

6.8 STUDENT CIVIL RIGHTS, NON-DISCRIMINATION, AND LEGAL SERVICES

PURPOSE

- P1. To ensure the protection of students' civil rights and promote an environment free from discrimination and harassment.
- P2. To provide students with access to legal assistance.

REQUIREMENTS

R1. Student Rights

Centers and OA/CTS contractors shall inform all applicants and students of their rights and protections regarding civil rights, nondiscrimination, and sexual harassment. All applicants and students with disabilities shall be provided the opportunity to request reasonable accommodation in accordance with Section 504 of the Rehabilitation Act of 1973.

R2. Sexual Harassment Training

Centers shall provide students regular proactive education on sexual harassment, appropriate behavior, appropriate staff/student boundaries, and consequences.

R3. Student Complaints

Centers shall develop a system to respond to student complaints of discriminatory treatment, which includes the following features:

- a. A designated, trained equal opportunity officer who shall:
 - 1. Attempt to resolve complaints informally.
 - 2. Assist students in filing formal complaints.
 - 3. Document all complaints and actions.
 - 4. Provide center-wide training and publicity.
 - 5. Ensure that student complainants are not subjected to adverse treatment.
 - 6. Provide written guidance to assist students in filing formal complaints.
 - 7. Advise students of appeal rights and procedures.

- b. Complaint resolution procedures as specified in Appendix 602 (Civil Rights and Non-Discrimination.)

R4. Access to Legal Services

Centers shall provide students with information about the availability of legal assistance within the community at no cost to Job Corps, for those charged with a felony or misdemeanor.

R5. Student Legal Obligations

Centers shall assist students in resolving minor legal obligations and civil fines or court-ordered restitution.

R6. Student Tort Claims

Centers shall:

- a. Advise students of their status as Federal employees for purposes of the Federal Tort Claims Act, 28 CFR Part 15 and 20 CFR 670.905.
- b. Assist students in submitting claims to the regional office for damage, loss, or destruction of personal property, when the property is under the control and custody of the center, in accordance with the Federal Tort Claims Act, 28 CFR Part 15, in accordance with procedures described in Appendix 602.

QUALITY INDICATOR(S)

- Q1. The environment is free of harassment, intimidation, and discrimination.
- Q2. Students understand their rights and can describe the process for making a complaint of discrimination or harassment.