



# Operating Procedure

<b>Effective Date</b>	October 1, 2015	<b>Number</b>	601.3
<b>Amended</b>		<b>Operating Level</b>	Department
<b>Supersedes</b>	Operating Procedure 601.3 (10/1/12)		
<b>Authority</b>	COV §53.1-10, §53.1-32.1		
<b>Subject</b>	<b>STUDENT ORIENTATION AND INFORMATION</b>		
<b>ACA/PREA Standards</b>	None		
<b>Office of Primary Responsibility</b>	Superintendent for Education		
<b>Incarcerated Offender Access</b>	<b>FOIA Exempt</b>	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	<b>Attachments</b>	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>

## I. PURPOSE

This operating procedure provides for orientation and other information presented to offenders about Educational programs in Department of Corrections facilities.

## II. COMPLIANCE

This operating procedure applies to all units operated by the Department of Corrections (DOC). Practices and procedures shall comply with applicable State and Federal laws and regulations, Board of Corrections policies and regulations, ACA standards, PREA standards, and DOC directives and operating procedures.

## III. DEFINITIONS

**Adult Basic Education Program (ABE)** - A program that provides educational skills necessary to function independently in society including, but not limited to: reading comprehension, writing, and arithmetic computation, and culminates with the completion of a GED. Eligible offenders are those who do not have a verifiable high school diploma or GED

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

- Bronze Level- Core employability skills for approximately 30% of available jobs.
- Silver Level - Core employability skills for approximately 65% of available jobs.
- Gold Level- Core employability skills for approximately 85% of available jobs.

**General Educational Development (GED)** - Instruction for students with 9.0 and above grade level TABE test scores. Successful completion of this level of instruction requires that the offender pass the GED Test and results in the awarding of the GED certificate, which is a high school equivalency credential.

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

**Program Assignment Reviewer (PAR)** - The facility staff person designated to conduct informal offender case review hearings such as outside work classification, job assignments/removals, academic/vocational assignments/removals, and assignments/removals from treatment programs.

**Student** - An offender assigned to a DOC facility that is enrolled in an educational program

## IV. PROCEDURE

### A. Facility Orientation

1. The Principal arranges to make education information available to the staff conducting the facility offender orientation.
2. The Principal or designee shall be available to answer questions and to fully explain educational programs and enrollment procedures.
3. Each school shall 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 shall distribute it to each offender at orientation.

#### B. Incentives for Educational Participation

1. A formal graduation ceremony is held to award certificates to students upon successful completion of a GED, Career and Technical Education Program, or Apprenticeship Program. Participation is not mandatory. Graduation ceremonies will be held according to Operating Procedure 601.1, *Educational Administration and Management*.
2. Certificates are awarded to students who fulfill the requirements necessary for obtaining a Career Readiness Certificate, GED, ABE level completion, or postsecondary course completion.
3. Career and technical education students are awarded certificates upon mastery of specific competencies in a trade program.
4. DOC awards offenders 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.

#### C. Classroom Orientation

1. It is the policy of the Division of Education to provide and maintain in all classes an environment and climate conducive to learning.
2. To this end, each student is advised of expected standards of conduct and the procedures utilized to assess and monitor the offender's conduct while enrolled in educational programs.
3. During the school orientation presentations, each school informs all offenders of the expected standards of conduct. These standards of conduct are also stated in each school's student handbook.
  - a. Notify students of the attendance policy for vocational classes, if applicable.
  - b. Notify students of the attendance policy for academic programs, if applicable.
  - c. Notify academic students of COV §53.1-10 regarding the legal requirement to attend academic classes if the offender does not have a high school equivalency credential, High School Diploma or an authorized exemption from school.
4. 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.
5. The rules and procedures relating to classroom activities are posted in each classroom.
6. Inappropriate student conduct is dealt with immediately. Options available to the Teacher include:
  - a. Meeting with the student in private to discuss the conduct
  - b. Referring the student to the Principal
  - c. Having the student immediately removed from the classroom
  - d. Charge the student with a disciplinary infraction in accordance with Operating Procedure 861.1, *Offender Discipline, Institutions*, or Operating Procedure 861.2, *Offender Discipline, Community Corrections Facilities*.
7. The teacher may employ the use of behavioral contracting to assist with the modification of student conduct.
8. All student conduct observations should be recorded in the notes section of VACORIS.
9. Removal from the school program for violation of conduct standards requires Program Assignment Reviewer (PAR) approval and appropriate documentation in accordance with Operating Procedure 830.1, *Facility Classification Management*. Suspension from school participation pending PAR action is recommended.

V. REFERENCES

Operating Procedure 601.1, *Educational Administration and Management*

Operating Procedure 830.1, *Facility Classification Management*

Operating Procedure 830.3, *Good Time Awards*

Operating Procedure 861.1, *Offender Discipline, Institutions*

Operating Procedure 861.2, *Offender Discipline, Community Corrections Facilities*

VI. FORM CITATIONS

None

VII. REVIEW DATE

The office of primary responsibility shall review this operating procedure annually and re-write it no later than three years from the effective date.

*Signature Copy on File*

*8/28/15*

Christopher S. Colville, Superintendent for Education

Date