

Student Rights and Responsibilities

Standards of Conduct

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

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

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

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

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

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

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

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

RESULT

Fact Finding Board

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

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

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

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

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

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

Equal Employment Opportunity, Student Civil Rights and Other Services

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

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

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

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

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

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

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

Functions include:

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

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

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

Legal Services

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

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

Religious Services and Activities

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

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

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

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

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

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

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

Sexual Harassment

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

Examples of Sexual Harassment are as follows:

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

to an intimidating, hostile or offensive environment

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

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

Bullying

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

Bullying is defined as:

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