

## **APPENDIX 102**

### **GUIDE FOR EVALUATING GROUP PARTICIPATION AND MAINTENANCE OF SOUND DISCIPLINE (CRITERION 8)**

#### **Purpose**

This tool is intended to be used in conjunction with PRH Chapter 1, Exhibit 1-1, Criterion 8 (Group Participation). Before using this tool, Admissions Services staff must read and become familiar with the details of these criteria.

To be eligible for Job Corps the law requires a determination that there is a reasonable expectation that the applicant can participate successfully in group situations and activities and is not likely to engage in behavior that would prevent other participants from receiving the benefit of the Job Corps program or be incompatible with the maintenance of sound discipline. These eligibility criteria are reflected in Exhibit 1-1, Job Corps Eligibility Requirements. Specifically, each applicant must demonstrate that:

- They are willing to live in a group setting and in a multicultural environment (Criterion 8);
- They will not interfere with other students' participation (Criteria 8(a) and 8(b));
- They understand the rules and expectations pertaining to Job Corps (Criterion 8(b));
- They are not likely to engage in behavior that would impede satisfactory relationships between the Job Corps Center to which the applicant might be assigned and its surrounding communities (Criterion 8(c)).

#### **Documents**

Admissions Services staff must collect and review all relevant documents, including:

1. Any documentation detailing behavior from institutions, agencies, or schools, including school discipline records;
2. Criminal or behavioral history provided to Admissions Services by the applicant; and
3. Any letters of recommendation that address the applicant's ability to successfully participate in a group setting.

#### **Factors to Consider**

Admissions Services may deny enrollment to an applicant who has displayed disruptive and/or threatening behavior during the application process, and/or has a history of such behavior as evidenced by other documentation.

In assessing whether such documented behavior would result in disqualifying an applicant for enrollment into the Job Corps program, Admissions Services must engage in an individualized assessment and consider the following three factors:

1. Whether the behavior and/or action(s), if committed again while at Job Corps, would

interfere with other participants’ receiving the benefit of the Job Corps program or the maintenance of sound discipline;

2. The nature and gravity of the behavior; and
3. The time that has passed since the action(s)

**How will Admissions Services analyze the three factors?**

Admissions Services staff should use the three factors above to analyze whether the applicant would successfully participate in group situations and activities, not interfere with other students’ participation in the Job Corps program, and otherwise not disrupt the maintenance of sound discipline. Admissions Services staff will use the contents of information contained in supporting documents (see Documents section above) to complete this analysis. That content will be summarized and recorded in the Summary of Findings table.

Admissions Services must be mindful that:

- No specific number of actions automatically disqualifies an applicant from enrollment in Job Corps. Rather, Admissions Services must determine for each applicant whether the nature and gravity of their past action(s) were severe enough to cause concern, including whether the applicant exhibits a pattern and practice of such behavior; whether the specific action(s) occurred relatively recently or happened several years ago; and whether the action(s) is one that if committed while enrolled in Job Corps would interfere with the maintenance of sound discipline.
- Admissions Services must not exclude applicants because of their race, color, religion, sex, national origin, age, disability, political affiliation or belief, or citizenship status.

Review of an applicant’s prior misconduct should include the following considerations by Admissions Services staff. Such considerations are not intended to result in staff asking these direct questions to the applicant.

**1. *The facts surrounding each instance of threatening and/or disruptive behavior.***

- Does the instance of threatening and/or disruptive behavior indicate that there were aggravating factors, such as the applicant’s making threats against the victim, or engaging in multiple instances of aggressive behavior?
- Was the instance of threatening and/or disruptive behavior a first?
- Was the applicant a “ring leader” for the instance of threatening and/or disruptive behavior, or was the applicant following the lead of another person?
- Did misconduct involve significant planning, or did it appear to be an unplanned response to an opportunity?

Document Findings: \_\_\_\_\_

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**2. The number and timing of disruptive and/or threatening behavior.**

- Does the applicant have a pattern and practice of engaging in disruptive and/or threatening behavior/misconduct?
- Are there a larger number of instances of misconduct during an earlier time period, and then fewer or none more recently, indicating the applicant has made an effort to reform?
- How long ago did the instance(s) of disruptive and/or threatening behavior take place?

Document Findings: \_\_\_\_\_  
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**3. The relevance of each documented disruptive and/or threatening behavior to the requirements of Job Corps.**

- Does the applicant’s verified institutional record indicate that they have demonstrated inappropriate or disruptive behaviors in school or other structured or residential environments that are similar to the Job Corps environment, such as group homes or foster-care placements, that would interfere with the maintenance of sound discipline if the applicant were to engage in the same behaviors in Job Corps?
- In light of the analysis above, is it more likely than not that the applicant, if admitted, will be a successful participant in the Job Corps program, not interfere with others’ participation, and otherwise conduct themselves in a manner consistent with the maintenance of sound discipline?

Document Findings: \_\_\_\_\_  
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**4. The applicant's other efforts at rehabilitation.**

- Is the applicant active in finding ways to rehabilitate themselves, such as counseling, drug and alcohol treatment, or involvement in sports, cultural activities, or community service?
- Does the applicant acknowledge personal responsibility for their verified serious behaviors?

Document Findings: \_\_\_\_\_  
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**5. Additional opportunity for *explanation by the applicant*.**

- If Admissions Services determination is that the applicant fails to meet the eligibility criteria related to behavior and the maintenance of sound discipline (Exhibit 1-1 Criterion 8), provide the applicant with this initial determination of ineligibility.
- Admissions Services must then give the applicant, who may otherwise be screened out because they fail to meet the Eligibility Criterion 8, an opportunity to provide any additional information and/or an explanation as to why they should not be excluded from the Job Corps program. Additional relevant information may include, for example:
  - The facts or circumstances surrounding the conduct;
  - Evidence that the applicant was successfully enrolled in school, post-misconduct, with no further incidents of misconduct;
  - Rehabilitation efforts; and
  - Employment or character references and any other information regarding readiness for Job Corps.
- Applicant may provide oral or written explanation. If applicant provides an oral explanation, Admissions Services must include written notes of the explanation in the applicant’s electronic file. If the applicant does not provide additional information about their prior misconduct, Admissions Services may make their determination of ineligibility without the information.

Document Findings: \_\_\_\_\_

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**Summary of Findings Regarding Eligibility:**

Please copy this form if additional space is needed.

<b>Nature or Gravity of the Conduct:</b> (Include only misconduct)		<b>Timing:</b> Specify when the misconduct occurred			<b>Pattern or Practice:</b> (Defined as two or more incidents within the last 3 years)	<b>Relevance:</b> Whether the misconduct is one that if committed while enrolled in Job Corps would interfere with the maintenance of sound discipline.
Include a brief description of the conduct	Note the most relevant facts	Less than 1 yr.	1-2 yrs.	2 or more yrs.	Indicate whether a pattern exists or whether the conduct is so serious that one incident causes alarm (for example, recent acts of violence, severe acts of violence, recent incidents of possession of a weapon, etc.)	Refer to Job Corps student conduct expectations (Exhibit 2-1) to connect the relevance of the misconduct to the acts prohibited on center
1 <sup>st</sup> Incident:						
2 <sup>nd</sup> Incident:						

3 <sup>rd</sup> Incident:					
4 <sup>th</sup> Incident:					

Admissions Services' determination (check one):

- Meets Eligibility Criteria
- Does NOT meet eligibility criteria

Provide rationale for determination, including consideration of any noted concerns in response to readiness questions/observations: \_\_\_\_\_

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