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Joe M. Allbaugh, Director Oklahoma Department of Corrections		Signature on File	

Inmate Education Program

The Oklahoma 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 (HSD) or the equivalent and, upon completion of High School Equivalency (HSE) certification, 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)

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. The district will maintain programs and records to ensure that the educational program remains accredited through AdvancEd and the Oklahoma State Department of Education and meets national 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's /site administrators and senior 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 and consistent with available agency resources, will be established by the CTII and monitored by the senior principal. (4-4473)
3. Staff duties will reflect the responsibilities each employee is assigned.
 - a. Education staff will not accept articles, forms or other documents for electronic submission from inmates who are not education students. Email usage will be monitored by daily record keeping of a log book.
 - b. Assignments such as poems, articles and other documents to be submitted as homework to a contest or publisher will be approved by the facility CTII and the warden or his/her designee. Poems, articles and other documents that are not a part of course requirements will not be accepted by education staff.
 - c. Education staff will abide by all rules concerning computers and electronic communication as defined in [OP-110215](#) entitled "Individual Conduct of Employees" and [OP-021001](#) entitled "Department of Corrections Internet Standards." Electronic communication should be utilized within the scope of the employee's assigned duties and directly related to the mission, charter or work tasks of ODOC. The employee, as the user, bears the burden of responsibility to differentiate between acceptable and unacceptable uses of the internet according to

ODOC.

- d. Education staff will be compliant with all facility specific policies and procedures regarding inmate counts.
- e. Food and drink will not be given or awarded to any inmate for any reason without the express written consent of either the warden or chief of security.
- f. Correctional Teacher I (CTI)/CTII with college coordinator duties will be responsible for facilitating college enrollment.
 - 1. Initiate college entrance including admissions paperwork, academic course entry, scholarship/grant applications, tribal documentation and self-pay forms. Inmate will be responsible for filling out paperwork for transcripts and securing funding.
 - 2. Schedule and proctor exams for college students.
 - 3. Communicate with college staff and coordinate students to facilitate an efficient program.
 - 4. Review academic status of students including grades, attendance and financial obligations.
 - 5. Any college internship program will require prior approval from the superintendent and the director of Programs with justification and internship plan developed by the CT II and senior principal. Internships will be supervised by facility education staff; exceptions will be reviewed on a case by case basis by the senior principals and coordinated with the warden if the exception requires an internship not with education staff. Only correctional staff will be asked to conduct internship reporting. CTI/CTII with college coordinator duties will review all incoming/outgoing materials.
 - 6. Only enrolled college students can submit their homework assignments to the CTI/CTII for electronic submission. The CTI/CTII will document requests in a daily log book including date and time of request, inmate DOC number, inmate first and last name, document to be sent, number of pages, to whom it is being sent, and name of CTI/CTII who sent it.
- g. In accordance with [OP-030122](#) entitled "Inmate Authority Over Other Inmates" and [OP-030100](#) entitled "Provisions of Services/Inmate Rights and Responsibilities," inmate teacher assistant/peer tutors may perform various clerical tasks, but cannot have access to confidential information or student records. Specific job duties will be assigned by

the appropriate staff designee. Any employee uncertain of the appropriateness of an inmate performing a specific task should receive clarification from the superintendent prior to assigning inmates to the task in question.

1. Inmates that serve as tutors, orderlies, translators, etc., are under strict supervision of the CTII or staff designee. The number of these positions will be relative to the capacity of the program; however an educational program cannot exceed two inmate tutors for every staff member conducting class.
2. Each facility/educational program must document the specific job duties, eligibility criteria and selection process for retaining inmate mentors. Inmates must possess a high school diploma (HSD) or high school equivalent (HSE) and leadership skills. Past behaviors and misconducts will also be considered.
3. Inmate tutors will only utilize education materials and supplies in the Education Building.
4. Inmate tutors will only work on assigned education duties during scheduled work hours.
5. Inmate tutors cannot lead educational instruction classes.
6. Inmate tutors may serve as translators and provide tutoring to other inmates concerning class assignments and homework.

C. Curricula

The CTII, with oversight from the senior 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 senior principals and the superintendent of schools.

D. Evaluation

The CTII 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 CTII 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 (TABE) assessment will be administered to all new arrivals. TABE testing will be delivered at the first receiving facility post reception in order to determine if the inmate has an educational need. It is the responsibility of the CTII to ensure that all inmates at the facility have a TABE score for their current incarceration and that all inmates with an education need are identified and have an appropriate case plan, if necessary.
2. It is the responsibility of the CTII to ensure that TABE assessment scores are entered into the Correctional Offender Management Information Tracking (COMIT) system.
3. Inmates with a TABE total battery score of less than 12.9 will be identified as having a case plan need for education. Exception/Modification:
 - a. If a HSD or HSE is verified and the student has a TABE total battery score of 9.0 or above, a case plan need for education will not be developed; and
 - b. If a HSD or HSE is claimed or verified, and the student has a TABE total battery score below 9.0, a case plan need for education will be developed. These inmates will be prioritized for placement into educational programming.
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 COMIT will be utilized to develop a case plan.
 - a. Facilities housing maximum/medium security inmates may TABE 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.
 - b. Inmates under the age of 22, matching the criteria for Title I programming will be served regardless of sentence length.
5. The CTII 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 and that the case manager is notified of the

education need. This entry and notification will be made within a minimum of five working days following initial TABE assessment.

C. Educational Progress/Achievement Testing

1. The TABE assessment will be administered on a quarterly basis to all inmates in any academic program below the college level to determine academic progress. Inmates who have pre-enrollment test scores less than three months old may be exempt from the follow-up assessment. (4-4474)
2. The TABE 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.
3. A record of TABE assessment results will be maintained in the school office, entered into the inmate's education file and COMIT.
4. At no cost to inmates, HSE testing will be provided when TABE 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.
5. The CTII will immediately notify records personnel and case management personnel of all inmate education completions and progressions into subsequent education levels to ensure that achievement credits for educational program completions are awarded as outlined in [OP-090101](#) entitled "Standards for Inmate 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 HSD, HSE 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;

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. The CTII will advise case/unit management staff of all inmates that have an identified education need and the education level placement. Case/unit management staff will prioritize and recommend inmates for academic and/or vocational programs based on the inmate's case plan. Educational programming will take priority for inmates that have not achieved HSE or HSD.
2. The CTII, 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 three months (90 days) of the initial TABE assessment used to develop the educational case plan need, a new TABE assessment will be administered prior to enrollment into academic or vocational programming below the college level.
4. The CTI, 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 six months, the CTI will discuss the lack of progress with the CTII and determine either an appropriate modification or possible termination of the plan and program based on the inmate's ability to achieve. All terminations will be approved by the senior principal assigned to that facility and the superintendent. 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 CTI will maintain a student record file on every inmate which documents the inmate's performance and progress, enrollment through termination. The CTI and CTII 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 CTII will ensure the appropriate student/ inmate data is entered into Literacy, Adult and Community Education System (LACES) and other required data-management systems. (4-4479)

F. Transfers

Within five working days upon receipt of a request from any receiving facility or institution, the CTII 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 TABE assessment results;
- B. Follow-up TABE assessment results;
- C. 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 on their case plan. Additionally, educational programs for 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 can enroll on a voluntary basis. These inmates will be placed into educational programming to the extent that resources are available. 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) TABE assessment information is utilized to determine placement into the following educational programming:

A. Literacy Program

Any inmate whose TABE total battery assessment score indicates an Educational Functioning Level (EFL) below the 5.9 grade level may be enrolled into the Literacy program. However, if previous test scores show a higher EFL then the CTII may elect to enroll the inmate the Pre-High School Equivalency/Adult Basic Education (PHSE/ABE) program.

B. Pre-High School Equivalency/Adult Basic Education (PHSE/ABE)

Any inmate, whose TABE total battery assessment score indicates an EFL between 5.9 and 8.9 grade level, is eligible for enrollment in the PHSE/ABE program provided they are not being served through the Literacy program. If previous test scores show a higher EFL then the CT may elect to enroll the inmate the High School Equivalency (HSE) program.

C. High School Equivalency (HSE)

Any inmate, whose TABE total battery assessment score indicates an EFL at or above the 8.9 grade level, is eligible for enrollment in the HSE program.

D. High School Diploma (HSD)

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

1. Inmates must have a TABE total battery assessment with scores at or above 8.9 in all content areas.
2. Inmates must need three units of credit or less to meet current Oklahoma State Department of Education graduation requirements for a High School Diploma.

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 have the means to pay the associated costs for enrollment.
2. List of Oklahoma accredited colleges/universities at the following website:
<https://www.okhighered.org/state-system/collegeuniversities/list.shtml>
3. Transfer of inmates participating in the college program will not normally occur during the course of the current semester, except for security reasons.
4. The college program is a privilege. As such, only currently enrolled college students will have access to college computer labs. Additionally, only college students will be able to submit paperwork to the CTI/CTII with college coordinator responsibilities for documentation, review and electronic submission.

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 22 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. Principle Life Skills (4-4478)

1. Principle Life Skills is a program that provides inmates with skills and knowledge designed to assist their transition back into society. The education staff at each facility provides this program.
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

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 for more than 60 days 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. Specific education programs will be made available when resources are available to serve the educational need requirements of the facility population. (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.
3. School will be open Monday through Friday except for approved state holidays.

C. Attendance

All students will be evaluated monthly on attendance, initiative, quantity and quality of class work, attitude, and behavior in the classroom. The supervising teacher will complete and submit a "Monthly Offender Evaluation Time Credit Report" ([DOC 060211M](#)) to the unit staff once per month. Unexcused absences and tardies will result in a lower evaluation score. Students who receive a monthly evaluation of less than 20 may be removed from school and a program failure recommended per item 2.d. of this subsection. Excused absences will be defined as mandatory attendance at other institutional appointments during class time (e.g., medical or mental

health appointments).

1. Education staff will communicate with the senior principal, unit manager, deputy warden and/or warden weekly regarding attendance. Attendance reports will be forwarded weekly to the superintendent and monthly to the director of Programs.
2. Students having attendance issues during the evaluation period will be subject to the following:
 - a. Informal Discipline - After 1 unexcused absence a conference with the CTI and/or CTII;
 - b. Informal Discipline - After 2 unexcused absences a conference with the CTI and/or CT II;
 - c. Formal Discipline - After 3 unexcused absences a misconduct may be issued with the approval of the senior principal;
 - d. Chronic absence and behavior issues will be reported in the inmate monthly evaluation. These issues may be grounds for suspension or a termination and a program failure. Any suspension will only be authorized after having received approval from the senior principal and superintendent. All terminations must have the approval of the director of Programs.

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 CTII and will be responsible for the education/leisure libraries. The CTII 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 "Inmate Libraries."

VII. References

O.S. § 1-101 "Oklahoma School Code"

"Oklahoma State Regents for Higher Education"

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

OP-021001 entitled "Department of Corrections Internet Standards"

P-030100 entitled "Provisions of Service/Inmate Rights and Responsibilities"

OP-030116 entitled "Inmate Libraries"

OP-030122 entitled "Inmate Authority Over Other Inmates"

OP-060211 entitled "Sentence Administration"

OP-090101 entitled "Standards for Inmate Programs"

OP-110215 entitled "Individual Conduct of Employees"

VIII. Action

The director of Program Services is responsible for compliance with this procedure as well as the annual review and revisions.

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

This procedure is effective as indicated.

Replaced: Operations Memorandum No. OP-090107 entitled "Inmate Education Program" dated September 26, 2017

Distribution: Policy and Operations Manual
Agency Website

<u>Referenced Forms</u>	<u>Title</u>	<u>Location</u>
DOC 060211M	"Monthly Inmate Evaluation Time Credit Report"	OP-060211

<u>Attachments</u>	<u>Title</u>	<u>Location</u>
Attachment A	"Segregation Housing Educational Request Form"	Attached