

## 6.5 STUDENT CLOTHING

### PURPOSE

- P1. To ensure that students are adequately clothed to participate in the Job Corps program.
- P2. To assist students in building a wardrobe that will be suitable for their chosen career fields.

### REQUIREMENTS

#### R1. *Student Clothing*

Centers shall:

- a. Issue, at no cost to the student, uniforms, specialized and safety equipment, and clothing necessary for a student to participate in career technical training. Such clothing and equipment shall meet safety and health requirements and industry standards so that the student is able to function comfortably and effectively in all weather conditions.
- b. Issue, but retain as Government property, such clothing and safety equipment that is determined to be serviceable and that can be sanitized.
- c. Issue, for retention by the student, safety shoes and other items that cannot be sanitized.

#### R2. *Cash Clothing Allowance*

Centers shall establish a system to provide clothing allowances for students in the amounts indicated and according to the time schedule shown below:

Time Period	Amount
Between 30 and 90 days	\$100
Between 90 and 270 days	\$100 additional
Between 270 and 365 days	\$117 additional
<b>TOTAL FOR YEAR 1</b>	<b>\$317</b>
Between 14 and 18 months	\$103 additional
<b>TOTAL FOR YEAR 2</b>	<b>\$103</b>
Between 26 and 30 months	\$103 additional
<b>TOTAL FOR YEAR 3</b>	<b>\$103</b>

The first cash clothing allowance for students shall be used by centers, rather than provided directly to students, to purchase or supply to students the uniform(s) required for student participation in academic and career technical training. Subsequent cash

clothing allowances for students, after the initial one, shall be given to the students in the form of cash or coupons for shopping off center for appropriate clothing.

- a. Students transferred to advanced programs before the end of the first year of enrollment shall receive the balance of the first year cash clothing allowance prior to transfer. Students transferred after the start of the second year of enrollment shall receive the balance of the second year cash clothing prior to transfer.
- b. For students reinstated less than 1 year after the prior separation, the amount of clothing allowance previously provided shall be subtracted from the maximum allowance authorized during the current enrollment. Students reinstated after 1 year shall be considered new enrollees for clothing allowance purposes.

**R3. *Emergency Clothing***

Centers shall provide for emergency clothing needs and deduct the amount provided from the student's clothing allowance.

**R4. *Dress Code/Clothing Selection***

Centers shall develop a Student Dress Code that reflects center policy regarding appropriate dress as well as the Job Corps Student Dress Standards. Outreach and Admissions staff must include each center's specific Dress Code and use of uniforms as part of their presentation to applicants on Job Corps policies and requirements. The Dress Code should be published in each center's Student Handbook and include the following minimum expectations for general student, academic classroom, career technical classroom, and off-center dress:

- a. General Student Dress Standards:
  1. Pants must be appropriate in size and worn at the waist at all times.
  2. Clothing depicting violent or nude scenes, and clothing bearing profanity, references to drugs and alcohol, or otherwise provocative or inappropriate slogans, will not be permitted at any time.
- b. Academic Classroom Dress Standards:
  1. To allow students the opportunity to use the clothing in real work situations, the academic uniform should be without a center logo, a Job Corps logo, or any type of printing.
  2. Shoes are to be neat, clean, laced and tied, and free of graffiti or markings.
- c. Career Technical Skills Classroom Dress Standards:
  1. If career technical skills uniforms are issued, they should always be worn during career technical class hours.
  2. Uniforms will be neat and clean, without tears or holes, and free from markings.
  3. Pants will be belted, properly fastened, and worn at the waist.

4. Clothing must be appropriate in size and worn at the proper body position. No undergarments of any kind may be visible.
  5. Shoes will be issued with regard to safety issues. Where safety shoes are not required, the choice of shoes will be a standard that would appear in the workplace for that particular vocation. All footwear will be clean, polished, tied, and free of graffiti or markings.
  6. For business vocations (e.g., business clerical, accounting technician, medical records assistant, computer repair, retail sales), either the academic outfit or career technical uniform (if issued) may be worn. Acceptable vocational (business) attire includes: business dresses (knee length), dress pants (worn at the waist), business shirts, pant suits, or skirts (knee length). Shoes are to be clean, polished and tied, and free of graffiti or markings.
- d. Off-Center Activities Dress Standards:
1. Students are expected to represent themselves as models and representatives of the center, the Job Corps program, and the Department of Labor. All elements of the Dress Standards will apply (see those described in R4.a–c).

Centers shall provide guidance to students regarding appropriate types of clothing for the workplace in their chosen fields, and centers shall ensure that purchases made by students with their cash clothing allowance are for interview and work appropriate clothing.

**R5. Documentation**

Centers shall maintain records and receipts in each student's personnel file for each clothing purchase. Such records shall include a signed receipt for all clothing allowances issued to the student. Form ETA 6-105 may be used for this purpose. The purchased amount shall be entered into the student's record in CIS.

**R6. Inventory**

Centers shall:

- a. Conduct and record an inventory of clothing and other personal effects when a student enters the residential program, and update the inventory after each clothing issue or purchase.
- b. Inventory and secure a student's clothing and personal effects when the student is absent from the center without permission for more than 24 hours.

**R7. Welcome Kit**

Upon arrival, centers shall provide each residential student with the following personal items at no cost to the student:

- a. Towels and wash cloths
- b. Laundry bag
- c. Toiletries

**QUALITY INDICATORS**

- Q1. Students are able to describe appropriate attire for their career fields.
- Q2. Student clothing purchases are appropriate for career and leisure time needs.
- Q3. Center record keeping systems appropriately account for disbursement, receipt, and proper expenditure of clothing allowance funds.
- Q4. Student clothing inventories accurately reflect student belongings.