

June 1, 2016

DIRECTIVE:	JOB CORPS INFORMATION NOTICE NO. 15-39
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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: Student Conduct System – Frequently Asked Questions About the Revised Zero Tolerance Policy

1. Purpose. To answer frequently asked questions regarding the recently revised Student Conduct System.
2. Background. Job Corps issued PRH Change Notice 15-09, “Policy and Requirements Handbook (PRH) Revision to Exhibit 3-1, Infraction Levels, Definitions, and Appropriate Center Actions, and Corresponding Chapter, Exhibit and Appendix Changes” February 4, 2016. A subsequent Information Notice made the effective date for the policy June 1, 2016. The Job Corps system was invited to submit questions about the newly revised policy. The attached document addresses some of the most frequently asked questions.
3. Action. Addressees are to ensure this Information Notice is distributed to all appropriate staff.
4. Expiration Date. Until superseded.
5. Inquiries. Inquiries should be direct to Erin FitzGerald at (202) 693-2799 or fitzgerald.erin@dol.gov.

Attachment