts, blouses, tank or tube tops or see through type clothing is to be worn. Bras must be worn by females at all times. Length of shorts, skirts, dresses, dresses with slits: the minimum length of these items will be no shorter than the wear's middle finger of the hand when resting against the side of the thighs. Shorts must be hemmed or rolled up.

No under garments will be seen. Shorts that look like boxers will not be worn. All males must wear a shirt when outside the dormitories unless approved by recreation staff.

All shirts will be tucked in during the duty day. This includes breaks and lunch.

All hats/caps that have a bill will be worn with the bill pointing directly forward, not slanted to either side. All standards for clothing apply to caps or hats as well. Stocking caps, knit hats or similar cold weather attire will not be worn during the period of May 01 through September 30. No hat will be worn indoors unless it is a trade hat, in the trade area or

work site. At all other times, hats must be removed upon entering a building. Headbands or similar headgear will only be worn with recreation staff approval.

Students must wear appropriate shoes to Education and Career Technical Programs. Shoes are to be laced and trousers/pants are to be worn outside of the shoe/sock. Shower shoes and house shoes are not to be worn outside of the dormitory.

Pajamas and other nightwear may not be worn outside the dormitory.

### **Personal Grooming**

Students must be clean and well groomed each day. Students will wear clean clothes, utilize deodorant, brush teeth, wash hair, and take adequate showers or baths, and will not develop body odor.

Beards, mustaches, and side burns must be neatly trimmed and groomed. Students are not to wear an inordinate amount of make-up that is garish or unsightly.

Hair must be neat and clean at all times. Hair must be worn in a style that leaves the eyes, nose, mouth, and cheeks exposed at all times. Cornrows and braids are acceptable. Dreadlocks and “twisties” are not permitted. Outlandish hairstyles such as unnatural colors of hair, multi-colored hair, spiked hair, designs, words, or letters cut into the hair, and Mohawks are not acceptable. Combs, brushes, and hair picks will be carried and not worn in the hair.

How you look leads to employability. If the Center determines that your appearance will be detrimental to gaining entry level employment, we will advise you as to making adjustments to your appearance. We have the expectation that you will comply with our advice – this will make you employable. Failure to follow our advice within a two week period will result in disciplinary action being taken.

All tobacco products must remain in student pockets until outside buildings and in a designated smoking area.

### **Accessories**

For health and safety reasons, the act of body piercing, tattooing, or otherwise permanently marking the body, i.e. burning/branding, by any student is prohibited. The possession of any device used for any of these acts is prohibited. Students, who receive tattoos, piercing or permanent markings from a student are culpable for the act as well.

No religious jewelry will be worn outside the clothing of the student. Chains will not be worn. There is a difference between a necklace and a chain. Jackets, boots, dog collars, wristbands, hats, belts or any other item bearing studs will not be worn.

There is a maximum of two earrings per ear allowed. Dangling earrings greater than 2 ½ inch in length are not permitted. Spacers are not allowed. The CTE Instructor will determine what constitutes a safety

concern in their respective areas. No piercing is to be worn exposed anywhere except the ears. Tongue rings are prohibited.

There will be no display or wearing of bandanas. Doo-rags/wave caps are only allowed while sleeping.

Students will not have personal stereos of any type on their person during the hours of 8:00 AM until 3:45 PM, Monday through Friday. Personal stereos are not allowed in the Dining Hall at any time or at dorm meetings.

### **Education**

Students in Education are expected to dress in “business casual” style or better. Center issued khaki pants and polo shirts are the basic attire for Education. Belts are required for all pants that have belt loops. Belts are to be worn properly with no dangling belt ends.

Dress/khaki shorts (no jean shorts) may be worn from May 01 to September 30. All standards for length and size previously stated for clothing applies to shorts as well.

Hooded sweatshirts and thermal underwear are not appropriate clothing at any time.

### **Career Technical Education**

CTE issued clothing for construction trades will include: issued pants, steel toe safety boots (if required) and trade shirts.

The basic designated clothing for CTE is:

- ✓ Automotive Repair Technician – trade shirt and issued pants
- ✓ Construction Craft Laborers – trade shirt and issued pants
- ✓ Carpentry – trade shirt and issued pants
- ✓ Culinary Arts – issued chef clothing and hat
- ✓ Information Technology – trade shirt and issued pants
- ✓ Masonry – trade shirt and issued pants
- ✓ Painting – trade shirt and issued pants
- ✓ Urban Forestry – trade shirt and issued pants
- ✓ Welding – trade shirt and issued pants

Auto, CCL, Carpentry, Masonry, Painting, Urban Forestry and Welding students, for safety reasons, are required to wear steel-toed boots. Center issued coveralls are permitted in the construction trades.

Hard hats and CTE hats may be worn indoors in the trade area or at the worksite. All hard hats will be worn with the bill facing forward.

Students assigned Center Support will wear Center issued pants and shirt.

Trousers will be worn properly fitted, at the waist, with a belt to secure the trousers. There is to be no sagging nor bagging of the trousers or any pants. All shirts will be tucked in - this includes, breaks, lunch and dinner.

## Residential

Students leaving the center on pass or recreation trips will dress appropriately for the activity in which they are participating. Staff members loading trips that are departing center will review the student as they enter the vehicle to insure dress meets center policy. Students in violation of the clothing policy will be restricted to center. It is the policy that a student will not leave the campus on pass or recreation trip while displaying inappropriate dress or appearance.

### C. Equal Opportunity and Civil/Legal Rights

Pine Knot Job Corps is an Equal Opportunity employer and work site. We provide equal opportunity for all students and employees without regard to race, religion, color, national origin, gender citizenship, disability, political affiliation, or belief. Sexual harassment is prohibited in Job Corps. Discrimination is prohibited in all contracts, grants, and programs funded by the Department of Labor.

Pine Knot Job Corps has a trained EEO/Sexual Harassment Counselor that you may speak with when confronted with discrimination or sexual harassment. This counselor will attempt to resolve complaints informally, assist you in filing formal complaints, document all complaints and actions, ensure that student complaints are not subjected to adverse treatment, provide written guidance to assist students in filing formal complaints, and advise students of appeal rights and procedures.

The Center, through the Center Standards Officer, will provide you with information about the availability of legal assistance within the local community. We will also assist you in resolving minor legal obligations and civil fines or court ordered restitution.

### D. Religious Rights

Pine Knot has ties with several members of the religious community. We can assist you in making contact with the religion of your choice for worship services.

### E. Sexual Activity Policy

The purpose of a Sexual Activity Policy is threefold to meet the following criteria:

1. Provide a safe, comfortable, and moral environment for all staff and student employees;
2. State clearly the actions the Center will take in regards of sexual activity;
3. Clarify degrees of violation.

NOTE: This policy applies to **ALL** relationships; bi-sexual, homosexual, and heterosexual.

Sexual behavior and activity may take many forms. The Center classifies sexual behavior and activity into five different categories:

1. Sexual Assault
2. Sexual Harassment
3. Intercourse
4. Overt Sexual Behavior
5. Inappropriate Sexual Behavior

These categories are explained below and are not allowed at any time on Center.

### **Sexual Assault (Zero Tolerance):**

Sexual assault (criminal) is defined as, through the use of force, coercion, or threats of immediate and great bodily harm or against the will. This offense is a Zero Tolerance (ZT) violation of the first order, requiring the student's immediate separation and notification of local law enforcement agencies.

- Covers all areas of sexual behavior and activity when "against the will".
- Exposing ones self, including masturbation "in view".

### **Sexual Harassment (Center Specific Zero Tolerance):**

The Job Corp's policy is that employees and students must be allowed to work in an environment that is free from sexual harassment. Sexual harassment is defined as:

- Un-welcomed or unwanted sexual advances. This includes petting, pinching, brushing up against, hugging, cornering, kissing, fondling or any physical contact considered unacceptable by another individual.
- Requests or demands for sexual favors, including: subtle or blatant expectations, pressures, or requests for any type of sexual favor accompanied by an implied or negative consequence concerning one's employment status.
- Verbal abuse or kidding that is sex-oriented and considered unacceptable by another individual. This includes innuendoes, jokes, sexually oriented comments or any other tasteless actions that offend others. The use of obscenities or vulgar expression is one of the most common forms of verbal abuse.
- Displaying an intimidating, hostile or offensive attitude because of rejected sexually oriented demands, requests, physical contacts or attentions.
- Interfering with a co-worker's performance by continuing unwanted sexual attentions or sexually oriented conduct that reduces personal productivity or safety on working time.

- Condoning a working environment that is not free of sexually oriented innuendoes, or any other tasteless actions that could offend others.

**Intercourse:**

Sexual intercourse and oral sex will not be tolerated and will require an automatic Behavior Review Panel.

**Overt Sexual Behavior (OSB):**

Overt sexual behavior includes stages of undress with partner, being in an opposite sex dorm, members of the same sex in one bed, extreme cases of fondling and soliciting sex. Each of these incidents will require an automatic Behavior Review Panel. All other incidents will be handled by the CSO on a case by case basis as a Level 3 violation.

**Inappropriate Sexual Behavior (ISB):**

Inappropriate sexual behavior includes fondling, long kisses or embraces, clinches, entanglement (sitting on another's lap or standing between another's legs), and giving and receiving hickies.

Certain behaviors are not appropriate at the worksite. The following are **NOT ALLOWED DURING WORKING HOURS (8:00 AM TO 3:45PM):**

- Holding hands
- Kissing
- Hugging
- Inappropriate sexual behavior listed above

## **8. STUDENT GOVERNMENT AND LEADERSHIP**

Pine Knot Job Corps has a Student Government Association and the Executive Council is elected from the student body, by the students. There are four Executive Council positions: President, Vice President, Secretary, and Treasurer. SGA teaches students citizenship skills, provides students with practice in self-government and opportunities for input into center policies, and provides students with opportunities to learn and practice positive leadership skills.

Pine Knot Job Corps also has a leadership-training program. This program is a two-day class that teaches you about dealing with peers, co-workers, supervisors, and subordinates. All members of the SGA Executive Council must have this training. Any student that completes the leadership class becomes a student leader on campus and earns extra incentives. However, along with the incentives comes a lot of hard work. Student leaders take care of not only themselves, but also other students. Student leaders are an integral part of Pine Knot Job Corps.

**9. STUDENT BENEFITS**

**A. Pay and Allotments**

At Pine Knot, we pay you a basic living allowance every two weeks. This allowance is based upon your time of stay at Pine Knot and your pay status. Pay status means that you were at work, not AWOL (absent without leave) or on Administrative Leave without Pay.

Payday is every other Tuesday at 3:00 PM in the Student Activity Center (SAC) building. You will need to show your **Pine Knot ID card** in order to get paid.

Pay is bi-weekly in cash. Students will be paid at different rates based upon length of stay in Job Corps. The rates are as follows:

Minimum Paid Days	Basic Living Allowance
<b>1 – 56</b>	<b>\$25</b>
<b>57 – 112</b>	<b>\$30</b>
<b>113 – 182</b>	<b>\$40</b>
<b>183 +</b>	<b>\$50</b>

**Note: Taxes will be withheld as appropriate**

Incoming students will be permitted to take out allotments for the benefit of dependent children only. Students may elect to have \$5, \$10, or \$15 withheld from their bi-weekly pay, to be matched by the Department of Labor at five times the student’s share.

If you have a child and would like to send money home for childcare, see the Student Records Department, after 4:00 pm Monday through Friday to set up an allotment.

Student Share	DOL Share	Bi-weekly Total
\$5.00	\$25.00	\$30.00
\$10.00	\$50.00	\$60.00
\$15.00	\$75.00	\$90.00

Pine Knot will also assist you upon graduation from the program with a transition payment. For those students that complete the program with only a GED or High School Diploma, the transition payment is \$250.00. For those students that complete the program with only a Vocation completion (no GED or High School Diploma), the transition payment is \$750.00. However, the Combination Graduate (either GED or High School Diploma AND a vocation completion) earns a \$1200.00 transition payment.

Transition Allowance

Eligibility	Amount
<b>Graduate with G.E.D. or High School</b>	

<b>Diploma completion only (attained while at Job Corps)</b>	<b>\$250.00</b>
<b>Graduate with Vocational Completion only (no G.E.D. or High School Diploma attained)</b>	<b>\$750.00</b>
<b>Graduate with Combination G.E.D. or High School Diploma* and Job Corps Vocational Completer (*does not require completion at Job Corps)</b>	<b>\$1200.00</b>

Note: Pay out is 90% at time of departure with a job or 50% at time of departure without a job. The remaining 10% or 50% will be mailed. Appropriate taxes will be withheld from your Transition Pay.

Note: Students terminated as a Disciplinary Level 1 (“05.2A Drugs (Positive Test, Mandatory)”, “05.1A Violence (Mandatory)” or “05.2B Drugs (Criminal, Mandatory) regardless of paid days or GED/Vocational attainment receive no (\$0.00) transition allowance.

In addition to your spending money, Job Corps gives you clothing. You will receive \$317 worth of clothing your first year and \$103 worth of clothing your second year.

**Clothing Allowance Schedule**

Issue	Amount	After	Before
<b>First</b>	<b>\$100.00 (Uniforms)</b>	<b>75 Days</b>	<b>90 Days</b>
<b>Second</b>	<b>\$100.00 (Uniforms)</b>	<b>250 Days</b>	<b>270 Days</b>
<b>Third</b>	<b>\$117.00</b>	<b>350 Days</b>	<b>365 Days</b>
<b>\$317.00 Total First Year</b>			
<b>Fourth</b>	<b>\$103.00</b>	<b>420 Days</b>	
<b>\$103.00 Total Second Year</b>			

**B. Accountability, Leave and Absence Policies**

Pine Knot is required to document your status in the program each day. Student accountability checks are done in the dorms each morning. If you are not present on Center, you must have an approved pass or leave. Each time you return to Center (from pass, leave or AWOL), you must sign in at the front office or SAC immediately so that you can be recorded in the system as present-for-duty. This is important because it keeps your record and pay straight.

Your Instructors will take attendance at the beginning of each period. If you are not in class you will be marked absent.

All Job Corps nationwide have a Winter and Summer Break. Winter Break is around the Christmas holiday season and Summer Break is around the 4<sup>th</sup> of July (each Break is approximately 2 weeks long). Transportation or bus and airline tickets will be provided to your address of record. The tickets are round trip but it is your responsibility to get to and from airports, bus stations and drop off points.

Sometimes it may be necessary for you to be away from the Center to take care of personal business. Employers have rules about when, how often and why you can miss work. Job Corps also has guidelines for when, how often and why you can take time off from work. The following describes the types of leave you can take and the conditions under which you can take it.

Emergency Leave – can be granted for the following reasons only:

- Death in the immediate family, (parents, legal guardian, grandparents, spouse, brother or sister, child or last surviving relative).
- A life threatening illness or injury in the immediate family.
- Serious illness or injury to your child.

Administrative Leave With Pay – can be granted for the following reasons only:

- You need medical or dental treatment away from Center, which is approved by the Wellness Services Manager.
- You are appearing in courts as a complainant or a witness.
- You have a mandatory appearance before a probation/parole board.
- You are attending or participating in a Center approved special project or community event.
- You have short-term military duty.

Administrative Leave Without Pay – can be granted for the following reasons only:

- You have to appear in court as a defendant.
- Special circumstances like family hardship
- You decide to have elective medical care (must be accomplished through Wellness Center)
- You are sent home pending a Fact Finding Board/Behavior Review Panel.

Absent Without Leave (AWOL)

Every time you leave the Center you must have a pass or be on leave. If you leave without permission or if you do not return to the Center when scheduled, you will be Absent Without Leave (AWOL).

When you are AWOL, your pay and other Job Corps benefits stop. The Center is not responsible for you or your actions if you are AWOL. If you are

injured, become sick or are arrested, the Center cannot provide assistance to you. If you are AWOL and under the age of 18, we must contact your parents or guardian and inform them that you have left the Center without permission. In some cases, we will contact the police and file a missing person report.

If you are AWOL for 6 days in a row or for a total of 12 days within a 6-month period (180 days), you will be terminated automatically from the Job Corps program.

As you can see, AWOL is very serious and hurts you in a number of ways. Think about it and make a promise to yourself that you will not go AWOL.

C. Support Services

1. Food Services

The Pine Knot Dining Hall serves three meals a day, Monday through Friday, and brunch and dinner on Saturday and Sunday. Evening snacks are served every day. All meals are prepared by Culinary Arts Students under the supervision of professional cooks and chefs. The Dining Hall staff will accommodate special dietary needs when informed of them.

2. Mail

Mail services are provided by the US Postal Service. Outgoing mail departs center by 12:30 Monday through Friday and incoming mail arrives by 1:00. Student mail is received during lodge meetings in the afternoons. To receive mail at Pine Knot, the following information needs to be on the envelope:

Student's Name

Dorm Name (your dormitory)

Pine Knot Job Corps

PO Box 1990

Pine Knot, KY 42635

To send packages via UPS or FEDEX use the following physical address:

132 Job Corps Road, US HWY 27

Pine Knot, KY, 42635

3. Telephone

Each dormitory has pay phones for student use. As students are in classes from 8:00 – 3:45 Monday through Friday, incoming calls will not be answered. There are also several emergency, fax, and administrative lines that families may use to contact students. Below is a listing of phone numbers:

All incoming calls (answered 24 hours)	606-354-2176	Administration FAX:	606-354-2170
Health Services FAX:	606-354-2414	Counseling FAX:	606-354-4025

Students are allowed to bring a cell phone from home. However, Pine Knot Job Corps does not take responsibility for the payment of cell phone bills nor loss or damage to personally owned cell phones. You may not use your cell phone during the training day. We ask that you do not use the phone features camera/video nor the "Push To Talk" feature.

#### 4. Voting Rights

During the voting seasons, Pine Knot can assist you to vote either as an absentee ballot from your home area or vote as a local voter.

## 10. CENTER AND COMMUNITY LIFE

### A. Dormitory Life

There are four dormitories on campus; three are for male students and one is for female students. Male students that are performing at an exceptional level may apply to live in the Independent Living Program.

The dormitories are designed to accommodate 64 students. Generally there are four people per room. Each student has their own bed and locker (with lock) to store personal belongings. The rooms have chairs and desks in them. We like for students to add decorative touches to the rooms to personalize them. The dorms have communal bathrooms and bathing areas and communal washers and dryers for the cleaning of personal clothing. Each dorm has a big screen TV in a common lounge as well as two computers with internet access.

Each day, the students in each dorm must clean up the dorm before leaving for school or work. Every week, you will be assigned a clean up job in the dorm. It is very important for you to do your part to keep the living areas clean.

### B. Recreation/Leisure Time Activities

But, all work and no play make Jack a dull boy, right? Pine Knot is not just about working and studying. We offer a full range of activities for your free time. Depending on the season of the year, we do the following off center activities: horse back riding, mountain biking, hiking, swimming, bowling, softball, volleyball, basketball, movies, dinner trips, theme parks, and shopping trips just to name a few. And on campus we have a full sized gymnasium with a full size indoor basketball court and volleyball court, a weight room with very advanced weight equipment, a music room, Arts & Crafts department, pool tables, and foos-ball tables. Other on campus items are a sand volleyball court, a combination flag football/soccer/softball/baseball field and swimming pool.

### C. Water Safety

Pine Knot participates in a variety of water-based activities. We must determine your ability to swim. Recreation staff will test your swimming ability and instruct a water safety class. Students that do not demonstrate swimming

proficiency will be prohibited from water based activities until such proficiency can be expressed.

D. Independent Living Skills

We also provide training for students to increase their independent living skills through social skills training. Items covered are:

Orientation:

- Introduction to SST
- Living standards
- Dealing with change
- Respecting Diversity
- Emotions
- Creating a positive environment

Communication:

- Recognizing different points of view
- Listening
- Having constructive conversations
- Conflict management
- Recognizing and addressing bias
- Supervision
- Teamwork

Managing Emotions:

- Recognizing feelings
- Expressing anger constructively
- Practicing self control and control emotions
- Responding to anger
- Stress management and relaxation techniques
- Dealing with embarrassment
- Coping with loss and disappointment
- Relationships with peers and groups – belonging
- Personal relationships – dating and romance
- Personal relationships – friendship
- Workplace relationships
- Coping with relationship loss

Critical Thinking

- How to set and redefine goals
- Prioritizing
- Using problem-solving strategies
- Making and carrying out decisions
- Predicting consequences
- Initiative, risk taking, and reaching maximum potential
- Dealing with outcomes

Personal and Social Responsibility

- Responsibility to oneself and others

- Service learning/giving back
- Sharing
- Standing up for oneself and others
- Commitments
- Becoming a contributing family member
- Sportsmanship
- Citizenship
- Leadership

Independent Living

- Time management
- Etiquette
- Money Matters
- Living with laws and norms

E. Local Community

Pine Knot Job Corps is operated by the US Forest Service in cooperation with the Department of Labor. Pine Knot is located within the Daniel Boone National Forest about 25 miles south of Somerset, KY and 15 miles north of Oneida, TN on Highway 27.

## 11. HEALTH AND WELLNESS

The Health and Wellness Center is designed to familiarize the students with health care areas they will come in contact with when they complete the program. They are encouraged to manage their health on their own time and open appointments are schedule during the lunch break and after duty hours. See Exhibit 11-1.

Health education encompasses many areas. New students in the Career Preparation Period phase of the CDSS process receive classes conducted by the Health and Wellness Staff. These classes include: wellness as an employability skill, infection control, STD and pregnancy prevention, drug use in the workplace, TEAP (Trainee Employee Assistance Program) training, grief depression and suicide intervention, ergonomics and workplace safety, and sexual harassment and assault. Ongoing health teaching continues as individual or group training sessions.

New students are oriented to the health services available and how to access them. Responsibility for health maintenance is placed on the individual with support and information from the staff.

A. TEAP (TRAINEE EMPLOYEE ASSISTANCE PROGRAM)

The TEAP program is set up to assist students with chemical dependency issues. The TEAP Specialist assesses new students and if warranted provides intervention, counseling, relapse prevention techniques, and holds prevention and education classes. Access to AA and NA groups is available.

ALL new students are tested for drugs upon entry into the program. Pine Knot Job Corps is a drug and alcohol free workplace. Students that test positive for drugs upon arrival will be placed in the TEAP program for individualized services.

**B. TUPP (TOBACCO USE PREVENTION PROGRAM)**

Pine Knot also offers the TUPP program to help students stop using tobacco and/or to prevent students from starting to use tobacco. This program is offered through Health Services.

## **12. SAFETY AND SECURITY**

Our primary goal is to provide a safe and secure environment for you to work on your education and vocational choices. Each shop, classroom, dorm, and other buildings are covered by OSHA regulations that are adhered to by the center. All vocation instructors are professionals in their areas and are trained in work place safety. The campus is monitored by a Safety Committee composed of staff and students to identify safety issues and how to correct those issues.

All students are issued locks and lockers to store personal belongings. This is your personal area. Please do not give your combination or key to any other students. The Residential Department has a Student Bank. Students may deposit money into the bank for safekeeping (sorry, there is no interest accrued) and withdraw money when they wish.

Pine Knot Job Corps has an agreement with the McCreary County Sheriff's Department and the Daniel Boone National Forest Law Enforcement Office in case of criminal acts. **ANY STUDENT INVOLVED IN DRUGS, ALCOHOL, OR VIOLENCE WILL BE IMMEDIATELY REMOVED FROM CAMPUS AND TERMINATED FROM THE PROGRAM.**

***Welcome to Pine Knot Job Corps where the road to success!!!!***



## Quick Reference

<u>Question(s) about:</u>	<u>Person or Department to see:</u>
Leave	Counseling
Weekend Pass	Residential Advisor/Residential Manager
Your Pay	Administration/Records
Changing Your Vocation	Career Team
Academic Class Changes	Principal Teacher
Advanced Career Training	Career Tech Instructor/Career Counselor
Dorm Room Changes	Residential Advisor
AWOL Days	Counseling
Student Government	SGA Advisor/Residential Manager
Leisure Time Employment	Work Based Learning/ Career Tech Instructor/Career Tech Manager/Residential Manager
Finding a Job / Placement	Career Tech Instructor/Career Tech Manager/Career Transition Specialist
Replacing Your ID card	Student Travel Clerk (After 4:00 pm in Admin. Building)
Medical or Dental	Wellness Center
CDSS Phase Changes	Career Team
ASVAB Coordinator	Principal Teacher/Counseling Manager
Student Equal Employment Opportunity Officer (EEO)	Counseling Manager
Discussion of Performance Referrals prior to CSO:	<u>Residential Area:</u> See Residential Manger <u>Vocational Area:</u> See Vocational Manager At the end of the duty day the incident report was received. <u>Educational Area:</u> See Principal Teacher At the end of the duty day the incident report was received.

### Exhibit 11-1, Health Services Information

#### Sick Call/Open Appointments

Monday-Friday	07:00-07:30	Walk-in visits & daily medications*
Monday, Tuesday, Thursday	11:15-11:45 12:15-12:30	Career Tech Students Education Students
Monday-Friday	07:00-04:30	EMERGENCIES

\*You must sign in on a first come, first served basis.

The Center Physician will be in the Wellness Center Monday through Friday from 7:00 AM to 8:00 AM for those students that need a doctor's care. Students will see a nurse first to determine if a doctor's service is needed.

After you have been at Pine Knot for 60 days, you will be seen by the dentist for an initial exam. This is a mandatory requirement by the Department of Labor. The initial exam includes X-rays, a visual exam, and an oral hygiene examination. After the initial exam, it is your choice if you would like to have work recommended by the dentist completed. Our goal is to have you pain free, with a pleasant smile and provide you with an understanding on how to obtain dental services once you graduate from Pine Knot. **We do not supply nor maintain orthodontic braces or gold caps on teeth.**

You will be given an eye exam in the Wellness Center upon arrival. If your vision is impaired beyond 20/40, you will be further examined by an optometrist. Pine Knot will provide you with one pair of eyeglasses if needed. If you lose or break them, you will be responsible for the replacement costs. **We do not supply nor maintain contact lenses.**

Pine Knot retains the services of a Mental Health Consultant. Wellness staff or Counselors may refer you to the MHC. Your first interview will focus on getting to know you and addressing any past problems which may cause trouble in your adjustment to Pine Knot.

It is recommended that, if you are on a medication prior to entry, you bring a three month supply with you to Pine Knot. Upon arrival, please inform staff that you brought your medications. We will turn over your medications to the Wellness staff for review by the center physician. All medications must be approved and dispensed through the Wellness Center.

If you need a refill on your medication, it is your responsibility to come to the Wellness Center for a refill. This is a part of being accountable and responsible for your own physical well being. Wellness staff will instruct you on the scheduled times to pick up refills.

If the center physician orders medications for you and you refuse to comply with the doctor's orders, you may be issued an incident report for non-compliance which could result in disciplinary action.

Prescribed medication should be taken as directed. If you do not want to take medication the physician has prescribed, let the Wellness Team know. Although we cannot make you take medications, we will counsel you on why you should take the medication. We will have you sign a medication refusal form

indicating that the physician feels your health is at risk and you are refusing medical treatment.

Over the counter medications (OTC) are not to be purchased by students. All areas of center have ready supplies of Tylenol, Motrin, antacids and other commonly used OTC medications. Always keep your Wellness Kit refilled or see staff for necessary items.

Please be honest with the Wellness Center staff regarding your health concerns so that we can aid you. All health issues are confidential; other students and most staff will not be informed about your health issues unless you tell them.