CENTER RULES

Rules are important when many people live together. People who come to Job Corps are from many different backgrounds. It is necessary to establish standards of conduct so everyone knows what is expected of them.

Student Government has a role in establishing center rules and regulations and determining appropriate sanctions on the center. There are procedures by which students may suggest modification to existing rules and regulations and developing new ones.

The rules are set up to protect students, their belongings, and the center. These rules help students become self disciplined and able to take care of themselves in the working world. When the rules are broken, appropriate action will be taken. Privileges may be lost or fines may be imposed repetitive.

By following the rules, students may gain privileges, and will be eligible for increases in pay.

General Rules

- The possession or consumption of alcoholic beverages with-in center boundaries is prohibited.
- Students shall meet work, instructional, medical and counseling appointments promptly and comply with proper instructions.
- Respect shall be demonstrated for the rights, privileges and needs of others.
- Reasonable care shall be exercised in the use of center facilities and equipment. Regulations relating to safety in the use of equipment must be followed.
- Possession of a personal weapon such as a firearm, a switchblade knife, straight razor or blackjack is prohibited.
- Gambling on center is prohibited.
- Hazing in any form is not permitted.
- Physical aggression as a means of settling differences will not be tolerated.
- Maintaining or operating private vehicles on the center premises is prohibited (for resident students).
- Nonresident students will be allowed to maintain or operate a vehicle on center only if center policy is met. A handout of these policies will be provided during CPP.
- Permission is required to leave the center.
- Reasonable standards of personal appearance and cleanliness will be established by the Center Director who will consider recommendations of the Student Government in establishing such standards.





Unauthorized Goods

The following are unauthorized goods:

Firearms and ammunition; explosives and incendiaries; knives; homemade weapons; all other weapons and instruments for which the primary use is to inflict personal injury; marijuana; drug paraphernalia; stolen property; alcohol; all drugs; including but not limited to narcotics, including barbiturates; amphetamines, LSD, heroin, cocaine, etc.; any other items that are illegal under state law or deemed unauthorized by the Center Director. Possession of such goods will result in center disciplinary action and, in some cases, criminal prosecution.



The Center Director may approve unannounced inspections in order to make certain that policies pertaining to unauthorized goods and center health and safety regulations are being observed.

Students may voluntarily surrender any unauthorized goods upon arrival at the center without fear of retribution.

Restricted Areas

Off Limit Areas off Center

- Railroad tracks (anywhere)
- Remote areas along the railroad tracks
- Private Property (Residences, buildings, and land)
- Private Vehicles (w/o private ride authorization/to include staffs personal vehicles)
- Any establishment whose primary service is alcohol or alcohol related
- Any location where alcohol use and/or narcotics use is expected or in progress
- The Oneonta Cemetery (East of Town)
- The Oneonta Middle/High School Campus (unless scheduled activity)
- The Oneonta Universities "Hartwick & State of New York" (unless scheduled activity)
- Any other areas deemed unsafe or improper for student occupation, to be noted

Off Limit Areas on Center

- Behind the male dorm
- Any wooded area surrounding the center proper (beyond the mowed areas)
- Beyond the pavement of the circle driveway at the front of the center
- Any area under construction, rehabilitation, or otherwise designated as a restricted area
- GSA vehicles (i.e.: buses) (unless scheduled activity)
- The loading dock adjacent to Property Department. (basement level below)
- The Kitchen / Cafeteria (unless scheduled activity)
- Any other areas deemed unsafe or improper for student occupation, to be noted

DORM RULES

- The dorm is closed during the training day. Students are not permitted in the dorms without special permission.
- Curfew rules are as follows:
 - Morning wake-up starts at 6:00 a.m.
 - Out of bed and have bed made by 6:15 a.m.
 - ◆ Leave the dorm by 7:15 a.m. unless you have a detailed. Cleaning must be completed by 7:45 a.m.
 - The Morning Accountability Check (MAC) is done by the RA at 6:00 am weekdays and 12:00 midnight on Saturday and Sunday.
 - Be in the dorm by 10:00 p.m. on Sunday through Thursday.
 - Be in the dorm by 12:00 midnight on Friday and Saturday.
 - If you are on center grounds on Friday and Saturday, you must be in the dorm by 12:00 midnight.
 - Do not leave center after dorm curfew.



- Take care of all personal needs before room curfew.
- ◆ Lights out, radios and TV off at 11:00 p.m. Sunday through Thursday.
- There is no dorm visitation permitted.
- The building is locked at dorm curfew. If you are late, you will receive a write-up.
- You may not sign out after curfew.
- Turn off radios, televisions, and record players; and secure closets, windows, and doors prior to leaving the dorm.
- Students must attend all scheduled dorm meetings.
- Laundry rooms are available in dormitories at specified hours. Hours are posted on the door. Please be sure to remain in the laundry room while your clothes are being washed and dried.
- Do not move or rearrange furniture without the permission of your RA.
- Televisions in the lounges must be off by 10:00 p.m. Sunday through Thursday. Programs are selected by majority rule at the change of program time; however, any student watching a program may finish watching it. If there are special programs, the time can be extended with the RA's permission.
- Lounges in dorms will be open until 12:00 midnight (or as posted) on Friday and Saturday. Be in your dorm by 9:30 p.m. Sunday through Thursday.
- Televisions and stereos must be kept at minimum volume and should not be heard outside of the room at any time. Violations of this rule will result in removal of your electronic equipment from your room.

<u>Note</u>: The center discourages students from bringing major appliances to the center (e.g., TVs or big radios). The center is not responsible for damaged or stolen items that have not been placed in a secured area.

- Smoking is not permitted inside any building.
- Visitors must pick up a visitor's pass from the Security Office. Visitors are not allowed in the dorm. Room tours for immediate family members must be approved by the Supervisor on duty. All visitors must leave Center one-half hour prior to curfew.



- Only emergency telephone calls will be accepted in the RA's office, with a three minute limit. Other telephone calls are accepted on the student's telephones from 4:00 p.m. to 9:30 p.m.
- Every student must take part in Weekly Dorm Meetings and cleanup so that dorms will be ready for inspection on Monday night at 10:00 pm Mondays are considered a major dorm cleaning evening.
- Do not keep Job Corps supplies or equipment in your room.
- Students will be assigned dorm jobs to be completed daily.
- Rooms must be neat, clean and odor free at all times. All beds must be properly made. All
 students' rooms will be inspected every day; and staff members will also inspect closets and
 drawers, with or without students present. Students whose rooms do not meet the minimum
 standards will be counseled. Please see your RA if you have questions about the expectation
 or procedure.
- Keep all general areas of the dorm clean by putting paper and other trash in wastebaskets. While you are in Job Corps, respect both your living space and that of all other students as well.
- Appropriate dress is required prior to leaving the dorm. Students must wear foot coverings (i.e. slippers or shoes) and a robe when outside of their rooms, because female or male staff members may be present at any time in the dorms.
- Alcoholic beverages, non-prescribed drugs, or weapons of any kind are not allowed on center and will not be tolerated. Oneonta Job Corps Center is a drug- and alcohol-free center, and the Zero Tolerance Policy will be followed
- Do not bring pets into the dorm. Assist animals are permitted on center and in dorms.
- Observe all fire, health, and safety rules (as posted throughout the center and discussed at various meetings).
- Any packages or luggage coming into or leaving the dorm will be inspected by Safety. Add all new items to your personal and clothing inventory.
- Do not remove utensils, dishes, or food from the cafeteria or kitchen.
- Clean linen is provided. Students must not sleep on top of their bedspread or comforter.
- Any students on center Saturday and Sunday mornings must sign up for cleaning duty before leaving center.
- Room change requests are approved in rare circumstances. An application process must be followed.
- Always update your Clothing Inventory with the RA on the floor monthly.
- Always lock up your cell phones and electronics devices every morning and do not take your devices to class.

STUDENT STANDARDS OF CONDUCT

In order to live together without problems, it is necessary to have rules and regulations to follow. These rules are firmly, fairly and consistently enforced. Violation of these is handled by the Oneonta Job Corps Center Disciplinary System. The sanctions for violations of the Oneonta Job Corps Center Disciplinary System are located in the penalty guide.

The Standards and Incentive Committee and Student Peer Mediation Members meet with the Student Personnel Officer, modify, and review all rules and regulations and determine appropriate sanctions. All recommendations are presented to the Student Government Executive Council, Social Development Director and Center Director for approval prior to implementation. Students are informed of center rules and regulations.

The disciplinary system consists of:

Student Personnel Officer

This person is in charge of enforcing center rules, the disciplinary system, and rewarding students on the Phase and Incentive System.



Student Peer Courts

To provide students with a court of their peers, to handle minor infractions related to academic/vocational and dorm issues, under the guidance of instructors serving as staff representatives. This will establish a continuous process where students have an active role in the compliance of center rules.

Dorm & Peer Court

Groups of students, elected by the Student Government Association and approved by the Director of Social Development, who meet to review minor disciplinary infractions and decide what action should be taken utilizing the Penalty Guide.

Prevention Meetings

After review, students' folders showing a pattern of inappropriate behavior or identified as possible student at risk of disciplinary separation, SPO will conduct and prepare a panel with the Career Counselors, Residential Living, Social Development Director, and student support to evaluate and propose possible behavior modification plan.

Behavior Review Panel

This board includes two staff members and a student who meet to review major disciplinary infractions. They determine if a student's behavior is unacceptable and make the recommendation to be terminated or retained to the Center Director.



If a student has to appear before the Behavior Review Panel, he has the following rights:

- 1. Appear before panel.
- 2. Call witnesses.
- 3. Reply orally or in writing.
- 4. Be represented by staff member.
- 5. Ouestion or cross-examine witnesses.
- 6. Stand silent.

All recommendations made by the Behavior Review Panel may be upheld, changed, or reversed by the Center Director. A student also has the right to appeal a separation decision of the Center Director to the Job Corps Regional Office.

Fact Finding Board

This board includes both staff and students who meet to review major disciplinary infractions. They determine if the reported events occurred with automatic separation if board finds that events occurred.

These are other forms of disciplinary actions that are used on center:

- 1. Negative Incident Reports A report written by staff to document unacceptable behavior.
- 2. **Counseling Referral** A report written by staff to a student's counselor about the student's behavior.
- 3. **Fine -** Money deducted from a student's pay (no more than \$5.00 per period). These fines are donated to the Student Benefit Fund.
- 4. **Extra Duty Hours-** Extra hours of work for an assigned area or department.
- 5. **Probation** A written warning giving student a notice that a repeat unacceptable behavior may be grounds to appear before the Behavior Review Panel.
- 6. **Restriction** Removal of the privileges to take part in recreational trips and activities, including weekend passes.
- 7. **Dorm Restriction-** Restriction of student access to all center activities outside of class during the training day, to include remaining on dormitory after the training day.

ZERO TOLERANCE

Level I Offenses

- 1. Possession of a gun or illegal weapon on center or under center supervision.
- 2. Physical assault that causes bodily harm to students/staff.
- 3. Sexual assault, with criminal intent.
- 4. Robbery and extortion
- 5. Arson
- 6. Arrest for a felony on or off center
- 7. Possession or sale of drugs on center or under center supervision.
- 8. Conviction of drugs use, possession or sale off center (felony or misdemeanor)
- 9. Use of drugs as evidenced by a positive drug test conducted upon suspicion or a second positive drug test by the end of the 30-day probationary period.

When any of the preceding incidents occur, facts must be immediately obtained and determination of guilt or innocence made within three training days.

- a. The student is to be removed from the general center population while facts are being gathered.
- b. The student shall be given the opportunity to make written input to the fact finding process.
- c. The Fact Finding Board is to be convened to do the fact finding. The Board will limit itself to a determination of guilt or innocence. In the case of above, the role of the Fact Finding Board is limited to confirming that proper procedures were followed in testing.
- d. Upon determination of guilt, the student will receive a disciplinary discharge.
- e. The student may appeal the separation to the Regional Office.
- f. The student terminated for one of these offenses is not eligible for readmission except for number 9 who is eligible after one year.

Greater than 30 Days Enrollment Requires Fact Finding Board

Level II Offenses

- 1. Threat of assault with intent to intimidate or coerce any student or staff.
- 2. Physical assault with intent to cause bodily harm to students 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, or making signs or handshakes that are associated with known gangs.
- 13. A pattern of inappropriate behavior, failure to follow center rules or lack of full participation in required Center activities as determined by the Center Director or designee.
- 14. Inhalation of volatile intoxicating substance on center or under center supervision.
- 15. Use, possession or sale of alcohol on center.

When any of the preceding incidents occur, facts must be immediately obtained and determination of guilt or innocence made within 15 training days. There will be a presumption that students who commit the above offenses will be terminated. However, Center Directors will have discretion in making this decision. Center Directors should take into account Fact Finding Board findings and recommendations. Unless the Center Director determines the violation is of a lesser significance or there are substantial mitigating circumstances, including the student's prior good behavior and performance, separation is required. Students may submit appeals to overturn the center's decisions to the Job Corps Regional Office.

Greater than 30 Days Enrollment Requires Sanctions Up to Behavior Review Panel

Level III Offenses

- 1. Gambling.
- 2. Using profanity, abusive, or obscene language.
- 3. Ethnic agitation, including racial name calling and racial remarks.
- 4. Refusal to perform assignment or failure to follow instructions.
- 5. Absent from assigned activity, including work, classes, medical, and counseling appointments.
- 6. Disruptive behavior that interferes with the learning of others.
- 7. Being in an unauthorized or off-limits area.
- 8. Violation of safety rules.
- 9. Overt sexual behavior.
- 10. Cutting lines.
- 11. Smoking in an unauthorized area.
- 12. Hitchhiking.
- 13. Maintaining or operating a private vehicle on center.
- 14. Vandalism or abuse of center facilities or property.
- 15. Violation of center standards of dress and appearance.
- 16. Unauthorized absences from training or center.
- 17. Other actions or behaviors established by the Center Director.
- 18. Alcohol intoxication on center or under center supervision.

Sanctions will be in accordance with Center Policy up to Behavior Review Panel

Minor Infractions – See Disciplinary Guide.

- 1. Refusal to work in class.
- 2. Entry into restricted areas.
- 3. Missing bed check (student on center).
- 4. Safety violations.
- 5. Cursing and/or inappropriate language.
- 6. Disobedience to staff members.
- 7. Misconduct in cafeteria.
- 8. Horse playing (no injuries).
- 9. Dress and cleanliness violations.
- 10. Failure to do duty roster.
- 11. In dorm without permission.
- 12. Failure to do extra duty hours assigned.
- 13. In dorm of opposite sex without permission (no sex involved).
- 14. Jumping lines outside and inside the cafeteria.
- 15. Leaving class without permission.
- 16. Sleeping in class/having one's head down/no work done.
- 17. Skipping/cutting classes.
- 18. Smoking in unauthorized areas.
- 19. Missing appointments.
- 20. Late to class (tardy).
- 21. Misuse of classroom materials.
- 22. Curfew/bed check.
- 23. Leaving the dorm late.
- 24. Up after bed check.
- 25. Lights on/talking after bed check.
- 26. Being in restricted area.
- 27. Improper use of ID card.
- 28. No ID card during meals.
- 29. Failure to turn in linen.
- 30. Sleeping on top of spread.
- 31. Out of room after curfew.

<u>Intermediate Infractions</u> – Second or third offense of minor incidents may fall into this category. See Disciplinary Guide.

- 1. MBC/TUF (Missing Bed Check/Temporarily Unaccounted For).
- 2. Failure to vacate building.
- 3. Failure to sign morning attendance.
- 4. In opposite sex restroom.
- 5. Refusing the leave the dorm.
- 6. Disrespectful to staff.
- 7. Vandalism (no cost damages).
- 8. Disrupting class.
- 9. Use of profanity.
- 10. Missing appointments.

<u>Serious Infractions</u> – See Disciplinary Guide.

1. Insubordination to staff or local authorities.

- 2. Misconduct on/off center.
- 3. Disruptive behavior on/off center which interferes with the rights of others, including public transportation.
- 4. Abuse/assault on student or staff.
- 5. Persistent failure to comply with center rules and regulations on and off center.
- 6. Arson or attempted arson (any place, especially on center).
- 7. Creating an intentional unsafe condition on or off center.
- 8. Initiating a false alarm or tampering with safety equipment in order to render inoperative.
- 9. Destruction of government or personal property.
- 10. Defacing personal or government property.
- 11. Lending money for profit and/or loan sharking.
- 12. Gambling on or off center.
- 13. Theft of government or personal property on or off center (more than \$50.00).
- 14. Theft of personal or government property on or off center (value less than \$50.00).
- 15. Receiving or possession of stolen property.
- 16. Fighting as a group (more than one-on-one, no weapons used).
- 17. Fighting on or off center (one-on-one, no weapon used).
- 18. Assault (physical) on or off center (with or without a weapon).
- 19. Extortion and/or protection, racketeering (aggressive and forced).
- 20. Possession of a weapon on center (without use or intent).
- 21. Arrest, and after court disposition (student cannot be discharged if charges are ending).
- 22. Arrest (felony conviction).
- 23. Sexual activity on center (with consent).
- 24. Sexual activity (aggressive and forced, without consent).
- 25. Student in room or dorm areas housing opposite sex, where no sexual activity is involved (excluding designated lounge areas).
- 26. Drunk and disorderly, coupled with assault.
- 27. Drunk and disorderly.
- 28. Drugs (possession and/or use) includes alcoholic beverages.
- 29. Drugs (selling or making available to others on or off center (includes alcoholic beverages.
- 30. Excessive class absence (unexcused) failure to participate.
- 31. Violation of probation as result of disciplinary actions taken at BRP level.
- 32. Breaking restriction.
- 33. Walk-off/out of bounds.
- 34. Falsifying ID cards or official records of any type.
- 35. AWOL (an accumulation of 12 days in any 180-day period or six consecutive days).
- 36. Violation of pass policy.
- 37. Unauthorized vehicle on center or driving unauthorized vehicle on center (government or private).
- 38. Vandalism (payment for damages required).
- 39. Intimidation.
- 40. Harassment.
- 41. Sexual Harassment.
- 42. Hazing.
- 43. Indecent exposure.
- 44. Forming a disruptive group.

Counseling is a very important part of the disciplinary system. Staff make every effort to assist students in understanding and modifying unacceptable behavior.

DISCIPLINARY APPEAL PROCESS

If a student chooses to appeal the finding and/or penalties of the disciplinary system, the student may request to take the case to the next higher authority. If there are any questions, please address them to the Student Personnel Officer.

Action By Appeal To

Student Dorm & Peer Court First Student Personnel Officer (SPO)

Secondly Career Service Director or

Social Development Director

Student Personnel Officer Behavior Review Panel

Behavior Review Panel Center Director

Fact Finding Board Regional Appeal Board

Center Director Regional Appeal Board

Regional Office of Job Corps

Appeals to the Student Personnel Officer may be verbally initiated. All other appeals are to be in writing.

Steps of Appeal

- 1. Student Peer Mediation, SPM
- 2. Student Personnel Officer (SPO)
- 3. Behavior Review Panel
- 4. Fact Finding Board
- 5. Center Director, CD
- 6. DOL/Job Corps Regional Office (Region I, Boston, MA)

The Zero Tolerance for Violence and Drugs will be Enforced by All Staff and Students

The Bottom Line Remains, "Zero Tolerance"
Means
"Zero Tolerance"



Notes:

• Wellness Committee



Disciplinary Guide

Legend:

DC = Dorm Curfew

P = Positive

Dorm Curfew = Starts at 6:30 PM for the night until the next morning

Restriction = Center Restriction, No Shopping trips, No Recreation trips or Western Union trips

The Following Are Zero Tolerance Center Offenses:

Level I ZT

Z-1 Arrest for a felony on or off Center Fact Finding Board, Automatic Separation

Z-2 Arson Fact Finding Board, Automatic Separation

Z-3 Conviction of drug use, Fact Finding Board, Automatic Separation

Possession or sale off Center (Felony or Misdemeanor)

Z-4 Physical Assault: Fact Finding Board, Automatic Separation

that causes bodily harm to student or staff

supervision

Z-5 Possession of a gun: Fact Finding Board, Automatic Separation

or illegal weapon/incendiary device on Center or under Center supervision

Z-6 Possession, distribution or saleof drugs on Center or under Center
Fact Finding Board, Automatic Separation

Z-7 Robbery and Extortion Fact Finding Board, Automatic Separation

Z-8 Sexual Assault of a criminalNature

Fact Finding Board, Automatic Separation

Z-9 Use of drugs as evidenced by a 2nd positive drug test conducted upon suspicion or 2nd positive drug test by end of 45-day period

The Following Are Level II Major Center Offenses:

M-1 Pattern of inappropriate Behavior SPO Office Only	Fact Finding Board, possible separation
M-2 Arrest for a misdemeanor On or off Center	Fact Finding Board, possible separation
M-3 Destruction of Government Property	Fact Finding Board, possible separation
M-4 Fighting	Fact Finding Board, possible separation
M-5 Gang Activity	Fact Finding Board, possible separation
M-6 Hazing, Intimidation and Harassment	Fact Finding Board, possible separation
M-7 Inciting or Creating a Disturbance	Fact Finding Board, possible separation
M-8 Inhalation of volatile Intoxicating substances	Fact Finding Board, possible separation
M-9 Loan Sharking	Fact Finding Board, possible separation
M-10 Physical Assault with the Intent to cause bodily harm	Fact Finding Board, possible separation
M-11 Possession of an item that Could be used as a weapon	Fact Finding Board, possible separation
M-12 Sexual Harassment	Fact Finding Board, possible separation
M-13 Theft or possession Of stolen property	Fact Finding Board, possible separation
M-14 Threat or assault w/intent To cause bodily harm	Fact Finding Board, possible separation
M-15 Use, sale or possession of alcohol On Center or Off	Fact Finding Board, possible separation