

## **SAFETY AND SECURITY**

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

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

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

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

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

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

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

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

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

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

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

**On / Off Center Restricted Areas**

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

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

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

**Visiting Procedures**

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

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

**Unauthorized Goods**

The following unauthorized goods are not permitted:

- Firearms and ammunition
- Explosives and incendiaries

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

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

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

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

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

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

## Tort Claims

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

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

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

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

## Student Rights

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

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

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

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

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

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

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

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

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

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

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

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

## Transition Pay

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

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

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

## Phase 5: Career

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

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



## Identification Cards

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

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

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

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

## **INCENTIVE PROGRAM**

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

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

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

#### **POSITIVE REPORTS:**

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

Positives are defined by the following standards:

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

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

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



## **Student Awards / Recognition Program**

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

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

## **Safety Student Incentive Program**

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

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

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

#### **Construction Cluster:**

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

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

#### **Health Cluster:**

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

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

### **Monthly Safety Contest Award**

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

## DRESS CODE

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

### Student Dress Code (short)

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

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

### **The Long Dress Code**

General Student Dress Standards:

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

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

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

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

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

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

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

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

**Grooming:**

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

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

**Residential and Recreation Dress Standards:**

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

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

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

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

open).

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

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

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

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

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

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

The following areas are Out-of-Bounds:

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