

June 1, 2016

<b>DIRECTIVE:</b>	<b>JOB CORPS INFORMATION NOTICE NO. 15-39</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:** 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 Until superseded.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](mailto:fitzgerald.erin@dol.gov).

Attachment