

March 12, 2007

DIRECTIVE: JOB CORPS PRH CHANGE NOTICE NO. 06-07

TO: ALL JOB CORPS NATIONAL OFFICE STAFF
 ALL JOB CORPS REGIONAL OFFICE STAFF
 ALL JOB CORPS CENTER DIRECTORS
 ALL JOB CORPS CENTER OPERATORS
 ALL NATIONAL TRAINING AND SUPPORT CONTRACTORS
 ALL OUTREACH, ADMISSIONS, AND CTS CONTRACTORS

FROM: ESTHER R. JOHNSON, Ed.D.
 National Director
 Office of Job Corps

SUBJECT: PRH Chapter 6, Section 6.5: Student Clothing

1. Purpose. To establish expectations related to student dress for Job Corps centers that include consistent standards for appropriate student dress when participating in on-center and off-center activities.

2. Background. The goal of the Job Corps program is to place students in quality jobs with long-term prospects for living wages and career advancement. A current Job Corps emphasis is for students to acquire skills, knowledge, and attitudes that will make them more employable. One of the quality indicators of a center's training program is that students demonstrate appropriate workplace behavior while participating in training.

An integral part of proper workplace behavior is dressing appropriately. It is vital that center operators ensure that students understand the importance of dressing appropriately and that dressing properly is enforced during the training day. Currently the expectations differ from center to center, and in some instances the descriptions of expectations are vague and do not reflect employability standards. Often when Regional staff members are on monitoring visits and assessments, they observe students ignoring the dress code and staff not enforcing the standards.

PRH Section 6.5, R4. currently directs centers to provide guidance to students in building a wardrobe that will be suitable for their chosen occupational field. It directs staff to help students use their cash clothing allowances to purchase interview and work appropriate clothing. Section 6.5, R2. currently outlines the amounts and schedule for cash clothing allowances for students, but it does not clarify how centers will ensure that the initial cash clothing allowance

will be used to obtain the uniform(s) students need for their Job Corps training. The PRH changes outlined below provide more detailed guidance to centers about what constitutes appropriate workplace clothing, what centers should include in their dress code, and how centers shall ensure that students obtain the clothing required for Job Corps training.

3. Explanation of Changes. This Change Notice provides new policy requirements for Job Corps Student Dress Standards, which should be reflected in centers' Student Dress Code, and explains what centers must do to implement the dress standards. Specifically, in PRH Section 6.5, both *R2.* and *R4.* are being modified.

Section 6.5, *R2.*, Cash Clothing Allowance. The following sentences are being added to *R2.* to ensure that students receive, at the outset, the uniform(s) required for their participation in Job Corps training, and that centers with a pre-existing stock of uniforms that do not fully meet the standards described in *R4.* are not penalized:

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.

Section 6.5, *R4.*, Dress Code/Clothing Selection. *R4* is being modified to include the following:

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).

4. Filing Instructions.

* Centers may use any pre-existing stock of uniforms they have purchased, even if the uniforms do not fully meet the standards outlined in R4. (e.g., if they include the center or Job Corps logo), and then replace the stock, as needed, with uniforms that fully meet the standards.

REMOVE FROM PRH	INSERT
Chapter 6, Section 6.5, dated November 8, 2005	Chapter 6, Section 6.5, dated March 12, 2007

5. Action Required. Addressees are to ensure that this Change Notice is distributed to all appropriate staff.
6. Effective Date. March 12, 2007
7. Inquiries. Inquiries should be directed to your Contracting Officer's Technical Representative (COTR).

Attachment

PRH Section 6.5