**OCCB STUDENT RIGHTS & RESPONSIBILITIES**

**Purpose:**

This document is intended to lay the necessary groundwork for all Oregon Commission for the Blind (OCB) clients who will attend the Orientation & Career Center for the Blind (OCCB) to insure that all students get the optimum benefit from our training programs. Please read it in its entirety and only sign it if you fully understand and accept the terms outlined. Each area addressed is enforced in order to support and advance the knowledge, skills and self-sufficiency of our students.

All applicants are required to read, sign and submit this document to the OCCB Director prior to admission into any of the OCCB training programs.

**Rights:**

OCCB staff does not discriminate on the basis of race, religion, color, age, national origin, ancestry, sex, physical disability, mental disability, or status as a member of any protected class.

Every student’s personal contact information, medical history, rehabilitation training progress, vocational goal and other details are confidential, to the extent provided by ORS 346.165 and 346.167. OCCB staff will provide records to a public or private agency designated by the student only upon request of the student, as required by ORS 346.169.

If a student is dissatisfied with any decision of the agency with regard to the denial or provision of any service, that student has the right to request an “Administrative Review” and a re-determination of the decision. OCCB will provide a copy of the procedures for an “Administrative Review” to any student upon request.

Any student who wishes to discuss concerns about his/her vocational rehabilitation program with someone who is not an employee of the Oregon Commission for the Blind, may contact the Client Assistance Program (CAP) by calling 1-800-452-1694. CAP services are provided by an independent private agency not associated with OCB. CAP is available to assist people who are experiencing barriers in seeking or receiving vocational rehabilitation services. CAP can answer questions about rehabilitation services, explain policies and procedures, inform individuals of their rights and responsibilities, help improve communication and resolve disagreements.

**Responsibilities:**

A student may be removed from OCCB housing or dismissed from the OCCB program if the OCCB Director determines that the student has engaged in any of the following proscribed conduct while participating in any OCCB program or activity:

1) Sexual harassment as defined by law or discriminatory harassment on the basis of race, religion, age, color, national origin, ancestry, sex, physical disability, mental disability, or status as a member of a protected class.

2) Intentionally subjecting a person to offensive physical contact.

3) Use of offensive gestures, or words directed at another person that may reasonably cause emotional distress or provoke a violent response, except where such gestures or words are protected expression under the law.

4)Illegal use, possession, or distribution of drugs on property owned or controlled by the Oregon Commission for the Blind. Note: this includes the use of marijuana, whether for medical reasons or recreational, as marijuana is still an illegal substance under federal law.

5) Any activity chargeable as a misdemeanor or felony while living in OCCB-provided housing or attending OCCB classes.

6) No food or beverages are allowed in the technology center. If you bring food or beverages into the technology center you will be asked to leave. **Repeated offenses may result in your access to the technology center being restricted or cancelled.**

7) Intentional destruction of OCCB property, including, but not limited to: the structure and contents of OCCB rented student apartments; technologies, tools and resources contained in the center or on loan to a student; or the structure or property of the OCB office.

8) Please note that OCB housing are a weapons-free environment.

9) Smoking of any kind is prohibited in the OCCB apartments and if you are under 21, drinking is also prohibited. It is expected that all students living in OCCB sponsored apartments adhere to Oregon State law surrounding the legal consumption of alcohol which is 21 years old. Students living in the apartments are responsible to insure that no one under the age of 21 consumes any amount of alcohol while visiting in the apartment. Students who do not adhere to Oregon drinking laws could face prosecution and or immediate eviction from the apartment.

\* Any student may report a violation of these policies to the Center Director, Jason Clary at jason.clary@state.or.us or 971-673-3306.

**Expectations**

*Attendance*: OCCB students are expected to participate fully in all scheduled classes. Arriving 15 minutes late, showing up without homework being completed or refusing to participate, will result in class being cancelled and will be marked as an unexcused absence for that day. After 2 unexcused absences, a meeting will be scheduled between you, the Training Center Director and your Vocational Rehabilitation Counselor (VRC). At some point, if you are not fully participating in all training classes, you may be dismissed from the program at the Center Director’s discretion.

*Accountability*: Students are required to track and document their education and progress via the submission of monthly reports given to the OCCB Director and their VRC, either by Email, or verbally.

*Confidentiality*: All students are expected to keep the personal information of other students (e.g. phone numbers, addresses, date of birth, history, etc.) strictly confidential. In signing this document, students commit to not releasing any information about other students to any other person or entities.

*Medical Management*: Students who experience medical conditions (including, but not limited to diabetes) must be able to fully manage his/her own medical care, or have a system in place to manage their care independently, as the OCCB is not a medical facility and has no medical professionals on staff.

*Dress*: It is expected that clients dress as if they are going to work. This means wearing clothing that is clean and in good repair. Apparel with offensive slogans is not permitted. Please be careful with perfume and cologne, since some people have allergies to scents.

*Conflict Resolution*: OCCB’s expectation is that conflicts between a student and another student or staff member will be dealt with using appropriate communications and problem solving between the individuals involved in the conflict. Any student or staff member may refer an issue to the Center Director if the matter cannot be resolved between the involved parties.

Signing this document indicates that you have read and agree to adhere to the above stated OCCB Student Rights, Responsibilities, and Expectations.

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Print Name (First, Last):

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Signature:

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Date: