

**TABLE OF CONTENTS**

<b>6.0</b>	<b>OBJECTIVES .....</b>	<b>6-1</b>
<b>6.1</b>	<b>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>6-5</b>
<b>6.2</b>	<b>STUDENT ALLOWANCES AND ALLOTMENTS .....</b>	<b>6-6</b>
	<b>Purpose.....</b>	<b>6-6</b>
	<b>Requirements .....</b>	<b>6-6</b>
	R1. Allowances.....	6-6
	R2. Transition Payments .....	6-7
	R3. Advances and General Indebtedness .....	6-7
	R4. Allotments .....	6-9
	<b>Quality Indicator(s) .....</b>	<b>6-9</b>
<b>6.3</b>	<b>STUDENT RECORDS MANAGEMENT .....</b>	<b>6-10</b>
	<b>Purpose.....</b>	<b>6-10</b>
	<b>Requirements .....</b>	<b>6-10</b>
	R1. Records System.....	6-10
	R2. Student Personnel File .....	6-10
	R3. Separation.....	6-11
	R4. Student Death .....	6-12
	R5. Confidentiality of Student Records .....	6-12
	R6. Access to Student Records .....	6-12
	R7. Release of Information .....	6-12
	R8. Freedom of Information Act Requirements .....	6-12
	R9. Subpoenas for Student Records .....	6-13
	<b>Quality Indicator(s) .....</b>	<b>6-13</b>
<b>6.4</b>	<b>STUDENT ENROLLMENTS, TRANSFERS, AND SEPARATIONS.....</b>	<b>6-14</b>
	<b>Purpose.....</b>	<b>6-14</b>
	<b>Requirements .....</b>	<b>6-14</b>
	R1. Enrollments .....	6-14
	R2. Transfers.....	6-14
	R3. Enrollment Extensions .....	6-15
	R4. Separations.....	6-15

## TABLE OF CONTENTS (continued)

	R5. Re-enrollments.....	6-17
	<b>Quality Indicator(s) .....</b>	<b>6-18</b>
<b>6.5</b>	<b>STUDENT CLOTHING .....</b>	<b>6-19</b>
	<b>Purpose.....</b>	<b>6-19</b>
	<b>Requirements .....</b>	<b>6-19</b>
	R1. Student Clothing .....	6-19
	R2. Cash Clothing Allowance .....	6-19
	R3. Emergency Clothing.....	6-20
	R4. Clothing Selection .....	6-20
	R5. Documentation .....	5-20
	R6. Inventory .....	6-20
	R7. Welcome Kit.....	6-21
	<b>Quality Indicator(s) .....</b>	<b>6-21</b>
<b>6.6</b>	<b>STUDENT TRANSPORTATION .....</b>	<b>6-22</b>
	<b>Purpose.....</b>	<b>6-22</b>
	<b>Requirements .....</b>	<b>6-22</b>
	R1. Government-Furnished Transportation .....	6-22
	R2. Travel Costs.....	6-22
	R3. Unused Ticket Recovery .....	6-22
	R4. Local Transportation .....	6-22
	R5. Staff Travel.....	6-23
	R6. Transportation for Dependent Children .....	6-23
	R7. Student Vehicles .....	6-23
	<b>Quality Indicator(s) .....</b>	<b>6-23</b>
<b>6.7</b>	<b>FOOD SERVICE .....</b>	<b>6-24</b>
	<b>Purpose.....</b>	<b>6-24</b>
	<b>Requirements .....</b>	<b>6-24</b>
	R1. Meal Service .....	6-24
	R2. Dining Environment.....	6-25
	R3. Food Service Staff Health .....	6-25
	R4. Food Service Management and Control.....	6-25
	R5. Student Input.....	6-25
	R6. Staff/Visitor Meals .....	6-25
	<b>Quality Indicator(s) .....</b>	<b>6-26</b>

## TABLE OF CONTENTS (continued)

<b>6.8</b>	<b>STUDENT CIVIL RIGHTS, INCLUDING RELIGIOUS RIGHTS, AND LEGAL SERVICES .....</b>	<b>6-27</b>
	<b>Purpose.....</b>	<b>6-27</b>
	<b>Requirements .....</b>	<b>6-27</b>
	R1. Student Rights .....	6-27
	R2. Disability Accommodations .....	6-27
	R3. Sexual Harassment Training.....	6-28
	R4. Religious Activities .....	6-28
	R5. Applicant/Student Complaints .....	6-32
	R6. Access to Legal Services .....	6-33
	R7. Student Legal Obligations .....	6-33
	R8. Student Tort Claims .....	6-33
	<b>Quality Indicator(s) .....</b>	<b>6-33</b>
<b>6.9</b>	<b>STUDENT SUPPORT SERVICES.....</b>	<b>6-34</b>
	<b>Purpose.....</b>	<b>6-34</b>
	<b>Requirements .....</b>	<b>6-34</b>
	R1. Voting Rights.....	6-34
	R2. Use of Students During Emergencies .....	6-34
	R3. Forest Fire Suppression Activities.....	6-34
	R4. Laundry Services .....	6-35
	R5. Mail Services.....	6-35
	R6. Telephone Services .....	6-35
	R7. Linen and Bedding .....	6-35
	<b>Quality Indicator(s) .....</b>	<b>6-35</b>
<b>6.10</b>	<b>STUDENT HEALTH SERVICES.....</b>	<b>6-36</b>
	<b>Purpose.....</b>	<b>6-36</b>
	<b>Requirements .....</b>	<b>6-36</b>
	R1. Health and Wellness Program .....	6-36
	R2. Oral Health and Wellness Program.....	6-39
	R3. Mental Health Program .....	6-40
	<b>Quality Indicator(s) .....</b>	<b>6-40</b>
<b>6.11</b>	<b>RELATED HEALTH PROGRAMS.....</b>	<b>6-41</b>
	<b>Purpose.....</b>	<b>6-41</b>
	<b>Requirements .....</b>	<b>6-41</b>
	R1. Trainee Employee Assistance Program (TEAP) .....	6-41
	R2. Health Aspects of Sports.....	6-46

## TABLE OF CONTENTS (continued)

	R3. Tobacco Use Prevention Program (TUPP) .....	6-46
	R4. Family Planning Program.....	6-47
	R5. HIV/AIDS.....	6-48
	R6. Sexual Assault Prevention and Response .....	6-48
	R7. Disability Program.....	6-48
	<b>Quality Indicator(s) .....</b>	<b>6-49</b>
<b>6.12 HEALTH ADMINISTRATION..... 6-50</b>		
	<b>Purpose.....</b>	<b>6-50</b>
	<b>Requirements .....</b>	<b>6-50</b>
	R1. Staffing.....	6-50
	R2. Authorizations (Consent for Treatment) .....	6-50
	R3. Basic Health Services Provided by Job Corps Centers.....	6-51
	R4. Major Medical Reimbursement (Refer to PRH 5.7, R6) .....	6-51
	R5. Professional Standards of Care .....	6-51
	R6. Controlled Substances .....	6-51
	R7. Waiver of Medical Care.....	6-52
	R8. FECA/OWCP .....	6-53
	R9. Health Care Guidelines .....	6-54
	R10. Student Introduction to Health Services .....	6-54
	R11. Medical Separations.....	6-55
	R12. Death .....	6-55
	R13. Communicable Disease .....	6-55
	R14. Equipment and Supplies .....	6-55
	R15. Continuous Quality Improvement.....	6-56
	R16. Monthly Meetings with Center Director .....	6-56
	R17. Reporting .....	6-56
	<b>Quality Indicator(s) .....</b>	<b>6-56</b>
<b>6.13 CHILD CARE ARRANGEMENTS ..... 6-57</b>		
	<b>Purpose.....</b>	<b>6-57</b>
	<b>Requirements .....</b>	<b>6-57</b>
	R1. Establishment of Child Care Arrangements .....	6-57
	R2. Identification of Local Child Care Resources .....	6-57
	<b>Quality Indicator(s) .....</b>	<b>6-57</b>

**TABLE OF CONTENTS (continued)****EXHIBITS**

Exhibit 6-1	<u>Duty/Pay/Leave Status Chart</u>
Exhibit 6-2	<u>Student Allowance and Allotment System(SAAS)</u>
Exhibit 6-3	<u>Student Transportation</u>
Exhibit 6-4	<u>Job Corps Basic Health Care Responsibilities</u>
Exhibit 6-5	<u>Center Health Services Staffing Requirements</u>
Exhibit 6-6	<u>Proposal Outline for On-Site Child Development Centers and Residential Parent/Child Programs</u>
Exhibit 6-7	<u>Use of Job Corps Funds for Child Development Centers and Parent/Child Programs</u>
Exhibit 6-8	<u>Child Development Center Minimum Staff Qualifications</u>
Exhibit 6-9	<u>Facility Requirements for Child Development Centers and Residential Parent/Child Programs</u>
Exhibit 6-10	<u>This Notice Describes How Medical Information about You May Be Used and Disclosed and How You Can Get Access to this Information</u>
Exhibit 6-11	<u>Equal Opportunity Notice</u>

**APPENDICES**

Appendix 601	<u>Student Rights to Privacy and Disclosure of Information</u>
Appendix 602	<u>Civil Rights and Non-Discrimination</u>
Appendix 603	<u>HIV Infection/AIDS Policy</u>
Appendix 604	<u>Job Corps Child Development Programs</u>
Appendix 605	<u>Definitions and Documentation Requirements Related to Reasonable Accommodations for Applicants and Students with Disabilities</u>