

 <p style="text-align: center;">DIVISION OF ADULT INSTITUTIONS</p> <p style="text-align: center;">POLICY AND PROCEDURES</p>	DAI Policy #: 309.55.03	Page 1 of 8
	Original Effective Date: 11/01/15	New Effective Date: 09/14/20
	Supersedes: 309.55.03	Dated: 03/25/19
	Supersedes: 309.55.04	Dated: 03/25/19
	Supersedes: 300.00.54	Dated: 05/01/17
	Administrator's Approval: Makda Fessahaye, Administrator	
	Required Posting or Restricted:	
<input checked="" type="checkbox"/> Inmate <input checked="" type="checkbox"/> All Staff <input type="checkbox"/> Restricted		
Chapter: 309 Resources for Inmates		
Subject: Adult Basic Education		

POLICY

The Division of Adult Institutions shall maintain a process to determine academic needs, via literacy assessments, for inmates to be placed into Academic Programming.

REFERENCES

Wisconsin Administrative Code s. DOC 309.55(4) (c) – Compensation; Exceptions; Refuses any work or program assignment
Wisconsin Statutes s. 301.03 (7) - General Corrections Authority
DAI Policy 309.55.01 – Inmate Compensation Plan

DEFINITIONS, ACRONYMS AND FORMS

Academic Need – Status for inmates without a high school diploma, HSED or GED

CBE- Competency Based Education

CTE – Career and Technical Education

DAI – Division of Adult Institutions

DCI – Dodge Correctional Institution

DOC – Department of Corrections

DOC-1163 – Authorization for Disclosure of Non-Health Confidential Information

DOC-2439 – Primary Program Status – Participation/Refusal/Withdrawal

DOC-2890 – Academic Program Need Waiver

GED – General Educational Development

HSED – High School Equivalency Diploma

IC – Initial Classification

IDEA – Individuals with Disabilities Education Act

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IEP – Individualized Education Plan

OPS – Office of Program Services

TABE – Test of Adult Basic Education

TITLE 1-D – Federal grant supporting education for neglected, delinquent and at-risk youth.

WICS – Wisconsin Integrated Corrections System

PROCEDURE

I. Determine Academic Needs

- A. Initial academic screening shall take place during the intake process at DCI, Milwaukee Secure Detention Facility (male inmates) and Taycheedah Correctional Institution (female inmates) as part of the overall IC process. Additional literacy assessments shall occur at IC or the inmate's first permanent facility placement as applicable.
- B. Orientation to facility Education Departments shall take place at the inmate's permanent facility placement as soon as practical upon arrival at the institution and in accordance with the facility's orientation process.
- C. All Education files of incoming inmates shall be reviewed by the Education Director/designee to determine the accuracy of information. The facility shall determine appropriate academic need then add, remove or validate the need assigned at intake.
- D. Facilities shall be responsible for verifying undocumented or self-reported information in the inmate Education Record.
 1. Request official transcripts using DOC-1163.
 2. Research GED test scores.
 3. Verify education records.
 4. Any inmate who reports completing a non-accredited program (e.g. homeschool) shall provide, upon request (to the extent documents were created and are accessible to the inmate) the following:
 - a. Copies of the Department of Public Instruction, PI-1206 form covering four years of high school.
 - b. Written copy of graduation requirements for their homeschool.
 - c. Diploma issued by the home school administrator certifying graduation.

II. Mandatory Education

- A. Education shall be mandatory for all inmates without a high school diploma or equivalency.

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- B. Inmates with an assigned academic primary need who refuse to attend school shall be placed on Voluntary Unassigned Status and shall not be eligible for work assignment or compensation.
 - 1. Refusals shall be documented on DOC-2439.
 - 2. All refusals shall be recorded in WICS, Infinite Campus and Inmate Education File.
- C. Inmates on a waiting list for educational programming and not yet enrolled may hold a facility work assignment until they are offered the opportunity to attend school.
- D. An inmate may have a facility work assignment as long as the inmate attends school on at least a quarter-time basis.
- E. Facilities may establish procedures prioritizing inmates who have met their education need over those still needing education when determining work assignment.

III. Waiver of Mandatory School Requirement

- A. Waiver of the mandatory school requirement can only occur after a thorough screening and interview process has been completed and documented on DOC-2890 and placed in the inmate's education files.
- B. Decisions to waive mandatory education requirements shall be made by a multi-disciplinary team (Education, Social Services, Psychological Services, Security and/or other staff as appropriate) with final approval from the Warden/designee.
- C. Reasons for waiver of this requirement may include, but are not limited to:
 - 1. Behavioral, physical and/or mental health limitations as related to security.
 - 2. Time spent in school with minimal progress after educational interventions based on multi-disciplinary team recommendation.
- D. DAI Office of Program Services Education Director shall do an annual review of waivers to ensure consistency in policy implementation.

IV. Prioritization of Academic Programming

- A. Priority access to educational programming shall be provided to eligible Title 1-D inmates with an identified academic need.
- B. Priority access shall also be provided for inmates with an IEP under IDEA guidelines.
- C. Facilities shall make efforts to ensure inmates who meet the Title 1-D definition are enrolled in educational programming 15 hours per week or more until their identified need has been satisfied.

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D. Facilities shall make efforts to ensure inmates covered by IDEA receive educational programming in accordance with the student's written IEP.

V. Assessments for Academic Courses

- A. Standardized testing shall be a part of an assessment process which measures a student's literacy competency.
- B. Standardized tests shall be administered in a controlled setting providing an atmosphere that allows all students a fair opportunity to accurately demonstrate their functional literacy levels.
- C. The TABE, or other recognized/agreed upon literacy assessments, shall be used in guiding academic placement.

VI. Enrollment into Academic Courses

- A. After the assessment of academic needs, students shall be enrolled in academic programming as capacity allows.
- B. Students shall be assigned classes based on current TABE or other recognized/agreed upon literacy assessments.
- C. Facilities shall make every effort to provide structured learning which targets the content areas of the GED tests or/and HSED classes.
- D. Facilities may offer academic courses for inmates with a high school credential for the purpose of post-secondary preparation or literacy development as resources permit.

VII. Educational Methodology

- A. Facilities shall provide an instructional program that supports students' successful completion of a high school equivalency diploma through GED testing with supplemental classes or the CBE program that allows inmates the opportunity to address their academic need.
- B. Inmates shall demonstrate GED test readiness by achieving a score of 148 or higher on the official GED Ready Practice Test except for students testing under the provisions of Section D.
- C. Exceptions may be approved by the Education Director/designee for extraordinary circumstances that justify waiving the GED Ready requirement.
- D. Facilities may allow, to the extent that operations permit, testing independently without a GED Ready test completion or classroom attendance provided the inmate pays the full cost of the test.

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VIII. Educational Records

- A. Facilities shall maintain complete and accurate record of all educational history, progress and completions.
- B. Educational achievements shall be entered into WICS in accordance with the procedures developed by OPS administration
- C. Infinite Campus learning management system shall be used to record educational activity at each facility in accordance with the procedures developed by OPS administration
- D. Facilities shall establish procedures to:
 - 1. Review records of incoming inmates,
 - 2. Routinely review records of students in the facility and
 - 3. Check records upon release or transfer to ensure the information is accurate and up-to-date.

IX. Testing and Credentialing Costs

- A. Testing required to complete GED or HSED requirements shall be administered at no cost to the inmates, except those taking tests independently as noted in Section VII. D. above.
- B. Costs for initial credentials or high school transcripts earned while incarcerated shall be paid by DAI.
- C. Facilities shall verify testing and credentialing activity as required by DAI to track and validate costs.

Administrator's Approval: _____ **Date Signed:** _____
Makda Fessahaye, Administrator

DIVISION OF ADULT INSTITUTIONS FACILITY IMPLEMENTATION PROCEDURES

Facility: Kettle Moraine Correctional Institution		
Original Effective Date: 11/01/15	DAI Policy Number: 309.55.03	Page 6 of 8
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	Supersedes Number: 309.55.04	Dated: 3/25/19
	Supersedes Number: 300.00.54	Dated: 6/28/17
Chapter: 309 Resources for Inmates		
Subject: Adult Basic Education		
Will Implement <input type="checkbox"/> As written <input checked="" type="checkbox"/> With below procedures for facility implementation		
Warden's/Center Superintendent's Approval: Warden Jon Noble		

DEFINITIONS, ACRONYMS, AND FORMS

DOC-1408 – Offender Work Program Assignment Placement form

KMCI – Kettle Moraine Correctional Institution

SPED – Special Education

FACILITY PROCEDURE**I. Determination of Academic Need**

- A. The Guidance Counselor or designee shall screen new arrivals for appropriate program placement (GED/HSED or CTE). Additional academic assessments, including but not limited to TABE testing, will be determined by the Guidance Counselor/designee as soon as possible after arrival at KMCI.
- B. The Education Director shall ensure inmate orientation is provided by the Education Department.
- C. The Guidance Counselor/designee shall verify undocumented or self-reported information in the Education Record in accordance with this DAI policy.

II. Documentation of Enrollment In or Refusal Of an Academic Primary Program

- A. When inmates agree to placement in school, the Guidance Counselor shall:
 1. Complete a DOC-2439 to document their acceptance of enrollment.
 2. Inform the inmate of his start date and complete a DOC-1408.
 3. Record enrollments in WICS and the Education File.
- B. When inmates refuse placement in school, the Guidance Counselor shall:
 1. Meet to discuss the importance of completing their academic need and the consequences of his refusal.
 2. Document the refusal to participate in academic programming on the DOC-2439.
 3. Record refusals in accordance with this DAI Policy.
- C. The Guidance Counselor shall place those who refuse TABE testing or academic programming in Voluntary Unassigned Status in accordance with DAI Policy 309.55.01 using the DOC-1408.

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III. Prioritization of Academic Programming

- A. The Title 1-D Teacher shall identify on a weekly basis all students who are age-eligible for Title 1-D programming.
- B. The Title 1-D Teacher and/or Guidance Counselor shall verify educational completions. An inmate who has a high school credential is not eligible for the Title 1-D program. Program needs will be determined for eligible individuals.
- C. Students with special education needs shall be identified by the SPED Teacher. The SPED Teacher will contact the last known school to obtain any special education records.
- D. The Guidance Counselor shall enroll the eligible students in Title 1-D and/or SPED and other appropriate classes.
- E. If a student enrolled in the Title 1-D program is placed in the Restricted Housing Unit, the Title 1-D Teacher shall send school assignments as appropriate.
- F. The Title 1-D Teacher shall create and maintain an electronic list of Title 1-D student enrollment.

IV. Enrollment into Academic Courses

- A. After initial enrollment, movement between levels shall be determined by classroom performance, education staff input, and any additional available test data.
- B. Students without a high school credential shall receive priority enrollment in academic classes. Students with a high school credential shall be enrolled in these classes for the purpose of post-secondary preparation or development if space is available.

V. Educational Methodology

- A. Students who are recommended by education staff for the GED Ready Test shall be scheduled by the test proctor.
- B. Students who achieve the required score on the Ready Test shall be scheduled for the GED Test.

VI. Educational Records

- A. Educational achievements shall be documented in WICS as follows:
 - 1. High school credentials earned shall be entered by the Guidance Counselor/designee.

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2. Test scores shall be entered by the Education Office Operations Associate.
 3. GED/HSED requirement progress shall be entered by the Guidance Counselor/designee.
 4. Certificates awarded shall be entered by education staff.
 5. Prior school completion shall be entered by the Guidance Counselor.
 6. Vocational programs completed shall be entered by education staff.
- B. Educational activity shall be recorded in Infinite Campus as follows:
1. Attendance shall be entered by education and office staff.
 2. Academic progress shall be entered by education staff.
 3. Course enrollments shall be entered by the Guidance Counselor. If a student is removed from a class without completion, "no credit" shall be documented.
- C. The Education Office Operations Associate shall check and update education records upon transfer or release.