TRAPPER CREEK JOB CORPS

# POLICY, REQUIREMENTS, AND PROCEDURES

**CONTROL NUMBER: PRH 3.4 TC-001** **Effective Date: May 15, 2008**

**FILING INSTRUCTIONS: New ( ) Supercedes (06/05/06)**

**SUBJECT: Student Standards of Conduct System**

## PURPOSE:

1. To support the elements in Job Corps' Career Development Services System (**CDSS**) that prepares students for employment.
2. To promote high standards of student conduct through the use of incentives to recognize outstanding behavior and sanctions to correct inappropriate behavior.
3. To provide students with opportunities for due process in disciplinary proceedings.
4. To maintain an environment for students that is free from violence and drugs.
5. To have a student conduct monitoring system that minimizes paperwork and maximizes staff support.

## REQUIREMENTS AND RESPONSIBILITIES:

The Center's policies and procedures to promote high standards of student conduct are known as the Student Standards of Conduct System (**SSCS**). The **SSCS** has components involving all areas of the Center which impact on self, relationships with others, and with the community. It is fully expected that all Center Staff and Students will adhere to this policy. The Student Conduct Coordinator (**SCC**) serves as the coordinator for the system. The **SCC** serves as a resource for managers and supervisors to ensure consistency and compliance with the **SSCS**. The **SCC** ensures that the individual student's behavior is documented, recorded and that the appropriate interventions occur. Interventions include:

1. **COUNSELING/INTERVENTION**
   a. To provide individuals with insight into problem behavior and its impact on the community.
   b. To assist in social adjustment, setting career goals, recognizing own strengths, and using self help skills.
   c. To provide group counseling in the areas of anger management, character building, stress management, self-esteem, drug and alcohol issues, etc.
   d. To provide referrals for psychological evaluations and case conferences.
   e. To provide **TEAP** (Training Employee Assistance Program) support for drug and alcohol addiction/abuse issues.
   f. To provide a formal means of addressing problem behavior via case conference, case consultation, and referral for psychological evaluation.

2. **TRAINING**
   a. Opportunities for behavioral change are available in the following structured learning environments:
      (1) Career Success Standards (**CSS**) – are facilitated Center-wide on an ongoing basis including Sunday night and Monday morning.
      (2) The Student Leadership Program – targets those **CSS** lessons needed for successful leaders, such as Teamwork, Leadership, Communication, Supervision and Recognizing Different Point of View.

3. **POSITIVE PEER GROUP PRESSURE: Normative Culture Panel**

a. This is a low level informal intervention geared towards peer coaching and confrontation. The intended result is a diversion from the formal discipline system. It is utilized in dorm, academic and career technical training areas to solve conflict, address attitude or performance issues. These panels take place in private with student leaders, dorm, academic, technical training staff members and the student experiencing difficulties. It is documented in the dorm log and **CIS** case notes.

b. It may be initiated by the Center Director, Dorm Staff, SCC, Residential Living Supervisors, Academic and Trade instructors or as an outcome of the Issues Meeting.

c. A variation of the Normative Culture Panel would be a Guided Group Interaction (**GGI**) which is more oriented toward solving conflict and may involve students from other dorms, trades or academic classes. Not all peers included in this are necessarily positive leaders. This process is carefully facilitated by a staff member or sometimes more than one staff member is utilized.

4. **CENTER RETENTION TEAM** – References to Retention Team in this document mean a modified Retention Team with staff specific to the student or action.

5. **STUDENT INPUT INTO SUPPORT AND DEVELOPMENT OF CENTER RULES**

a. The **SGA** is formally invited to make suggestions/recommendations to improve **SSCS** through the **SGA** representative who attends the Center Management Meetings.

b. Students are also encouraged to take advantage of the Center Director's Open Door Policy if they have concerns or questions. A student pass will be required if requesting to see the Center Director during normal training day hours.

6. **CONFRONTATIONS OF NEGATIVE BEHAVIOR**

The goal of confronting negative behavior is to maintain socially acceptable behavior and to strengthen employability skills. Confrontations may occur in three ways:

a. Verbal warning and counseling.

b. Negotiated extra duties between staff and student versus initiating an incident report.

c. Documentation through Incident Reports and **CIS** case notes

7. **STRUCTURED DISCIPLINE SYSTEM**

An incident report should be written **<u>within 24 hours of the incident</u>**, unless an investigation is ongoing, by the appropriate departmental staff where the incident took place. Minor incidents may be handled by staff attempting to correct the behavior with verbal warnings, counseling, and negotiated extra duty, but if the behavior continues, an incident report will be generated and routed to their supervisor. The incident report should be turned in to the **SCC** **<u>within 24 hours after being reviewed by the supervisor or after hearing an appeal.</u>**

a. Incident Report Documentation

(1) Staff that writes the report will discuss it with the student, counsel the student on the appeal process, and have the student sign or note a refusal to sign.

(2) Staff should also make comments on the student's attitude on report and then forward to their supervisor.

(3) The supervisor will hear the student's appeal, determine the severity of the incident, recommend appropriate sanctions, sign the report and forward it to the **SCC** for processing.

(4) Any recommendation for a <u>Board of Review</u> (**BOR**) will be routed through the department manager for concurrence.

(5) The **SCC** will apply the appropriate sanctions and document.

(6) Informational reports may be written and filed in the student's folder with a copy sent to the **SCC** for record keeping. Reports should include sanctions given and completed.

(7)For those students going to a **BOR**, the **SCC** will insure they make an appointment with the Transitional Coordinator prior to **BOR**.

b. Student Appeals – Students have a right to appeal an Incident Report. If a student wished to appeal, they have until the end of the next working day after receiving the report.

c. Managers and supervisors may recommend the following sanctions/interventions singularly or in combination:

(1)Fines – Not to exceed in excess of $5 per offense or pay period.
(2)Extra Duty – Routine dorm cleanup, KP, or other regular housekeeping chores may not be used as sanctions.
(3)Peer Mediation.
(4)Color Demotion.
(5)Demotion to White and restriction to Center, not to exceed 30 days.
(6)Referral to Retention Team (may be by consultation discussion or with student appearance in front of Retention Team.)
(7)Center Director Contract with sanctions and timeframes-may deal with more than one behavior issued by **SCC (failure to comply may result in major violation and BOR).**
(8)Referral to Counselor and/or Evaluation of Student Progress (**ESP**) Mentor.
(9)Referral for telephone conference involving student, parent/admissions counselor, and Center Counselor.
(11)Referral to Center Mental Health Consultant through Counselor.
(12)Referral to Anger Management through Counselor.
(13)Essay (Usually based upon the **CSS** skill relating to the infraction).
(14)Board of Review (Behavior Contract if retained).
(15)Referral to physician through the health services manager.
(16)Formal letter of Reprimand/Center Director Contract.
(17)Career Management Team (**CMT**).

These options are all tools that can be used to modify student conduct. For a student who repeatedly misbehaves, all appropriate sanctions need to be utilized and documented prior to convening a **BOR**, except for Zero Tolerance (**ZT**) offenses.

8. **CLASSES OF IMPROPER BEHAVIOR**

There are four classes of negative behaviors on Center:

a. **Zero Tolerance Offenses (Level One)** –These are the most serious offenses. The student is to be sent home immediately unless detained by local law enforcement (a statement should be obtained from the student prior to the student being sent home). A Fact Finding Board will be held within three (3) training days of the incident. In cases where a student has been sent home, the Board will determine if correct procedures were followed and if the facts support a Zero Tolerance termination. If the facts warrant and the student is found guilty, a disciplinary termination is required. Students may appeal the decision to DOL Regional Appeal Board within 30 days of discharge. For those offenses marked with an asterisk (*), if discharged and the decision to terminate is upheld by DOL, students may not be readmitted to any Job Corps Program. Zero Tolerance Offenses as defined in the PRH include:

(1)*Possession of a gun or illegal weapon on center or under Center supervision.
(2)*Physical assault which causes bodily harm to student or staff.
(3)*Sexual assault of a criminal nature.
(4)*Robbery or extortion.
(5) *Arson.
(6)*Arrest for a felony on or off center.

(7)*Possession, distribution or sale of drugs on center or under Center supervision.
(8)*Conviction of drug use, possession, or sale off Center (felony or misdemeanor).
(9)Use of drugs (**2ND dirty U/A**) as evidenced by positive drug test conducted by the end of the initial probationary period (prior to 45 days) or the suspicion intervention period (prior to 45 days) or by a positive drug test after the suspicion intervention period. (Can readmit after one year.)

NOTE: Students arrested for felonies or misdemeanors and subsequently found not guilty, may be re-established per PRH-6.4.

b. **Serious Offenses (Level Two)** Students in violation of those offenses will be present for a Fact Finding Board unless the student has been removed from Center after having been determined to be a threat to themselves or others (a statement should be obtained from the student prior to sending the student home). The Board will be held and a decision made within 5 training days of a reported and investigated offense. The Board will determine guilt or innocence and make a recommendation for retention with sanctions or termination to the Center Director. The student may appeal the termination decision to DOL Regional Appeal Board within 30 days of discharge from the Center. Serious Offenses as defined in the PRH include:

(1)Threat of assault with intent to intimidate or coerce any student or staff.
(2)Physical assault with intent to cause bodily harm to student or staff.
(3)Sexual harassment.
(4)Possession of an item that could be used as a weapon on Center or under Center supervision.
(5) Fighting.
(6)Theft or possession of stolen goods.
(7)Inciting a disturbance or creating disorder.
(8)Hazing, initiation and harassment (without assault).
(9)Loan sharking.
(10)Destruction of government or private property.
(11)Arrest for a misdemeanor on or off center.
(12)Gang activity, including wearing of gang clothing, colors, displaying pictures, or making signs or handshakes that are, or can be perceived to be, associated with gangs. ***(Management reserves the right to determine whether acts appear to be gang related.)***
(13)A pattern of inappropriate behavior, failure to follow Center Rules, or lack of full participation in required Center activities.
(14)Inhalation of volatile intoxicating substances on Center or under Center Supervision.
(15)Use, possession or sale of alcohol on Center.

NOTE: Students arrested for felonies or misdemeanors and subsequently found not guilty, may be re-established per PRH-6.4.

c. **Major Offenses (Level Three)** Students in violation of these offenses will face sanctions which may include any or all of the following: up to $5.00 fine, up to 8 hours of extra duty projects, a formal reprimand, Board of Review (within 10 days of the offense), mandatory counseling with assigned counselor, possible demotion to White with restriction to Center of up to 30 days and restriction from specified activities. Major offenses include:

(1)Pregnancy which occurs while enrolled in the program.
(2)Trespass on government or private property.
(3)Physical endangerment of person or property.
(4)AWOL from Center.
(5)Safety violation.

(6)Inappropriate behavior while on pass or off Center in community.
(7)Hitchhiking.
(8)Physical mutilation or giving or receiving tattoos.
(9)Unauthorized use of a motor vehicle within 50 miles of the Center.
(10)Insubordination or disrespect of staff.
(11)Gambling.
(12)Serious loss of temper.
(13)Repeated minor offenses.
(14)Escalation of negative behavior.
(15)Unauthorized use of government property.
(16)Malicious horseplay.
(17)Disrespect for fellow students.
(18)Possession of drug paraphernalia.
(19)Sex on Center.
(20)First positive UA if student entered Job Corps clean.
(21)Failure to comply with written reprimand.
(22)Failure to comply with Center Director Contract.
(23)Missing medical appointments (automatic $5.00 fine).
(24)Failure to comply with a medical or **TEAP** contract.
(25)Major PDA (public display of affection)
(26)Ethnic agitation including racial name calling and racial remarks
(27)Misuse of government computers
(28)Use of drugs as evidenced by self-admission or investigation
(29)Alcohol intoxication on Center or under Center supervision
(30)Alcohol use off Center within a radius of 25 miles
(31)Vandalism or abuse of Center facilities or property
(32)Absent from assigned area.
(33)Smoking or chewing in unauthorized area.

d. **Minor Offenses (Level Four**) These are minor offenses which have a direct bearing on the employability readiness of students. There is an established series of graduated sanctions for minor offenses.

- First minor-Informational only- (at the discretion of the shift supervisor or **SCC**, sanctions may be imposed)
- Second minor- 2 hours extra duty or $2.00 fine to be documented on incident report.
- Third minor- 2 hours extra duty and $2.00 fine
- Fourth minor-demotion of one color, 4 hours extra duty, $2.00 fine and Retention Team intervention plan and/or Normative Culture Panel.
- After fourth minor, additional minors will be converted to majors, "Repeated minor offenses."

**NOTE:** Students who go 30 days without any IRs would start sequence over beginning with #2.

Minor offenses include:
(1)Use of profanity, abusive, or obscene language.
(2)Behavior unbecoming a student.
(3)Failure to follow staff instructions.
(4)Giving false information to staff.
(5)Cheating.
(6)Knowledge of unauthorized visitors on Center.
(7)Sleeping during the training day.
(8)Abuse of sick call.
(9)Missing **ESP** meeting.

(10)Minor horseplay.
(11)Late to assigned area.
(12)Littering, improper disposal of cigarette butts.
(13)Excessive noise that interferes with the rights of others.
(14)Dress code violation.
(15)Being in an unauthorized or off limits area and visiting another dorm or area without permission.
(16)Spitting on sidewalks and other public use areas.
(17)In bed area after wake-up.
(18)Failure to perform assigned tasks.
(19)Exchange of goods or services without written staff approval.

9. **BEHAVIOR/PERFORMANCE TRACKING**

The Center Behavior tracking system consists of seven (7) colors. Students move from one color to another on the basis of length of stay, positive and negative behavior reports, and Career Development Evaluations (**ESP**). The Colors are as follows:

a. **GREEN** – This color is reserved for new students who have been on Center between 01-60 days. If their scores are 33 or above, Green students may skip Blue with a double promotion into Red. This is the only color where a double promotion is possible. Double promotions are not automatic; they are the exception and must be justified on the initial **ESP**. The evaluation criteria of the highest color to which the student is being promoted must be met.

b. **BLUE** – This color is for students who are (or have been) experiencing minor behavior or performance difficulties and are adjusting to Center life. They are not restricted from activities other than fire assignments and pass eligibility. Students who have remained in Blue for more than 60 days will be referred to the Center Retention Team due to a pattern of substandard performance.

c. **RED** – This color is for those students who are demonstrating satisfactory performance and behavior in all areas and have been in Blue at least 30 days, or have been approved for a 2-color promotion from Green. These students are eligible for entry into the Center's Student Leadership Program.

d. **SILVER** –This color is for those students who are demonstrating above satisfactory performance in the program and have passed through Red. Students must have been in Red for at least 30 days and have completed or will be enrolled in the Student Leadership training classes to be eligible for Silver.

e. **GOLD** – This color is for those students who are demonstrating exemplary behavior and performance in all areas of the program and have been in Silver at least 30 days.

f. **WHITE** – This color is for students who have received a major incident or several minor incidents within a short period of time. Students in this color are restricted to Center and are to receive close attention and counseling. **They must be in their dorms by 9 P.M. each day they are on restriction and are to check in with their dorm staff.** Students will also be temporarily placed in White while they have any major or more severe behavior reports being processed. Students in White not as a result of a **BOR** will be placed no higher than Red when taken out of restriction. Students in White as a result of a **BOR** will be placed in Blue when taken out of restriction. **Students must turn in a completed white card to the SCC in order to be taken out of restriction.**

g. **ORANGE** – This color is for those students who test positive for drugs (initial or suspicion urinalysis). Students will be held in this color until results from second urinalysis have been received; if the second urinalysis is positive, the student will be terminated. Students in this color are not allowed to operate heavy equipment, power tools, go to WBL sites, drive, attend Fire/Camp Crews, or go on unsupervised off-Center trips, passes or leaves. Students will receive close attention from the **TEAP** Staff during this period. Students in Orange for a suspicion UA will be handled under Major Offenses if the second urinalysis returns negative.

10. **EVALUATION OF STUDENT PERFORMANCE**

Each student will receive an Evaluation of Student Performance (**ESP**) every 8 weeks. The evaluation will discuss performance and conduct issues and determine the color level the student should be in. Evaluations will include the following criteria:

a. Any student who receives a major or serious incident report during the 8 week rating period will receive a score of "1" in the element most related to the "skill deficit". Staff will use discretion when rating students who have minor incident reports; however in most cases an incident report indicates a need for improvement.

b. Gold and Silver students cannot receive 1's and remain in the present color. Gold students cannot receive more than two "2's" and remain in that color. If the student has already been demoted for an incident that resulted in a "1" on the evaluation, the student will not be demoted a second time for the same incident.

c. Informational incident reports may be considered in the numerical rating portion of the student's evaluation.

d. If a student comes to his/her **ESP** unprepared, the panel may, at their discretion, excuse the student and conduct the evaluation at a later time when they are prepared.

e. Ratings in each element will be on a 1 to 5 scale. The scale is as follows:

(1)"1"—Unacceptable—the student regularly demonstrates lack of skills, is resistant or hostile to staff supervision and intervention and is unwilling to follow instructions or to try new skills.

(2) "2"—Needs improvement—student seldom responds to supervision or demonstrates good skills; does not attempt to try new skills, does not willingly accept intervention.

(3)"3"—Meets Expectations—student usually acts in an appropriate manner, responds appropriately to supervision and intervention and attempts to improve behavior.

(4)"4"—Exceeds Expectations—student almost always acts appropriately, shows willingness to practice new skills and behaviors, and is receptive to supervision and intervention.

(5)"5"--Outstanding—student always acts in an appropriate manner and serves as a role model for others.

e. The combined ratings for each of the 12 elements in each area will provide the overall evaluation score that then identifies the student's performance level in that area. Academic scores are an average of scores from each of the students' teachers.

f. Recommendations for color promotions will depend solely on the lowest score for any area of the **ESP**.

g. The required minimum score for each color is as follows:

Blue: 32 or below  Red: 33 - 43  Silver: 44 – 50  Gold: 51- 60

11. **COLOR PROMOTIONS AND DEMOTIONS**

a. Students in Blue for at least 30 days from next **ESP** without and Incident Report have the opportunity to be promoted to Red by their own initiative through the following procedures:

(1) Get a promotion application (form attached) from the **SCC**.

(2) Obtain signatures and return to the **SCC**.

b. A student may be recommended for demotion at the **ESP** if the evaluation falls below the minimum ratings necessary to remain in their current color. Any student who receives a major or serious category offense will automatically receive a rating of (2) or (1) in a corresponding element. This rating will be reflected on the next regularly scheduled **ESP**. The **ESP** Mentor recommends color demotions to the **SCC** who does the actual demotion.

## 12. STUDENT CONDUCT INCENTIVE SYSTEM

Students receive canteen credits for continued positive behavior. Every two months students choose either to redeem their credits or to roll them over for two more months with the expectation that they will not receive any incident reports during the next two months. Once credits are cashed in or a negative incident report is received, students must start over. Students may also accrue Success Points for recognized positive behavior and are eligible for special off Center trips and activities. Rewards (gift cards) are also given to students who attain Silver or Gold scores in their **ESP.**

Gift Card……..$5.00
Phone Card…..$5.00
Canteen Card...$5.00
Movie Pass……To be determined

| Months without an IR | Earned Credits |
|---|---|
| 2 | $6 to be spent at canteen |
| 4 | $15 to be spent at canteen |
| 6 | $30 to be spent at canteen |
| 8 | $60 to be spent at canteen |
| 10 | $120 shopping trip |
| 12 | $200 shopping trip |

**Expected Outcomes:**

1. Conduct sanctions are administered in a timely and objective manner.
2. Students and staff understand and support the Student Standards of Conduct System.
3. Students will demonstrate career development skills.

**Quality Indicators:**

1. Students feel safe and secure on Center.
2. Students regard the Student Standards of Conduct System as fair.
3. Positive student behavior is recognized and encouraged.

**Approved: /s/ Linda J. Woods**
**Center Director**

Special Blue to Red (NO **ESP**) Promotion

Name: _____ Date: _____

This student is in Blue and is applying for a special promotion to Red. In order for this promotion to take place the student must:

1. Have been in Blue for at least 30 days.
2. Have received no NIR's within the past 30 days.
3. Return this form, completed (with staff signatures and comments) to the SCC within 7 days of the above date.
4. Be at least 30 days from the next **ESP**.

**Both Dorm Staff:** YES NO YES NO

Comments: _____ Comments: _____

Signature: _____ Signature: _____

**Counselor:** YES NO Comments: _____

Signature: _____ _____

**Vocation:** YES NO Comments: _____

Signature: _____ _____

**Education:** YES NO Comments: _____

Signature: _____ _____

**TEAP:** YES NO Comments: _____

Signature: _____ _____

**SCC:** YES NO Comments: _____

Signature: _____ _____

**Residential Living Supervisor:** YES NO Comments: _____

Signature: _____ _____