

**TABLE OF CONTENTS**

<b>6.0 OBJECTIVES.....</b>	<b>6-1</b>
<b>6.1 STUDENT ATTENDANCE, LEAVE, AND ABSENCES .....</b>	<b>6-2</b>
<b>PURPOSE .....</b>	<b>6-2</b>
<b>REQUIREMENTS .....</b>	<b>6-2</b>
R1. Student Attendance.....	6-2
R2. Authorized Absences .....	6-3
R3. Unauthorized Absences .....	6-5
<b>QUALITY INDICATOR(S) .....</b>	<b>6-6</b>
<b>6.2 STUDENT ALLOWANCES AND ALLOTMENTS.....</b>	<b>6-7</b>
<b>PURPOSE .....</b>	<b>6-7</b>
<b>REQUIREMENTS .....</b>	<b>6-7</b>
R1. Allowances .....	6-7
R2. Transition Payments .....	6-8
R3. Advances and General Indebtedness .....	6-8
R4. Allotments .....	6-10
<b>QUALITY INDICATOR(S) .....</b>	<b>6-10</b>
<b>6.3 STUDENT RECORDS MANAGEMENT.....</b>	<b>6-11</b>
<b>PURPOSE .....</b>	<b>6-11</b>
<b>REQUIREMENTS .....</b>	<b>6-11</b>
R1. Records System.....	6-11
R2. Student Personnel File.....	6-11
R3. Separation.....	6-12
R4. Student Death .....	6-13
R5. Confidentiality of Student Records .....	6-13
R6. Access to Student Records .....	6-13
R7. Release of Information .....	6-13
R8. Freedom of Information Act Requirements .....	6-13
R9. Subpoenas for Student Records .....	6-13
<b>QUALITY INDICATOR(S) .....</b>	<b>6-14</b>
<b>6.4 STUDENT ENROLLMENTS, TRANSFERS, AND SEPARATIONS .....</b>	<b>6-15</b>
<b>PURPOSE .....</b>	<b>6-15</b>
<b>REQUIREMENTS .....</b>	<b>6-15</b>
R1. Enrollments .....	6-15
R2. Transfers .....	6-15
R3. Enrollment Extensions .....	6-16

**TABLE OF CONTENTS (continued)**

R4. Separations .....	6-16
R5. Re-enrollments .....	6-18
<b>QUALITY INDICATOR(S) .....</b>	<b>6-19</b>
<b>6.5 STUDENT CLOTHING .....</b>	<b>6-20</b>
<b>PURPOSE .....</b>	<b>6-20</b>
<b>REQUIREMENTS .....</b>	<b>6-20</b>
R1. Student Clothing .....	6-20
R2. Cash Clothing Allowance .....	6-20
R3. Emergency Clothing .....	6-21
R4. Clothing Selection .....	6-21
R5. Documentation .....	6-21
R6. Inventory .....	6-21
R7. Welcome Kit .....	6-22
<b>QUALITY INDICATOR(S) .....</b>	<b>6-22</b>
<b>6.6 STUDENT TRANSPORTATION .....</b>	<b>6-23</b>
<b>PURPOSE .....</b>	<b>6-23</b>
<b>REQUIREMENTS .....</b>	<b>6-23</b>
R1. Government-Furnished Transportation .....	6-23
R2. Travel Costs .....	6-23
R3. Unused Ticket Recovery .....	6-23
R4. Local Transportation .....	6-23
R5. Staff Travel .....	6-24
R6. Transportation for Dependent Children .....	6-24
R7. Student Vehicles .....	6-24
<b>QUALITY INDICATOR(S) .....</b>	<b>6-24</b>
<b>6.7 FOOD SERVICE .....</b>	<b>6-25</b>
<b>PURPOSE .....</b>	<b>6-25</b>
<b>REQUIREMENTS .....</b>	<b>6-25</b>
R1. Meal Service .....	6-25
R2. Dining Environment .....	6-25
R3. Food Service Staff Health .....	6-26
R4. Food Service Management and Control .....	6-26
R5. Student Input .....	6-26
R6. Staff/Visitor Meals .....	6-26
<b>QUALITY INDICATOR(S) .....</b>	<b>6-27</b>

## TABLE OF CONTENTS (continued)

<b>6.8 STUDENT CIVIL RIGHTS, NON-DISCRIMINATION, AND LEGAL SERVICES .....</b>	<b>6-28</b>
<b>PURPOSE .....</b>	<b>6-28</b>
<b>REQUIREMENTS .....</b>	<b>6-28</b>
R1. Student Rights.....	6-28
R2. Sexual Harassment Training.....	6-28
R3. Student Complaints.....	6-28
R4. Access to Legal Services .....	6-29
R5. Student Legal Obligations .....	6-29
R6. Student Tort Claims .....	6-29
<b>QUALITY INDICATOR(S) .....</b>	<b>6-29</b>
<b>6.9 STUDENT SUPPORT SERVICES .....</b>	<b>6-30</b>
<b>PURPOSE .....</b>	<b>6-30</b>
<b>REQUIREMENTS .....</b>	<b>6-30</b>
R1. Voting Rights.....	6-30
R2. Religious Worship .....	6-30
R3. Use of Students During Emergencies .....	6-30
R4. Forest Fire Suppression Activities.....	6-31
R5. Laundry Services .....	6-31
R6. Mail Services.....	6-31
R7. Telephone Services .....	6-31
R8. Linen and Bedding .....	6-32
<b>QUALITY INDICATOR(S) .....</b>	<b>6-32</b>
<b>6.10 STUDENT HEALTH SERVICES .....</b>	<b>6-33</b>
<b>PURPOSE .....</b>	<b>6-33</b>
<b>REQUIREMENTS .....</b>	<b>6-33</b>
R1. Medical Program .....	6-33
R2. Dental Program .....	6-36
R3. Mental Health Program .....	6-37
<b>QUALITY INDICATOR(S) .....</b>	<b>6-37</b>
<b>6.11 RELATED HEALTH PROGRAMS .....</b>	<b>6-38</b>
<b>PURPOSE .....</b>	<b>6-38</b>
<b>REQUIREMENTS .....</b>	<b>6-38</b>
R1. Trainee Employee Assistance Program (TEAP) .....	6-38
R2. Health Aspects of Sports.....	6-43
R3. Tobacco Use Prevention Program (TUPP) .....	6-43

## TABLE OF CONTENTS (continued)

R4.	Family Planning Program .....	6-44
R5.	HIV/AIDS .....	6-44
R6	Sexual Assault Prevention and Response .....	6-45
R7.	Disability Program .....	6-45
	<b>QUALITY INDICATOR(S) .....</b>	<b>6-46</b>
<b>6.12 HEALTH ADMINISTRATION .....</b>		<b>6-47</b>
	<b>PURPOSE .....</b>	<b>6-47</b>
	<b>REQUIREMENTS .....</b>	<b>6-47</b>
R1.	Staffing .....	6-47
R2.	Authorizations (Consent for Treatment) .....	6-47
R3.	Basic Health Services Provided by Job Corps Centers .....	6-48
R4.	Major Medical Reimbursement (Refer to PRH 5.7, R6) .....	6-48
R5.	Professional Standards of Care .....	6-48
R6.	Controlled Substances .....	6-48
R7.	Waiver of Medical Care .....	6-49
R8.	FECA/OWCP .....	6-50
R9.	Health Care Guidelines .....	6-51
R10.	Student Introduction to Health Services .....	6-51
R11.	Medical Separations .....	6-51
R12.	Death .....	6-52
R13.	Communicable Disease .....	6-52
R14.	Equipment and Supplies .....	6-52
R15.	Continuous Quality Improvement .....	6-53
R16.	Monthly Meetings with Center Director .....	6-53
R16.	Reporting .....	6-53
	<b>QUALITY INDICATOR(S) .....</b>	<b>6-53</b>
<b>6.13 CHILD CARE ARRANGEMENTS .....</b>		<b>6-54</b>
	<b>PURPOSE .....</b>	<b>6-54</b>
	<b>REQUIREMENTS .....</b>	<b>6-54</b>
R1.	Establishment of Child Care Arrangements .....	6-54
R2.	Identification of Local Child Care Resources .....	6-54
	<b>QUALITY INDICATOR(S) .....</b>	<b>6-54</b>
<b>EXHIBITS</b>		
Exhibit 6-1	Duty/Pay/Leave Status Chart	
Exhibit 6-2	Student Allowance and Allotment System (SAAS)	

**TABLE OF CONTENTS (continued)**

Exhibit 6-3	Student Transportation
Exhibit 6-4	Job Corps Basic Health Care Responsibilities
Exhibit 6-5	Center Health Services Staffing Requirements
Exhibit 6-6	Proposal Outline for On-Site Child Development Centers and Residential Parent/Child Programs
Exhibit 6-7	Use for Job Corps Funds for Child Development Centers and Parent/Child Programs
Exhibit 6-8	Child Development Center Minimum Staff Qualifications
Exhibit 6-9	Facility Requirements for Child Development Centers and Residential Parent/Child Programs
Exhibit 6-10	This Notice Describes How Medical Information about You May Be Used and Disclosed and How You Can Get Access to this Information

**APPENDICES**

Appendix 601	Student Rights to Privacy and Disclosure Information
Appendix 602	Civil Rights and Non-Discrimination
Appendix 603	HIV Infection/AIDS Policy
Appendix 604	Job Corps Child Development Programs