

|  |    |
|--|----|
| Inmate Education Program .....                   | 1  |
| I. Operation of the Program .....                | 1  |
| A. Accreditation.....                            | 1  |
| B. Staffing .....                                | 2  |
| C. Curricula .....                               | 2  |
| D. Evaluation.....                               | 2  |
| II. Assessment and Referral .....                | 2  |
| A. Responsibilities.....                         | 2  |
| B. Education Case Planning .....                 | 3  |
| C. Educational Progress/Achievement Testing..... | 3  |
| D. Status of Education Programs.....             | 4  |
| E. Enrollment .....                              | 5  |
| F. Transfers .....                               | 6  |
| III. Education Programs.....                     | 6  |
| IV. Availability.....                            | 7  |
| A. Program Availability .....                    | 7  |
| B. Scheduling.....                               | 8  |
| V. Inmate Achievement and Acknowledgement.....   | 8  |
| VI. Libraries (2-CO-5F-01).....                  | 8  |
| VII.References .....                             | 8  |
| VIII.Action.....                                 | 9  |
| Attachments.....                                 | 10 |

|   |  |                          |                                   |
|---|--|--------------------------|-----------------------------------|
| <b>Section-09 Programs</b>  | <b>OP-090107</b>   | <b>Page: 1</b>           | <b>Effective Date: 04/15/2016</b> |
| <b>Inmate Education</b>   | <b>ACA Standards: 2-CO-5B-01, 4-4255, 4-4273, 4-4464, 4-4465, 4-4466, 4-4470, 4-4471, 4-4472, 4-4473, 4-4474, 4-4475, 4-4476, 4-4477, 4-4478, 4-4479, 4-4480, 4-4505, 4-4509, 4-4510, 4-4511</b> |                          |                                   |
| <b>Joe M. Allbaugh, Interim Director</b><br><b>Oklahoma Department of Corrections</b> |  | <b>Signature on File</b> |                                   |

## Inmate Education Program

The Department of Corrections (ODOC) provides, at no cost to the inmate, educational programs designed to meet the academic needs of individuals from zero level through high school diploma or the equivalent and, upon completion of high school equivalency, the possible opportunity of college-level courses. (4-4464, 4-4465) The college program, available at designated facilities, may require some expense to the inmate. The goal of the educational program is to assist the inmate in acquiring basic academic and life skills which will better equip him/her to become a more productive citizen upon release. (2-CO-5B-01, 4-4464)

For the purpose of this procedure, the term “inmate” will apply to anyone under the custody or care of a prison or a community-based facility operated by or contracted with the ODOC.

### I. Operation of the Program

The Lakeside School District base site is located at the Oklahoma State Reformatory (OSR) in Granite, Oklahoma.

#### A. Accreditation

1. Each facility will maintain programs and records to ensure that the educational program remains accredited through AdvancEd and the Oklahoma State Department of Education, and meets American Correctional Association (ACA) standards. (4-4470, 4-4471, 4-4472)
2. To ensure accreditation status is maintained, teacher certification and staff development are required. While it is the responsibility of each staff member to maintain certification, correctional teachers II/site administrators and regional principals are responsible for monitoring and ensuring staff certification remains current. (4-4472)

B. Staffing

1. The Superintendent of Schools will annually review education staffing patterns for each school site to ensure that staffing patterns are consistent with the security level of the population being served and are in compliance with the Oklahoma School Code, Department of Education accreditation standards, the agency mission, and the institutional mission.
2. Appropriate inmate student /teacher ratios, in compliance with the Oklahoma School Code and Oklahoma State Department of Education accreditation standards that are consistent with available agency resources, will be established by the correctional teacher II/site administrator and monitored by the regional principal. (4-4473)

C. Curricula

The correctional teacher II, with oversight from the regional principal, will develop curricula for educational programs in accordance with the Oklahoma School Code, Oklahoma State Board of Education Rules and Regulations and Oklahoma State Department of Education accreditation standards. The established curricula will include, at a minimum: reading, math, science, social studies, and language arts content and will be competency based. (4-4466, 4-4470) Standardized software programs for all state facilities will be provided through oversight of agency regional principals and the Superintendent of Schools.

D. Evaluation

The correctional teacher II will ensure that education program evaluations are conducted on an annual basis or more frequently if needed to determine the degree to which the educational needs of inmates are being met. (4-4465)

II. Assessment and Referral (4-4474)

A. Responsibilities

The facility correctional teacher II at each facility and site administrator at private prisons will ensure that a scheduled program of diagnostic assessment is established and maintained.

**B. Education Case Planning**

1. The Test of Adult Basic Education (T.A.B.E.) assessment will be administered to all new arrivals at the first receiving facility following reception from Lexington Assessment and Reception Center (LARC) or Mabel Bassett Assessment and Reception Center (MBARC) to determine educational need.
2. It is the responsibility of the correctional teacher II to ensure that T.A.B.E. assessment scores are entered into the COMIT system.
3. Inmates with a T.A.B.E. total battery score of less than 12.9 will be identified as having a case plan need for education.
  - a. If a high school diploma or high school equivalency (HSE) is claimed or verified and the student has a total battery of 9.0 or above, a case plan need for education will not be developed.
  - b. If a high school diploma or HSE is claimed or verified, and the student has a total battery below 9.0, a case plan need for education will be developed. These inmates will be placed into educational programming as resources are available.
4. Inmates sentenced to Death, Life without Parole, or a sentence length of 100 years or more; or sentences making release back to the community impossible will be assessed, but will not normally have case plans developed for educational programming. If an inmate's sentence is later modified to the extent that return to the community is possible, the assessment information recorded in the ODOC electronic record system (COMIT) and will be utilized to develop a case plan.
  - a. Facilities housing maximum security inmates may T.A.B.E. assess and serve those sentenced to Life without Parole, or a sentence length of 100 years or more, to the extent that resources are available.
5. The correctional teacher II or designee will ensure that an educational need is entered on the case plan in the Offender Management System (OMS) for all eligible new arrivals. This entry will be made within a minimum of five working days following initial T.A.B.E. assessment.

**C. Educational Progress/Achievement Testing**

1. The T.A.B.E. assessment will be administered on a quarterly basis to all inmates in any academic program below the college level to determine academic progress. (4-4474) Inmates who have pre-enrollment test scores less than three months old may be exempt from the follow-up assessment.
2. The T.A.B.E. assessment will not be administered more frequently than quarterly to any individual inmate unless the program has written permission from the agency's Superintendent of Schools. If it is anticipated that an inmate will transfer or discharge prior to the scheduled quarterly testing, a follow up assessment should be given to provide post-test documentation. However, this cannot be conducted without a minimum of 40 hours of instruction and should not be used for program completion purposes.
4. A record of T.A.B.E. assessment results will be maintained in the school office, entered into the ODOC electronic inmate record system (COMIT) and the inmate's education file.
5. At no cost to inmates, high school equivalency (HSE) testing will be provided when T.A.B.E. and pre-HSE assessments sufficiently demonstrate readiness, as determined by the teachers/administrators. HSE testing will be conducted by the trained chief examiner or alternate examiner designated for each facility.
6. The correctional teacher II/site administrator will work closely with records personnel and case management personnel to ensure that achievement credits for educational program completions are awarded as outlined in [OP-090101](#) entitled "Standards for Offender Programs" and that inmates do not repeat educational programs.

D. Status of Education Programs

Educational programs offered through ODOC's accredited school system or any participating accredited college, university, or inmate vocational skills center will be considered as job assignments for inmates who are enrolled on a full time basis. (4-4466) a full time assignment will be defined as:

1. Any inmate who is enrolled and participating satisfactorily in 30 hours or more per week of scheduled academic or vocational instruction leading to either a high school diploma, HSE diploma or certificate of completion;
2. Any inmate who is enrolled and participating satisfactorily in 12 semester hours or more of college or university credit through any accredited college or university recognized by the Oklahoma Regents for Higher Education; or
3. The facility will determine if part-time participation in educational services will suffice as a part-time job.

### E. Enrollment

Inmates will be placed in classes with priority placement given to inmates with identified educational case plan needs who are closest to their projected release dates.

1. Case/unit management staff will prioritize and recommend inmates for academic and/or vocational programs based on the inmate's case plan.
2. The correctional teacher II/site administrator, through communication with the referring staff member, will ensure the inmate is enrolled in the appropriate academic program. (4-4474)
3. If enrollment into educational programming does not occur within one year of the initial T.A.B.E. assessment used to develop the educational case plan need, a new T.A.B.E. assessment will be administered prior to enrollment into academic or vocational programming below the college level
4. The correctional teacher I, with input from the inmate, will develop a Student Educational Plan (SEP) within five working days of arrival into the education program. This SEP will be appropriate to the needs of the individual inmate and consistent with the available resources of the education unit. (4-4474).
5. If the inmate is unable to meet the targets on the SEP after two quarters of active involvement, the correctional teacher I will discuss the lack of progress with the correctional teacher II and determine either an appropriate modification or possible termination of the plan and program based on the inmate's ability to achieve. If termination occurs, information will be made available to document the inmate's inability to progress for case planning and parole recommendation purposes.
6. The correctional teacher I will maintain a student record file on every inmate which documents the inmate's performance and progress, enrollment through termination. The correctional teacher I and II/site administrator will ensure the maintenance and handling of inmate records maintains the inmates' rights to privacy and confidentiality in accordance with Oklahoma School Code. (4-4479) The correctional teacher II/site administrator will ensure the appropriate student/inmate data is entered into Literacy and Adult Community Education System (LACES) and other required data-management systems. (4-4479)
7. Inmates will not be allowed to handle or access other inmates' records.

F. Transfers

Within five working days upon receipt of a request from any receiving facility or institution, the correctional teacher II/site administrator will forward the inmate's complete educational field file, or a copy of the entire file, to the requesting facility. The file will include, at a minimum, the following:

- A. Pre-enrollment T.A.B.E. assessment results;
- B. Follow-up T.A.B.E. assessment results;
- C. Student Educational Plan (SEP); and
- D. HSE pre-test results (if applicable).

III. Education Programs

Education programs, approved and accredited by the Oklahoma State Department of Education, are available at all major institutions and are open to all inmates with an assessed educational need. Programs below the college level are available without cost to the inmate population. (4-4470) Provisions are made to meet the educational and vocational needs of inmates who require special placement due to physical, mental, emotional, or learning disabilities as defined by public law. (4-4475) T.A.B.E. assessment information is utilized to determine placement into the following educational programming:

A. Literacy Program

Any inmate whose T.A.B.E. assessment score indicates reading ability below the 5.9 grade level may be enrolled into the Literacy program. However, if other areas, such as math and language are higher, or if the total battery score is higher, the correctional teacher II/site administrator may elect to provide the inmate the Adult Basic Education (ABE) program.

B. Adult Basic Education (ABE)

Any inmate whose T.A.B.E. assessment indicates a total battery score between 5.9 and 8.9 grade level is eligible for enrollment in the ABE program provided they are not being served through the Literacy program.

C. High School Equivalency (HSE)

Any inmate whose T.A.B.E. assessment indicates a total battery score at or above the 8.9 grade level is eligible for enrollment in the HSE program.

D. High School Diploma

This program option is available at designated institutions in accordance with available staff resources.

1. Inmates must have a T.A.B.E. assessment with scores at or above 9.0 in all content areas.
2. Inmates must need three units of credit or less to meet current Oklahoma State Department of Education graduation requirements.

E. College Program (available at designated institutions)

1. College programs through the Bachelor Degree level are available to inmates who meet the minimum institutional requirements for participation in a college program, and the minimum admissions requirements of the participating college or university, and who qualify for financial assistance or possess the financial resource requirements of applicable costs.
2. Transfer of inmates participating in the college program will not normally occur during the course of the current semester, except for security reasons.

F. Title I Program (available at designated institutions)

1. Title I is a supplement to the existing accredited school curriculum and is designed to target inmates who are below the age of 21 at the time of enrollment and are educationally deprived in specific subject areas.
2. To be eligible for participation in the Title I program, inmates must meet program age guidelines, must be enrolled on a full-time basis, and must have pre-assessment scores that indicate deprivation in one or more areas targeted by the current Title I grant.

G. Curriculum and Instructional Materials Center (CIMC) Life Skills (4-4478)

1. CIMC Life Skills is a nine-component program which provides inmates information for developing and/or enhancing basic life skills intended to help him/her function better upon reentry into society. The education staff at each facility provides this program. Some programs mesh this skill development program in with those inmates already enrolled in educational classes.
2. Education personnel will work closely with records officers and case managers to determine and serve those inmates closest to release from prison.

IV. Availability (4-4470)

A. Program Availability

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|---------------------|-----------|---------|----------------------------|
| Section-09 Programs | OP-090107 | Page: 8 | Effective Date: 04/15/2016 |
|---------------------|-----------|---------|----------------------------|

1. Educational programs for state and private facilities will be available to inmates in administrative segregation and protective custody with the exception of disciplinary segregation. (4-4273)
2. Inmates held in disciplinary segregation who were previously participating in education and desire to continue their education, will complete and submit a "Segregation Housing Education Request Form" ([Attachment A](#), attached) which must be processed through case management staff. Should the inmate need assistance in completing the form, the correctional teacher II/site administrator or designee will provide assistance.

B. Scheduling

1. Education programs will allow for flexible scheduling that permits inmates to enter at any time and proceed at their own pace. Programs will be provided when a majority of inmates can take advantage of the opportunity. (4-4476, 4-4477)
2. In accordance with state regulations, classes will be in session a minimum of six hours per class day, exclusive of lunch time, and a teacher planning/preparation period will be provided.

V. Inmate Achievement and Acknowledgement

Inmate academic achievement will be formally recognized at each facility/institution at least annually in accordance with the agency mission, the institutional mission, and availability of resources. (4-4470, 4-4480)

VI. Libraries (2-CO-5F-01)

The library supervisor, unless provided by the institution, will work under the direct supervision of the correctional teacher II/site administrator and will be responsible for the education/leisure libraries. The correctional teacher II/site administrator in cooperation with the library supervisor, will develop, implement, and coordinate educational library resources in compliance with the Oklahoma School Code, State Department of Education Rules and Regulations and the Oklahoma Department of Libraries (ODL). (4-4505) For duties and responsibilities associated with the operation and maintenance of inmate libraries, refer to [OP-030116](#) entitled "Offender Libraries."

VII. References

Policy Statement No. P-090100 entitled "Provision of Programs"

OP-030116 entitled "Offender Libraries"

OP-090101 entitled "Standards for Offender Programs"

O.S. § 1-101 "Oklahoma School Code"

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|---------------------|-----------|---------|----------------------------|
| Section-09 Programs | OP-090107 | Page: 9 | Effective Date: 04/15/2016 |
|---------------------|-----------|---------|----------------------------|

VIII. Action

The administrator of Programs is responsible for compliance with this procedure.

The chief administrator of Program Services is responsible for the annual review and revisions.

Any exceptions to this procedure will require prior written approval from the director.

This procedure is effective as indicated.

Replaced: Operations Memorandum No. OP-090107 entitled "Offender Education Program" dated October 16, 2014

Distribution: Policy and Operations Manual  
Agency Website

| <u>Attachments</u>           | <u>Title</u>                                   | <u>Location</u> |
|------------------------------|--|-----------------|
| <a href="#">Attachment A</a> | "Segregation Housing Educational Request Form" | Attached        |