

May 5, 2016

<b>DIRECTIVE:</b>	<b>JOB CORPS INFORMATION NOTICE 15-36</b>
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**TO:** ALL JOB CORPS NATIONAL OFFICE STAFF  
ALL JOB CORPS REGIONAL OFFICE STAFF  
ALL JOB CORPS CENTER DIRECTORS  
ALL JOB CORPS CENTER OPERATORS  
ALL NATIONAL TRAINING AND SUPPORT CONTRACTORS  
ALL OUTREACH, ADMISSIONS, AND CTS CONTRACTORS

**FROM:** LENITA JACOBS-SIMMONS  
National Director  
Office of Job Corps

**SUBJECT:** Upcoming Student Conduct Webinars for Operators and Center Staff

1. Purpose. To inform the Job Corps community of upcoming webinars for operators and center staff on policy changes regarding Student Conduct and Zero Tolerance.
2. Background. Policy and Requirements Handbook (PRH) Change Notice 15-09, published in February 2016, notified the field of impending changes to the PRH on Student Conduct and Zero Tolerance. The changes are intended to more clearly define misconduct to ensure infractions are properly classified and addressed. This includes providing specific definitions for and/or examples of serious infractions.

As these changes will soon be released in the Student Conduct module in the Center Information System (CIS), the National Office is offering Webinars for operators and center staff to familiarize themselves with the changes that will take effect June 1, 2016. These Webinars will focus on the changes to the PRH and the CIS Student Conduct, and also inform the Job Corps community of data resources that will be available to the field.

3. Dates and Times. Webinars will be offered as follows.

Below are sessions for **operators and center staff** and will focus on PRH changes.

**May 10, 2016 – 1:00 p.m. to 3:00 p.m.** (Eastern time; please adjust for your time zone.)

To join the meeting, please use the following URL and phone connection information:

<https://jobcorps.webex.com/jobcorps/onstage/g.php?MTID=e919ad74d99d87dd0910301bd2dcfde29>

Event number: 923 613 635

Event password: ZT0510

Phone: 800-621-9491

Code: 1376904#

**May 11, 2016 – 9:00 a.m. to 11:00 a.m.** (Eastern time; please adjust for your time zone.)

<https://jobcorps.webex.com/jobcorps/onstage/g.php?MTID=e1d23ab32fd81975e9b778fa53d94e0e4>

Event number: 927 317 662

Event password: ZT0511

Phone: 800-621-9491

Code: 1376904#

Connections are limited, so we strongly encourage Center Operators and staff to gather in a central location and use one connection, if possible.

The following sessions are for **center staff**, and will focus primarily on the Student Conduct changes to CIS. Connection information is the same for all sessions.

**May 17, 2016 – 1:00 p.m. - 3:00 p.m.** (Eastern time; please adjust for your time zone.)

**May 18, 2016 – 10:00 a.m. - 12:00 p.m.**

**May 19, 2016 – 1:00 p.m. - 3:00 p.m.**

<http://webclass.jobcorps.org/studentconductzt>

Phone: (877) 688-0630

Code: 1616040#

Connections are limited, so we strongly encourage center staff to gather in a central location and use one connection, if possible, as opposed to having multiple connections.

4. Action. Session attendees on May 10-11 need only use the URL/call-in information provided. Attendees may register for the center sessions May 17-19 as usual, by going to the Event Board on the Job Corps community Web site. Find the session you wish to attend, then click “Register for this Event.” You will receive a confirmation email with the connection information for that session, or be notified that the session is full, in which case you can register for a different session. We encourage staff to register early for their selected session.

If any of these sessions are full, please be aware that we will be providing ongoing Webinars on this topic. In addition, these sessions will be recorded and available for future use with staff members who were unable to attend the live sessions.

Addressees are to ensure this Information Notice is distributed to all appropriate staff.

4. Expiration Date. Until superseded.

5. Inquiries. Inquiries should be directed to Janis Pearson at [Pearson.Janis@jobcorps.org](mailto:Pearson.Janis@jobcorps.org) or Linda Estep at [Estep.Linda@dol.gov](mailto:Estep.Linda@dol.gov).