

July 7, 2020

DIRECTIVES: JOB CORPS PROGRAM INSTRUCTION NOTICE NO. 20-01

TO: ALL JOB CORPS NATIONAL OFFICE STAFF

ALL JOB CORPS REGIONAL OFFICE STAFF

ALL USDA FOREST SERVICE CENTER DIRECTORS

ALL JOB CORPS CENTER DIRECTORS ALL JOB CORPS CENTER OPERATORS

ALL JOB CORPS CENTER STAFF

ALL NATIONAL TRAINING AND SUPPORT CONTRACTORS

ALL OUTREACH AND ADMISSIONS CONTRACTORS ALL CAREER TRANSITION SERVICES CONTRACTORS

FROM: DEBRA A. CARR

Acting National Director CARR

Office of Job Corps

Digitally signed by DEBRA CARR **DEBRA**

16:10:52 -04'00'

SUBJECT: Student Distance Learning Agreements

- 1. Purpose. To create and provide for the use of a Job Corps Student Distance Learning Agreement to document basic student responsibilities, attendance, and academic instruction for students participating in distance learning. This includes distance learning implemented in response to COVID-19 and future pandemics, national emergencies, and natural disasters, and distance learning programs that may be offered to supplement how Job Corps provides academic and career technical skills training.
- 2. Background. All Job Corps center operators were directed to implement distance learning programs beginning May 11, 2020 as outlined in Program Instruction Notice (PIN) 19-17. Center operators must continue to implement student accountability policies, and operate in a distance learning environment that requires them to adjust existing classroom accountability procedures for virtual classroom use. This will include, for example, how and when centers take attendance and how to track and measure student participation and timing of tasks.

Job Corps recognizes that student accountability in distance learning also requires students to understand their responsibilities and that student success in a virtual learning environment hinges on full student engagement. Therefore, Job Corps is providing centers with a student distance learning agreement to distribute for students to complete, sign, and return to the center. The agreement outlines students' responsibilities as part of their distance learning experience in Job Corps. When discussing this agreement with students, centers are encouraged to discuss potential needs for additional supports that students may need to successfully participate in distance learning.

In addition, the Federal Employees' Compensation Act (FECA) program assists federal employees who have sustained work-related injuries or disease by providing appropriate monetary and medical benefits and help in returning to work. As Job Corps students may be considered federal employees for limited purposes including FECA if they are injured in the performance of their duties, the use of this student agreement is recommended to help the Office of Workers' Compensation Programs determine the parameters of coverage under FECA.

- 3. <u>Action.</u> Centers must distribute the agreement by mail or electronically to all students participating in distance learning and request that they complete, sign, and return to the center within one week. Centers must take steps to ensure that students understand their responsibilities as outlined in the agreement and have viable options for returning their completed agreements. Centers must follow-up with students and determine whether there are any issues that prevent them from completing the agreement and if additional supports are available to assist them. Once completed and signed, centers must upload the signed agreement in each student's E-folder.
- 4. Effective Date. Effective immediately until rescinded or superseded.
- 5. <u>Inquiries.</u> Questions about this Instruction Notice should be addressed to the respective Regional Directors

Attachments: Student Distance Learning Agreement