

January 20, 2015

DIRECTIVE:	JOB CORPS PRH CHANGE NOTICE NO. 14-10
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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: New Policy and Requirements Handbook Additions Regarding Online High School Diploma Programs, and Student Conduct

1. Purpose. To inform the Job Corps community about new policy requirements regarding use of online high school diploma programs, and student conduct.
2. Background. The National Office was recently made aware of inappropriate testing practices and resulting student misconduct at a Job Corps center, which took place in an online high school diploma course. Policy changes have been made to ensure appropriate management of high school diploma programs and administration of tests for all academic, career technical, and other courses. In addition, new Level II Infractions for student conduct have been added.
3. Explanation of Changes. Highlights of PRH changes are as follows:
 - a. Requirement R5 of Section 3.11, Requirements for Online High School Diploma Programs, was added.
 - b. Additions to Level II Infractions in Exhibit 3-1:
 7. Plagiarism or passing off the ideas or words of another as one's own without crediting the source (e.g., copying a report from the Internet, and submitting it as student's own work).
 8. Cheating on assignments or tests (e.g., providing questions/answers to another student; receiving questions/answers from another student; using online resources during a test).

4. Action. Addressees are to ensure this PRH Change Notice is distributed to all appropriate staff.
5. Effective Date. Immediately.
6. Inquiries. Inquiries should be directed to John Chowning at (202) 693-3102 or chowning.john@dol.gov.

Attachments

A – Policy and Requirements Handbook Chapter 3

B – Exhibit 3-1