



WISCONSIN DEPARTMENT OF CORRECTIONS

Governor Tony Evers / Secretary Kevin A. Carr

GUIDANCE DOCUMENT CERTIFICATION

I have reviewed this guidance document or proposed guidance document and I certify that it complies with sections §227.10 and §227.11 of the Wisconsin Statutes.

I further certify that the guidance document or proposed guidance document contains no standard, requirement, or threshold that is not explicitly required or explicitly permitted by a statute or a rule that has been lawfully promulgated

I further certify that the guidance document or proposed guidance document contains no standard, requirement, or threshold that is more restrictive than a standard, requirement, or threshold contained in the Wisconsin Statutes.

Eric Barber

Name of Individual Certifying this Document/Proposed Document

Deputy Warden

Title


[Handwritten Signature]

Signature

06/16/2020

Date Signed

Department of Corrections – Wisconsin
Office of the Secretary
Wis Stat § 227.112(6)
DOC-2910 (6/2019)

 <p style="text-align: center;">DIVISION OF ADULT INSTITUTIONS</p> <p style="text-align: center;">POLICY AND PROCEDURES</p>	DAI Policy #: 309.55.04	Page 1 of 5
	Original Effective Date: 11/01/15	New Effective Date: 03/25/19
	Supersedes: 309.55.04	Dated: 01/28/19
	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: Mandatory Education		

POLICY

The Division of Adult Institutions recognizes the importance and value of educational programming as it relates to an inmate's reentry back to the community. Inmates who have been screened and identified with an educational program need for Academic Primary shall be required to attend school.

REFERENCES

Wisconsin Administrative Code s. DOC 309.55(4) (c) – Compensation; Exceptions; Refuses any work or program assignment
DAI Policy 309.55.01 – Inmate Compensation Plan
DAI Policy 309.55.03 – Adult Basic Education

DEFINITIONS, ACRONYMS AND FORMS

Academic Primary Need – Assignment status for an inmate to complete GED/HSED requirements

CTE – Career and Technical Education

DAI – Division of Adult Institutions

DOC – Department of Corrections

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

DOC-2890 – Academic Program Need Waiver

GED – General Educational Development

HSED – High School Equivalency Diploma

Infinite Camps – Student Management System

TABE – Test Adult Basic Education

TITLE 1-D Inmates- Inmates that are 21 or younger, entitled to a free public education, and enrolled in a regular program of instruction no less than 15 hours per week in an adult correctional institution.

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WICS – Wisconsin Integrated Corrections System

PROCEDURE

I. Determination of Academic Primary Need

- A. Inmates who have been identified as having an educational program need for “Academic Primary” in accordance with DAI Policy 309.55.03 shall be placed on a waiting list to be enrolled in educational programming.

- B. Inmates housed at DAI facilities that offer educational programming and have an educational program need for Academic Primary shall be interviewed by education staff for enrollment into school in accordance with DAI Policy 309.55.03.

II. Prioritization of Academic Programming

- A. Priority access to educational programming shall be provided to eligible Title 1-D inmates with an identified academic or career and technical education need.

- B. 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 or they reach their mandatory release date.

III. Refusal to Attend School

- A. Inmates assigned an Academic Primary need who refuse to attend school shall be placed on Voluntary Unassigned Status and shall not be eligible for an inmate 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.

- B. Inmates on a waiting list for educational programming who have not been offered the opportunity to enroll in school may hold a facility work assignment until they are offered the opportunity to attend school.

- C. Facilities may establish procedures, whereby, an inmate may have a facility work assignment as long as the inmate attends school on a part-time basis or more, as defined by the facility’s operational requirements.

IV. 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 (i.e., consisting of Education, Social Services and/or

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Psychological Services and Security staff) with final approval from the Warden.

- 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.
 - 3. Successful documentation of homeschool completion in accordance with DAI Policy 309.55.03.

- D. Waivers must be reviewed and updated as factors occur that impact status changes for inmates.

- E. DAI Office of Program Services Education Director shall do a yearly review of the waivers to ensure consistency in policy implementation.

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

DIVISION OF ADULT INSTITUTIONS FACILITY IMPLEMENTATION PROCEDURES

Facility: Redgranite Correctional Institution		
Original Effective Date: 11/1/15	DAI Policy Number: 309.55.04	Page 4 of 5
New Effective Date: 06/22/20	Supersedes: 309.55.04	Dated: 3/1/18
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Subject: Mandatory Education		
Will Implement <input type="checkbox"/> As written <input checked="" type="checkbox"/> With below procedures for facility implementation		
Warden's/Center Superintendent's Approval:		

REFERENCES

Wisconsin Administrative Code DOC 301.03 (7) – General Corrections Authority

DEFINITIONS, ACRONYMS, AND FORMS

DOC-1408 – Offender Work Program Assignment Placement

RGCI – Redgranite Correctional Institution

PSU – Psychological Services Unit

DOC-2890 – Academic Program Need Waiver

FACILITY PROCEDURE

- I. Determination of Pay Status
 - A. If an inmate has an academic need, the scheduling teacher shall determine the level of academic need by using TABE results no more than 2 years old and availability of classes. Title 1-D inmates will be given priority for enrolling into academic classes.
 - B. Inmates enrolled in one academic refresher class will not be compensated.
 - C. The scheduling teacher shall complete the DOC-1408 when placing an inmate in pay status and submit to the business office.
 - D. Inmates who have not met their mandatory education requirement will not be assigned an institution work assignment unless on the academic evaluation/screening waitlist, it does not interfere with their school schedule or otherwise deemed appropriate by Education Director or designee.
- II. Refusal to Attend School
 - A. The scheduling teacher shall document refusals on the DOC-1408 and DOC-2439 and in WICS, COMPAS, Infinite Campus, and the inmate education file. The forms will be distributed to the appropriate departments including the education OOA and the librarian.
 - B. After 90 days, inmates who were negatively removed from school or refused to enroll in school may request in writing to be reviewed by the scheduling teacher for possible enrollment into school.
 - C. In addition to receiving no pay, inmates who refuse to attend school will not be permitted to attend recreation or library periods until after 5:30pm Monday – Friday.
- III. Waiver of Mandatory School Requirement
 - A. Staff may refer individuals for waiver of mandatory education.

DIVISION OF ADULT INSTITUTIONS FACILITY IMPLEMENTATION PROCEDURES

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- B. The multi-disciplinary team who reviews waivers of the mandatory school requirement for an inmate may include the following staff:
 - 1. Education Director
 - 2. PSU Staff
 - 3. HSU
 - 4. Security Supervisor
 - 5. Inmate's assigned Social Worker/ Unit Supervisor

- C. If the multi-disciplinary team recommends waiving an inmate's mandatory school requirement, the Education Director shall submit the DOC-2890 to the Warden to obtain approval or denial of the recommendation.
 - 1. Upon the Warden's approval/denial, the DOC-2890 shall be returned to the Education Director to be forwarded to the scheduling teacher.
 - 2. The scheduling teacher shall record the approval or denial in WICS, COMPAS, Infinite Campus, and education file.
 - 3. In addition, the scheduling teacher shall file the approved waivers in the File Room binder, Infinite Campus, WICS, and COMPAS to ensure accurate records are kept for the yearly review completed by the DAI Office of Program Services' Education Director.
 - 4. The inmate will receive a copy of the DOC-2890 decision made regarding the waiver of mandatory education programming requirement.

- IV. Standards of Work and Study Performance
 - A. Scheduling teacher will review RGCI school rules with potential students for comprehension and compliance when enrolling students into classes.
 - B. Student will be provided a written copy of RGCI school rules.
 - C. School rules will be posted in RGCI classrooms.