



Virginia Department of Corrections

Educational Services

Operating Procedure 601.3

Student Orientation and Information

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REVIEW

The Content Owner will review this operating procedure annually and re-write it no later than three years after the effective date.

COMPLIANCE

This operating procedure applies to all units operated by the Virginia Department of Corrections (DOC). Practices and procedures must comply with applicable State and Federal laws and regulations, American Correctional Association (ACA) standards, Prison Rape Elimination Act (PREA) standards, and DOC directives and operating procedures.

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DEFINITIONS

Adult Basic Education Program (ABE) - Instructional services provided to individuals with a grade equivalency of 0.0 to 8.9 that provides educational skills necessary to function independently in society including, but not limited to: reading comprehension, writing, and arithmetic computation.

Career Readiness Certificate (CRC) - A mid-level adult education job-readiness certificate awarded to students who meet assessment criteria that can lead to receiving a bronze, silver, gold, or platinum level certificate.

Chief of Housing and Programs (CHAP) - The facility/institutional staff member designated to conduct informal inmate or CCAP probationer/parolee case review hearings such as outside work classification, job assignments/removals, academic and vocational assignments/removals, and assignments/removals from treatment programs.

Community Corrections Alternative Program (CCAP) Probationer/Parolee - A probationer/parolee sentenced to complete a diversionary alternative to incarceration in accordance with COV §53.1-67.9, *Establishment of community corrections alternative program; supervision upon completion.*

Good Time Awards - Time off an inmate's sentence awarded for exemplary behavior and performance; the time reduction is determined in accordance with Operating Procedure 830.3, *Good Time Awards.*

High School Equivalency (HSE) - Recognized alternative to a high school diploma published by a Virginia Department of Education approved HSE publisher.

Inmate - A person who is incarcerated in a Virginia Department of Corrections facility or who is Virginia Department of Corrections responsible to serve a state sentence.

Student - An inmate or CCAP probationer/parolee assigned to a DOC facility who is enrolled in an educational program.



PURPOSE

This operating procedure provides for orientation and other information presented to inmates and Community Corrections Alternative Program probationers/parolees about educational programs in DOC facilities.

PROCEDURE

- I. Facility Orientation
 - A. The Principal arranges to make education information available to the staff conducting the facility student orientation.
 - B. The Principal or designee will be available to answer questions and to fully explain educational programs and enrollment procedures.
 - C. Each school will develop an orientation handbook or provide information for inclusion in the facility *Orientation Manual* or *Packet* that details programs, enrollment procedures, school rules, and any other information deemed pertinent and must distribute it to each student at orientation.
- II. Incentives for Educational Participation
 - A. A formal graduation ceremony is held to award certificates to students upon successful completion of a General Educational Development (GED), Career and Technical Education Program, Apprenticeship Program, or Career Readiness Certificate (CRC). Participation is not mandatory. Graduation ceremonies will be held according to Operating Procedure 601.1, *Educational Administration and Management*.
 - B. Certificates are awarded to students who fulfill the requirements necessary for obtaining a CRC, GED, Adult Basic Education level completion, or postsecondary course completion.
 - C. Career and Technical Education students are awarded certificates upon mastery of specific competencies in a trade program.
 - D. DOC awards inmates good time/sentence credit for exemplary behavior and performance in accordance with Operating Procedure 830.3, *Good Time Awards*. Participation in educational programs is a major factor in determining the rate of good time/sentence credit awarded.
- III. Classroom Orientation
 - A. Correctional education provides and maintains all classes an environment and climate conducive to learning.
 - B. To this end, each student is advised of expected standards of conduct and the procedures utilized to assess and monitor the student's conduct while enrolled in educational programs.
 - C. During the school orientation presentations, each school informs all students of the expected standards of conduct. These standards of conduct are also stated in each school's student handbook.
 1. Notify students of the attendance policy for vocational classes, if applicable.
 2. Notify students of the attendance policy for academic programs, if applicable.
 3. Notify academic students of COV §53.1-1-32.1, *Classification system; program assignments; mandatory participation*, regarding the legal requirement to attend academic classes if the student does not have a high school equivalency credential, High School Diploma or an authorized exemption from school.
 - D. Upon enrollment in a school program, each student is required to sign a school contract, which states the standards of conduct referenced above. This contract is maintained in the student's classroom file.
 - E. The rules and procedures relating to classroom activities are posted in each classroom.



F. Inappropriate student conduct is dealt with immediately. Options available to the Teacher include:

1. Meeting with the student in private to discuss the conduct.
2. Referring the student to the Principal.
3. Having the student immediately removed from the classroom.
4. Charge the student with a disciplinary infraction in accordance with Operating Procedure 861.1, *Inmate Discipline*.

G. The Teacher may employ the use of behavioral contracting to assist with the modification of student conduct.

H. All student conduct observations should be recorded in the notes section of VACORIS.

IV. Removal from the School Program

A. Removal from the school program for violation of conduct standards requires Chief of Housing and Programs (CHAP) approval and appropriate documentation in accordance with Operating Procedure 830.1, *Institution Classification Management*.

B. Suspension from school participation pending CHAP action is recommended.

REFERENCES

COV §53.1-32.1, *Classification system; program assignments; mandatory participation*.

Operating Procedure 601.1, *Educational Administration and Management*

Operating Procedure 830.1, *Institution Classification Management*

Operating Procedure 830.3, *Good Time Awards*

Operating Procedure 861.1, *Inmate Discipline*

ATTACHMENTS

None

FORM CITATIONS

None

