

EXCELSIOR SPRINGS JOB CORPS

NEW STUDENT POLICIES

As a new student/employee I realize I will be in a probation status for the first 60 days of job training. I agree to follow the policies of the Job Corps program and the Excelsior Springs Job Corps as stated below:

General Policies:

1. All students agree to abide by the Job Corps Zero Tolerance drug policies as explained by their Admissions Counselor and stated in their admissions file. Students must understand the importance of remaining drug free while in the Job Corps program. Any student testing positive for drugs upon entry, must be drug free and clean by their second drug test in order to remain in the Job Corps program.
2. Center provided Transportation is a courtesy extended to students by the Center. Any negative behavior or violation of Center policies can result in being barred from the privilege of using Center transportation.
3. Excelsior Springs Job Corps does not take responsibility for personal property. Residential students will be issued a key to their locker and must keep their locker locked at all times. Non Residential students must keep all personal property with them during the training day. All costly or sentimental items are to be left at home.
4. Both campuses of the Excelsior Springs Job Corps are secure facilities and any bags, purses, backpacks, or other items brought on campus are subject to search at any time.
5. All items listed below are unauthorized items and not allowed on either ESJCC campus. If any of the items below are brought on campus, the item(s) is subject to immediate confiscation and the student may be subject to possible arrest under state or federal laws.
 - Any item or substance that is illegal under state or federal law including but not limited to the following:
 - Weapons including firearms, knives, or any instrument in which the primary use is to inflict personal injury
 - Illegal drugs and drug paraphernalia
 - Incendiaries including candles, lighter fluid, or brass polisher
 - Alcohol and other substances including Nyquil, Niacin, Golden seal, Bede cigarettes, black and milds, cigars, bleach, and vinegar
 - Dice, gambling materials, tarot cards, dungeon games, any satanic games
 - Extension cords and multiple plug adapters
 - Tattoo equipment
 - Personal electronic equipment including but not limited to: cell phones, pagers, laptop computers, boom boxes, stereos, video games, walkie talkies, and play stations
 - Bicycles, scooters
6. Personal walkmans or personal CD players can be brought to Center for leisure time enjoyment, however, they are not permitted during the training day. All personal music devices must be used with headphones. (*Residential Students only*)
7. Personal Electronic Equipment including game boys and hand held games are permitted on Center. (*Residential Students only*)

8. Residential students who bring personal sports equipment must be able to store their equipment in their personal locker. Students must have the accepted safety gear in order to use their equipment on campus. Students who violate Center safety policies will have their sports equipment confiscated.
 - Skateboards are allowed on Center in authorized areas. No railing is allowed. Personal safety gear including helmet, knee pads, and elbow pads are required in order to skateboard on campus.
9. All prescription or over the counter medication will be sent to the Wellness Center upon arrival on Center. All medication will be kept at the Wellness Center.
10. Personal appearance is an important part of successful employability. All students must follow the training day dress code even if they have not been issued a Center uniform.
11. All Non Residential students must report to campus early enough each day to be in their work area by 8:00 a.m. Students riding Center transportation to the Excelsior Springs campus will need to eat prior to getting on the bus. Non Residential students driving to the Excelsior Springs campus need to be on campus no later than 7:00 a.m. if they plan to eat breakfast in the cafeteria before reporting to their scheduled training area. Students who ride the Metro bus line to the Kansas City Satellite campus and want to eat breakfast on Center will need to ensure that their schedule allows them to be punctual to job training each morning.
12. All Non Residential students must understand they are student employees of the Job Corps Center and are expected to stay for the entire training day in order to be paid for the full day. The training day ends at 4:00 p.m. at the Excelsior Springs campus and 3:10 p.m. at the Kansas City Satellite campus.
13. Meals are provided for all students at the campus cafeteria. Meals are planned carefully for appeal, variety, and to meet nutritional guidelines. Each campus has a closed campus policy for lunch. Students are not allowed to leave campus during the lunch hour nor have meals brought on campus for them.
14. Residential students are not eligible for weekend or overnight passes for the first two weekends they are on campus.

I have read the above Excelsior Springs Job Corps new student policies and understand what is required of me as a new student/employee.

Applicant

Date

Parent/Legal Guardian (as applicable)

Date

I have discussed the above policies with this applicant.

Admissions Counselor

Date