

PS-08.06, "Educational Programs," March 1, 2010

SCDC POLICY/PROCEDURE

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TITLE: EDUCATIONAL PROGRAMS

ISSUE DATE:MARCH 1, 2010

RESPONSIBLE AUTHORITY: DIVISION OF EDUCATIONAL SERVICES

OPERATIONS MANUAL: PROGRAM SERVICES

SUPERSEDES:PS-08.06 (October 1, 2001); (December 30, 1999)

RELEVANT SCDC FORMS/SUPPLIES: 19-54, E-4, E-11

ACA/CAC STANDARDS:3-4150, 3-4261, 3-4265, 3-4410, 3-4410-1, 3-4411, 3-4412, 3-4412-1, 3-4413, 3-4414, 3-4415, 3-4418, 3-4418-1, 3-4419, 3-4420, 3-4421, 3-4422, 3-4422-1

STATE/FEDERAL STATUTES:Early Childhood Development and Academic Assistance Act of 1993 (Act 135); S.C. Code Ann Section 24-13-230 (G)

PURPOSE: To provide guidance for the operation of educational programs at SCDC institutions in accordance with applicable State and Federal laws and regulations.

POLICY STATEMENT: SCDC is committed to providing educational opportunities for inmates that will allow each inmate to increase his/her knowledge, pursue a GED or high school diploma, and increase employability. Educational program offerings will be prioritized based on the institutional mission and inmate population. SCDC will utilize best practices and current research to improve programs. All inmates will be encouraged to continue their formal education and will be placed in appropriate educational programs as resources and space permit. Educational programs will be operated in a non-discriminatory manner and will be opened to inmates without regard to race, religion, national origin, sex, handicap, or political views.

## TABLE OF CONTENTS

1. EDUCATIONAL PROGRAM MANAGEMENT
2. SCHOOL OPERATIONS
3. COURSE OFFERINGS
4. EDUCATIONAL RECORDS
5. EDUCATIONAL CREDIT
6. CHARACTER EDUCATION
7. DEFINITIONS

### 1. EDUCATIONAL PROGRAM MANAGEMENT:

1.1 There will be uniform management of a certified, comprehensive, and continuous education program: academic, vocational, special education, career education, and library at SCDC institutions. The education program will be consistent with the needs of the inmate population. (3-4410, 3-4410-1)

1.2 Education programs will adhere to the accreditation standards of the State Department of Education and guidelines specified for the operation of the Palmetto Unified School District within the South Carolina Department of Corrections. (3-4414)

1.3 The Division of Educational Services will coordinate with the Division of Classification and Inmate Records to place inmates who are eligible for Federal or State funded educational programs in appropriate institutions. The goal of both Divisions will be to maximize inmate participation in externally funded education programs.

1.4 Institutions will coordinate all educational activities with the Division Director of Educational Services (Superintendent, Palmetto Unified School District).

1.5 On an annual basis, the Division Director of Educational Services (Superintendent, Palmetto Unified School District) will develop jointly, with school leader, stated institutional performance goals for educational programs. Such goals will be reviewed annually by the Superintendent. (3-4415)

1.6 To ensure that educational programs continue to meet the needs of the inmate population, the Division of Educational Services (Palmetto Unified School District) in compliance with the South Carolina Department of Education will develop and implement a district annual strategic plan.

1.7 Upon receiving approval from the Division Director of Educational Services, or his/her designee, school leaders will solicit and coordinate community resources, i.e., technical colleges, local school systems, etc., to initiate educational programs for inmates.

1.8 The Superintendent of Palmetto Unified School District will be responsible for making recommendations for new classroom construction or major renovations or additions to existing classrooms pursuant to SCDC Policy/Procedure ADM-13.01, "Requests for New Construction, Renovations, Demolition, and Major Repair." Recommendations will be made after consultation with the Office of District Facilities Management, South Carolina State Department of Education. (3-4150)

1.9 Based on an educational assessment of the inmate's ability to benefit from the education program, the school staff may excuse an inmate from mandatory school attendance for one or more of the following reasons: age (65 years of age or older); disabilities; and/or medical problems which limit an inmates ability to adjust to school (e.g., side effects from medication). Documentation of this assessment and justification for the decision will be maintained in the inmates school record.

## 2. SCHOOL OPERATIONS:

2.1 The educational programs will be structured to permit flexible scheduling through open enrollment. An education plan will be developed for each inmate who enrolls in school. (3-4419) 2.2 Educational programs for inmates will be competency based and supported by appropriate materials and classroom resources, including, at a minimum, classrooms, audio-visual materials, computers, white boards, administrative space, and professionally certified instructors. The academic curriculum will be on the GED and/or South Carolina High School Diploma standards. Student academic needs will be identified through the TABE (Test of Adult Basic Education). (3-4411)

2.3 Upon entry into the school system, the student will be administered the Test of Adult Basic Education (TABE). Based on the results of this test, educational deficiencies will be diagnosed, remedial material prescribed, and the learning process implemented and managed. When the prescribed remedial material has been successfully completed (determined at various stages by module tests and teacher made tests), overall post evaluation will be accomplished by administering an alternative form of the TABE. (3-4418)

2.4 A schedule of class activities will be established for each institution and approved by the Director of Educational Services or his/her designee that is consistent with the requirements of the State Department of Education, the needs of the student, and the operation of the institution. Classes will be scheduled so that programs are offered when the majority of the available inmates can take advantage of them. All school cancellations, to include local school districts must be approved by the Director of Educational Services or his/her designee. (3-4420)

2.5 Inmates may be used as Teaching Assistants (TA) for teachers. All teachers and instructors are expected to utilize TAs. In order for an inmate to qualify to be an academic TA, they must possess a verified high school diploma/GED, and score at, or above 10.0 on TABE Reading and Math. Vocational TAs must have the required technical skills. They will be carefully screened and supervised by the classroom teacher, school leader and provided appropriate training to ensure optimum effectiveness. TAs who complete no less than 720 hours should receive a district credential.

2.6 Inmates achieving specific educational accomplishments such as completing their GED, vocational training and/or WorkKeys will be formally recognized through certificates and awards that will be given directly to the inmates who earned them through Palmetto Unified School District. Graduation ceremonies, to include refreshments, may be offered at institutions when feasible. (3-4414, 3-4422-1)(Changes in RED, amended by Change 1, dated February 28, 2011.)

2.7 Programs up to the completion of high school and/or GED will be available at no cost to inmates. Provisions will be made to meet the educational needs of inmates who require special placement because of physical, emotional, or hearing disabilities.(3-4414, 3-4418-1)

2.8 A schedule of three (3) hours or 180 minutes will constitute one (1) day of enrollment in education. Classes will have no less than 15 students enrolled in them. Teachers/instructors will serve no fewer than 30 students daily. Teachers/instructors will develop written lesson plans and maintain a grade book in accordance with the requirements established by the Superintendent, Palmetto Unified School District.

2.9 Qualified, eligible special needs inmates will be provided educational opportunities within the least restrictive environment according to their handicapping condition as provided by applicable state and federal laws and regulations.

2.10 Educational programs will be operated in a non-discriminatory manner and will be open to inmates without regard to race, religion, national origin, sex, handicap, or political views. (3-4265)

### 3. COURSE OFFERINGS:

3.1 The Division of Educational Services will determine the educational program and courses to be offered at each institution based on available resources and a needs assessment by utilizing information from various sources, such as Reception and Evaluation, Classification, reports of existing programs, State Department of Education, and other appropriate agencies. (3-4418)

3.2 SCDC will make available comprehensive and flexible education programs to all inmates meeting specified criteria. While not all inmates will be eligible to participate in all educational programs, general population inmates who wish to do so will be afforded the opportunity to participate in one of the Agency's existing institutional educational programs.

3.3 At institutions where no formal education program is offered, basic skills and GED preparation programs will be established if at least 15 inmates express an interest in such programs and if funds are

available to support the program. Independent study, correspondence programs, or institution transfer may be utilized to meet the need if there are less than 15 interested participants.

3.4 Appropriate educational services will be made available to inmates in the Special Management Unit and Death Row. School Leaders will coordinate these services through the institution's administrative and security staff to ensure that the maximum educational benefit is obtained within the limits dictated by safety and security considerations and available resources. (3-4261)

3.5 The academic education curricula will include organized and systematic instruction in reading/writing skills, mathematics, literature, social studies, and science to prepare students for the GED/High School Diploma .

3.6 Instruction in basic literacy skills will be provided for those functioning below the eighth grade level.

3.7 A unit of credit program leading to a high school diploma may be available for students eligible for high school classification (under 21 years of age and not a high school graduate).

3.8 Vocational training programs will be integrated with academic, career education, library services, and special education programs as appropriate and will be relevant to and consistent with the vocational needs of inmates and the employment opportunities in the community. Job market opportunities will be assessed through the state vocational advisory council, the labor department, and industry resources. (3-4412, 3-4412-1, 3-4413)

3.9 The educational program will provide instruction in functional social skills and life skills. This instruction will be coordinated with other providers and divisions to ensure maximum effectiveness and to eliminate duplication of services. (3-4421)

3.10 Library services will be provided at selected institutions. The principles, purposes, and criteria used in the selection and maintenance of library materials and other resources will be clearly defined by the Division Director of Educational Services (Superintendent, Palmetto Unified School District). See SCDC Policy/Procedure PS-08.04, "Library Services," for additional information.

3.11 Educational counseling will be offered by the educational staff to inmates to assist them in choosing secondary and/or post-secondary programs most suited to their needs and abilities.

3.12 Post secondary education may be made available through federal grants, participant funded correspondence courses or through other privately funded or participant funded programs. These programs will be coordinated by the school leader. While the Agency will not expend funds on such tuition, it will encourage the development of post secondary programs and the participation of inmates in these programs.

#### 4. EDUCATIONAL RECORDS:

4.1 The school leader, and/or guidance counselor will maintain a record of each student's educational

participation. If a student is transferred to another institution within SCDC, the school leader, and/or guidance counselor will forward the student's record to the new institution as requested. Upon the request of the student, transcripts of educational participation will be provided to public and private schools.

4.2 Educational information will be entered into the SCDC centralized automated system by the schoolleader, guidance counselor, or designated staff member. Entry will be made according to specific instructions published in a manual entitled "SCDC Offender Management System, Education Services Application." At a minimum, the following information will be entered within five (5) working days of the transaction: student enrollments, student withdrawals, scores on standardized test, and degrees/certificates earned by students. (3-4422)

4.3 Permanent school records will be maintained on students as prescribed by the South Carolina State Department of Education.

4.4 Academic student work folders will be maintained at the local school.

4.5 Information in student records will be confidentially maintained and released only in a manner that is consistent with relevant statutes.(3-4422)

4.6 There will be periodic and timely reports submitted for each educational program in accordance with procedures promulgated by the Division Director of Educational Services (Superintendent, Palmetto Unified School District).

## 5. EDUCATIONAL CREDIT:

5.1 Eligible inmates (those not excluded by law) who are regularly enrolled and actively participating in educational programs may be awarded Educational Credits in accordance with applicable state law. (3-4422-1)

5.2 The school leader will be responsible for ensuring that Educational Credit is properly controlled and will conduct a monthly audit to ensure that those receiving credit are enrolled in school.

5.3 The Division Director of Educational Services (Superintendent, Palmetto Unified School District) or his/her designee will be responsible for monitoring the school leaders throughout the year to ensure that the requirements of this policy/procedure are met.

5.4 All regulations and policies/procedures pertaining to Earned Work Credits apply to the Educational Credits unless otherwise stipulated in this policy/procedure.

5.5 When a student enrolls in an educational program, the school leader or his/her designee will forward a completed SCDC Form 19-54, "Inmate Job/School Assignment," to the Classification Section. The Education and Classification staff will screen for eligibility and the Classification Section will be responsible for making entries on the Education Credit screen.

5.6 The school leader will monitor each student to determine if his/her school participation is successful according to the following standards:

5.6.1 Students will be officially enrolled in an educational program in accordance with school district policies and the Defined Minimum Program.

5.6.2 Students who receive credit are expected to attend all classes to which they are assigned, excluding excused absences as defined in district policy, Palmetto Unified School District Policy Manual. School Leaders will monitor excused absences and will remove from the Education Credit Program those students who attempt to abuse the provisions of district policy, "Absences and Excuses."

5.6.3 Students who receive credit are expected to complete by the prescribed time 85% of all the work assigned by their teacher(s).

5.6.4 Students who receive credit will be regularly evaluated by their respective teacher(s) and will be expected to maintain a satisfactory rating.

5.6.5 Students who receive credit are expected to maintain an average of 70% or better on teacher made tests.

5.6.6 Students who receive credit are expected to show achievement gains on standardized tests (TABE). Students will be post-tested at least once every four (4) months.

5.7 Students who are no longer enrolled in a school program will be withdrawn from credit by the school leader utilizing SCDC Form 19-54, "Inmate Job/School Assignment." Students who fail to meet the standards outlined above, 5.6.2 through 5.6.6, will be withdrawn from credit in the same manner, except that one (1) written warning may be utilized.

5.8 SCDC Form 19-54, "Inmate Job/School Assignment," will be used to enter and withdraw students from credit and will be forwarded to Classification within five (5) working days of the transaction. The effective date will be the date the student entered or withdrew from school.

5.9 Requirements for assigning students to educational slot levels (Level-7, Level-5, Level-3, and Level-2) will be the same as for earned work credit and students will earn at a rate consistent with the earned work credit rate.

5.10 Vocational students assigned to programs which contribute a product or service to the state may receive credit through the regular Earned Work Credit Program. Vocational students may receive educational credit but cannot receive educational credit and earned work credit for the same program participation.

5.11 Students who are assigned to school and an Earned Work Credit assignment may receive Bonus Educational Credit (BEC). Bonus Educational Credit will be awarded in addition to the credit for the Earned Work Credit assignment. Bonus Educational Credit will be awarded according to the number of hours per week the student is scheduled to attend, i.e., 4-7, 8-11, 12-14, and 15 and above. Bonus Educational Credit will be awarded according to the following schedule:

| HOURS PER WEEK | DAYS EARNED PER WEEK |
|----------------|----------------------|
| 4 - 7          | .40                  |
| 8 - 11         | .60                  |
| 12 - 14        | .80                  |
| 15 and above   | 1.00                 |

Bonus Educational Credit will not be awarded to an inmate in an Earned Work Credit slot during the individual's designated work period. Work supervisors will establish the inmate's work schedule. School attendance for those earning Bonus Education Credit must occur at times the inmate is not scheduled for work.

5.12 Students may receive Bonus Educational Credit for correspondence courses under the following conditions: (Changes in RED amended by Change 2, dated December 9, 2014.)

- The correspondence courses must be offered by an accredited educational institution and pre-approved through SCDC Form E-23, Correspondence ~~Course-Work~~ Coursework Approval".The approval is for the assigned institution at the time of request. If the individual is transferred to another institution continuation in the program will be at the discretion of the Warden and School Leader at that institution. If disapproved, the SCDC will not be responsible for any lost fees.
- The Warden/Designee will approve the course materials that will be mailed to the student.
- The student must also have the prior approval from the school leader and the Superintendent/Designee. An SCDC educational staff member or a staff member approved by the Superintendent/Designee will be designated to ~~monitor the student's progress during the course~~ proctor course exams.
- ~~The student's work must meet all course requirements and receive a passing grade.~~
- ~~The educational staff member monitoring the course will certify the amount of time spent on the course and provide documentation to the Superintendent that the course has been successfully completed. Based on this documentation, credit will be awarded if other applicable policy/ procedure requirements are met.~~
- The student must provide the course schedule indicating the beginning and ending dates for the course. An E-23 must be completed for each new course indicating beginning and ending dates.
- Once all parties have signed the approval form, the school leader will have the student sign and date the form, he/she will be given a copy and a copy will be maintained in the school files. When the student presents the school leader with the acceptance letter with enrollment details, the letter and approval form should be forwarded to Classification to be placed in the inmate's record and also sent to the mailroom. The approval form will be used by the mailroom staff to send approved materials to students.



- The school leader will enroll the student in the Main Frame utilizing code 224 (Correspondence Course Study) once the student presents the acceptance letter with start and end dates.
- If the applicable policy procedures are adhered to and the student has a full-time EWC job, the school leader will generate and submit SCDC Form 19-54, "Inmate Job/School Assignment" to Classification for awarding Bonus Education Credits (BEC) at the B-4 level. The effective date is the course start date. Course started before approval is obtained will not be eligible for BECs.
- The school leader is responsible for monitoring student enrollment. If the student will immediately enroll in another pre-approved course, the enrollment and education credit will remain open. If no request is made by the end date of the course, the enrollment will be terminated in the Main Frame and a 19-54 will be submitted to Classification to terminate the BECs as of the course end date.
- SCDC will not pay tuition for any correspondence course that award college credits to inmates. S.C. Code Ann Section 24-13-230 (G).

5.13 Teaching Assistants (TAs) may receive Bonus Educational Credit under the following conditions:

- There must be structured and on-going training program for TAs. TAs are always working to improve his/her tutorial skills through on-the-job training.
- The hours credited toward Bonus Educational Credit must be over and above the time requirement of the TA's earned work credit job.
- Records of the tutor's work will be maintained on SCDC Supply E-11, "Class Attendance Roster and Monthly Report."

5.14 From the combined effect of Earned Work Credit, Earned Education Credit, and Bonus Education Credit, no inmate can earn at a rate that would gain him/her more than 180 days of credit in a calendar year (72 days of credit in a calendar year for those convicted of no parole offenses).

5.15 Educational Credits will be administered in a manner that will also provide for participation by inmates who have been determined as being in a handicapped status. Each special needs student will be assessed according to his/her own written individualized educational plan.

5.16 Activities that lead to the awarding of Educational Credit must be approved in writing by the Division Director of Educational Services or his/her designee. Inmates who complete their GED/HS diploma, while incarcerated, will continue to earn Bonus Education Credits as long as they are successfully completing "Independent Study" (IS). IS will be regularly monitored by school leaders/superintendent's designee.

## 6. CHARACTER EDUCATION:

6.1 The Division of Educational Services will administer an agency wide Character Education Program targeted for both inmates and staff. No fewer than four Agency Character Council (ACC) meetings will be held annually. Each institution will maintain a Local Character Council (LCC) that should meet no fewer than six times per year. LCC's should be composed of both inmate and staff members. Each division and institution will provide representation at each ACC meeting.

6.2 RIM will provide monthly institutional inmate assault and inmate grievance data and the Division of Human Resources will provide monthly employee grievance data to the Division of Educational Services.

6.3 Each institution will maintain monthly Character Education Assurance forms that document meetings held and character awards issued.

6.4 A Character Awards Program will be held annually.

## 7. DEFINITIONS:

School leaders refer to the person who oversees all school operations.

Educational Finance Act (EFA) School refers to a school that is approved by the Palmetto Unified School District Number 1 and the State Department of Education to serve students under the age of 21 who are eligible for Educational Finance Act funding.

General Education Development (GED) Test refers to a nationally recognized standardized test which validates that an individual possesses the academic and functional skills equivalent to that of a high school graduate.

Test of Adult Basic Education (TABE) refers to the Test of Adult Basic Education which is a nationally recognized standardized test frequently used in adult education programs.

—  
s/ Jon E. Ozmint, Director

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