

WEST VIRGINIA
SECRETARY OF STATE
KEN HECHLER
ADMINISTRATIVE LAW DIVISION

Form #5

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FILED
1990 JUN 21 PM 3:08
FBI - WEST VIRGINIA
JUN 20 1990
ST. CHARLES

**NOTICE OF AGENCY ADOPTION OF A PROCEDURAL OR INTERPRETIVE RULE
OR A LEGISLATIVE RULE EXEMPT FROM LEGISLATIVE REVIEW**

AGENCY: West Virginia Board of Education TITLE NUMBER: 126

CITE AUTHORITY: WV Code 18-2-13F et. seq. and WV Code 18-20-5

RULE TYPE: PROCEDURAL _____ INTERPRETIVE _____

EXEMPT LEGISLATIVE RULE X
CITE STATUTE(S) GRANTING EXEMPTION FROM LEGISLATIVE REVIEW

AMENDMENT TO AN EXISTING RULE: YES _____, NO X

IF YES, SERIES NUMBER OF RULE BEING AMENDED: _____

TITLE OF RULE BEING AMENDED: _____

IF NO, SERIES NUMBER OF NEW RULE BEING ADOPTED: 7 (Policy 1471)

TITLE OF RULE BEING ADOPTED: EDUCATION IN THE STATE'S CORRECTIONAL
INSTITUTIONS: MISSION AND GOALS

THE ABOVE RULE IS HEREBY ADOPTED AND FILED WITH THE SECRETARY OF STATE. THE
EFFECTIVE DATE OF THIS RULE IS July 31, 1990

Barbara L. Estep
June 18, 1990

TITLE 126
LEGISLATIVE RULE
WEST VIRGINIA BOARD OF EDUCATION
CHAPTER 18-2-13F AND CHAPTER 18-20-5
SERIES 7
POLICY 1471

Title: Education in the State's Correctional Institutions: Mission and Goals

Section 1. General

- 1.1 Scope - This legislative rule describes the mission and goals of the West Virginia Department of Education in providing educational programs and services for incarcerated juveniles and adults in facilities operated by the Department of Corrections. The mission statement and goals are intended to provide the foundation for the implementation of: 1) W. Va. Code §18-2-13f which requires the State Board of Education to provide an adequate and appropriate education for school-aged institutionalized juveniles in the state's correctional facilities, and 2) W. Va. Code §18-20-5 which requires the State Board of Education to provide education to adults in correctional institutions to the extent funds are provided by the legislature.
- 1.2 Authority - West Virginia Code §18-2-13f et. seq. and West Virginia Code §18-20-5
- 1.3 Filing Date - June 18, 1990
- 1.4 Effective Date July 31, 1990
- 1.5 Repeal and Replace - None

Section 2. Definitions as used in these Regulations:

- 2.1 "Mission Statement" means the purpose and broad description of the activities of the West Virginia Department of Education in the state's correctional institutions.
- 2.2 "Goals" mean the specific targets toward which the State Department of Education will direct activities in providing educational programs and services for incarcerated juveniles and adults in compliance with W. Va. Code §18-2-13f and W. Va. Code §18-20-5.
- 2.3 "School-age institutionalized juveniles" means residents under the age of 21 prior to the first day of September of such school year who have general, special and vocational education needs. "School-age institutionalized juveniles" also includes exceptional students to the age of 23 provided the student is at least 21 years of age and enrolled in a special education program prior to the first day of September 1991.

Section 3. Mission Statement

3.1 The mission of the West Virginia Department of Education in correctional facilities operated by the Department of Corrections is to provide correctional educational programs designed to meet the diverse needs of incarcerated juveniles and adults. These programs include offerings in general education, basic skills instruction, GED preparation, pre-vocational and vocational education, special education and related services, remedial education, social/living skills education, counseling and transitional services, and other programs required to meet the educational needs of incarcerated individuals.

The provision of correctional educational programs affords opportunities for students to reenter high school, attain a GED certificate, acquire marketable job skills, achieve basic literacy and functional life skills and make successful transitions to school, the work place, post-secondary programs or other community or rehabilitative placements. To assist students in realizing these opportunities, and to provide education that is adequate and appropriate, the Department shall individualize each student's educational program in accordance with his or her unique needs, abilities, plan of treatment, length of incarceration, and realistic career goals.

Section 4. Goals

4.1 The goals for development of correctional education programs include:

A. Opportunities

Incarcerated youth in correctional institutions will have adequate and appropriate educational opportunities. Incarcerated adults will have adequate and appropriate educational opportunities to the extent funds are provided by the legislature.

Objectives to accomplish this goal include:

1. ~~1.1~~ To provide a comprehensive assessment of each student's educational and vocational needs and aptitudes.
2. ~~1.2~~ To develop an individualized program plan for each incarcerated juvenile and adult in accordance with his or her unique needs, abilities, plan of treatment, length of incarceration, and realistic career goals.
3. ~~1.3~~ To provide equal educational programs and services for male and female offenders.
4. ~~1.4~~ To provide educational opportunities for incarcerated individuals who are in segregated/special custody settings.
5. ~~1.5~~ To develop programs which meet applicable state board of education policies and accreditation requirements (e.g., personnel qualifications, instructional time, textbooks).

B / 2. Academic Performance

The Department of Education will provide educational programs designed to permit incarcerated students the opportunity to acquire knowledge and skills needed to succeed in a competitive, changing society.

Objectives to accomplish this goal include:

- 1 ~~2.1~~ To provide academic instruction to incarcerated juveniles to facilitate reentry into the public school system or lead to attainment of a GED certificate.
- 2 ~~2.2~~ To provide special education and related services for incarcerated juvenile and adult exceptional students in accordance with applicable state and federal requirements.
- 3 ~~2.3~~ To provide social/functional living skills training to assist juvenile and adult offenders in making a successful transition into society.
- 4 ~~2.4~~ To provide remedial instruction to help incarcerated students overcome educational deficiencies.
- 5 ~~2.5~~ To provide instruction that will enable adult offenders to obtain a GED certificate or raise their functional literacy level to the highest level attainable.
- 6 ~~2.6~~ To provide instructional technology and alternative instructional strategies to address the unique learning needs of incarcerated juveniles and adults.
- 7 ~~2.7~~ To provide counseling and transitional services which facilitate the successful reentry into high school, or entry into the workplace, post-secondary programs or other appropriate community or rehabilitative placements.
- 8 ~~2.8~~ To provide curriculum and instruction based upon the state's instructional goals and objectives, and appropriate to the characteristics and needs of incarcerated adolescent and adult learners.
- 9 ~~2.9~~ To provide regular evaluation of student progress to document/certify the attainment of grades, credits, competencies, and certificates.

C / 3. Personnel, Salary and Benefits

Appropriate personnel will be recruited, retained and provided competitive salaries and benefits.

Objectives to accomplish this goal include:

- 1 ~~3.1~~ To employ qualified personnel to work in the Department's educational programs in the state's correctional institutions.

- 2 ~~3.2~~ To provide salaries for educational personnel in the state's correctional institutions which are equivalent in terms of daily rate of pay to educational personnel employed in comparable positions in the public schools in the county where the institution is located.
- 3 ~~3.3~~ To raise the profile and increase the visibility of accomplishments of correctional educators.

D ~~4.~~ Professional Development

Educational personnel in the state's correctional institutions will improve their knowledge and skills to help each incarcerated student succeed.

Objectives to accomplish this goal include:

- 1 ~~4.1~~ To provide a comprehensive system of personnel development which includes an ongoing staff induction and staff development program to assist personnel in developing and upgrading skills.
- 2 ~~4.2~~ To develop personnel evaluation policies and procedures which promote personnel competency.
- 3 ~~4.3~~ To develop competencies of personnel in the areas of establishing and maintaining high student expectations and enhancing the positive self-esteem of students.
- 4 ~~4.4~~ To empower teachers by providing opportunities for them to share in decision-making regarding the teaching-learning process.

E ~~5.~~ Community Involvement

Educational programs in state correctional institutions will enlist community support to enrich the quality of services for students and to assist them in making a successful transition into society.

Objectives to accomplish this goal include:

- 1 ~~5.1~~ To heighten the awareness of the community to educational programs in correctional institutions.
- 2 ~~5.2~~ To involve members of the community in the educational process.

F ~~6.~~ Facilities

Educational facilities in correctional institutions will be safe and adequate to meet the needs of students in an efficient and economic manner.

Objectives to accomplish this goal include:

- 1 ~~6.1~~ To assist the Department of Corrections in meeting their obligations under the Interagency Agreement via developing a partnership for improving school facilities for incarcerated youth by accessing available state and federal funding for construction and renovation.

- ~~2 62~~ To assist in developing adequate and appropriate educational facilities for incarcerated adults via participation in the architectural planning of facilities slated for construction and renovation under the "West Virginia Regional Jails and Correctional Facilities Master Plan.:

G 1. Economic Development

Vocational, technical and adult education programs for the offender population will provide opportunities for incarcerated individuals to make positive contributions to society and the state's economic development.

Objectives to accomplish this goal include:

- 1 ~~11~~ To provide career exploration/pre-vocational programs that introduce incarcerated youth students to employment areas, the world of work and the work ethic.
- 2 ~~12~~ To provide vocational programs to incarcerated students that lead to the acquisition of entry level job skills and attitudes.
- 3 ~~13~~ To focus vocational, technical and adult education programs on employability skills, computer literacy and academic performance in basic skills.

H 8. Cooperation

The Department of Education will maintain and foster a cooperative relationship with Department of Corrections' staff to facilitate the achievement of educational, treatment, and transitional (aftercare) goals for incarcerated juveniles and adults.

Section 5. Implementation Procedures

The state superintendent of schools is empowered to develop written implementation procedures to accomplish the Board's mission and goals for education in the state's correctional institutions. Sources of authority for implementation procedures shall include applicable State Board of Education policies, state statutes, federal laws and regulations and directives from the state superintendent of schools and designated staff. Procedures which may impact the operation of the correctional institution or treatment program shall be developed in a collaborative manner with Department of Corrections' personnel and are subject to the provisions of the interagency agreement between the Department of Education and the Department of Corrections.

Section 6. Cooperation from County School Districts and RESAs

Each county school district and regional education service agency shall cooperate with the State Department of Education in providing an adequate and appropriate education for incarcerated juveniles and adults. Cooperation shall include, but is not limited to, the (1) transfer of students'

educational records in a forthwith manner upon request by Department staff; (2) provision of support services for students who reenter high school; (3) acceptance of credits earned toward graduation upon documentation that completed coursework meet State Board requirements; (4) inclusion of Department staff in opportunities to participate in planned inservice and continuing education activities; (5) provision of technical assistance, upon request, from regional staff; and, (6) development of mutual agreements to access needed services.

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