

	DEPARTMENT OF PUBLIC SAFETY	EFFECTIVE DATE: MAR 20 2009	POLICY NO.: COR.14.09
	CORRECTIONS ADMINISTRATION POLICY AND PROCEDURES	SUPERSEDES (Policy No. & Date): COR.14.09 & 09/05/2003	
	SUBJECT: ACADEMIC AND VOCATIONAL PROGRAM STANDARDS		Page 1 of 8

1.0 PURPOSE

To establish practices which govern the use and review of academic and vocational standards.

2.0 REFERENCES AND DEFINITIONS

1. References

- a. COR.14.20, Academic/Vocational Mandates.
- b. COR.05.04, Inmate Education Records Management.
- c. Attachment: Academic and Vocational Standards.

2. Definitions

Education Testing -refers to both academic and vocational testing of an inmate, by means of either a standardized test or an instructor's own test, for the purposes of academic placement or academic progress.

3.0 POLICY

Inmates entering a correctional institution education program shall undergo an initial set of education testing and placement in an academic program based on the initial evaluation. Routine academic re-evaluation for those inmates participating in academic programs shall be measured against (and in accordance with) established academic and vocational standards.

4.0 PROCEDURE

1. Standards for Testing, Initial Evaluation and Subsequent Evaluation

- a. To ensure consistency and compatibility in academic programs from one facility to another, standards for the monitoring, evaluation, and testing of inmates in education programs shall be designated by the Education Services Branch Administrator.
- b. The Education Services Branch Administrator shall review these standards annually.

COR P & P	SUBJECT:	POLICY NO.:
	ACADEMIC AND VOCATIONAL PROGRAM STANDARDS	COR.14.09
		EFFECTIVE DATE: MAR 20 2009
		Page 2 of 8

2. Testing and Evaluation

Inmates entering an education program in either a community correctional center or a correctional facility shall undergo education testing by an education staff member using education testing material consistent with that prescribed in COR. 14.09 Academic and Vocational Standards (Four pages attached below).

If the inmate wishes to participate further in an education program that inmate is placed in an academic program according to the results of that assessment, and academic progress is monitored against the standards prescribed in COR. 14.09 Academic and Vocational Standards (Four pages attached below).

a. Receiving and Diagnostics (RAD) Unit Testing

Education testing of inmates entering the RAD Unit shall be done as quickly as possible, as Education is only one of various assessments required to be completed prior to an inmate entering general population.

1. In the RAD Unit, sentenced felons shall be academically assessed by an education staff member within twenty (20) working days of transfer to the RAD Unit.
2. Education testing shall take place at a time and in a room agreed to by both facility and education staff as being appropriate to a testing environment.
3. In the event that a scheduled testing session is missed, steps will be taken to e
4. Ensure the prompt scheduling of a make-up session.

b. Community Correctional Center General Intake Education Testing

Inmates who enter an education program in a community correctional center shall be academically assessed with materials consistent with those used by the RAD Unit both to facilitate academic placement and to ensure consistency in corrections education programs.

1. The inmates shall be academically assessed by an education staff member after receiving a request through regular facility channels (i.e., an approved request through facility mail or via a request from a counselor).
2. The Education Testing shall take place at a time and in a room agreed to by both facility and education staff as being appropriate to a testing environment.

COR P & P	SUBJECT:	POLICY NO.:
	ACADEMIC AND VOCATIONAL PROGRAM STANDARDS	COR.14.09
		EFFECTIVE DATE:
		MAR 20 2009
		Page 3 of 8

c. Evaluation of Inmate Process

Inmates participating in education programs shall be evaluated periodically to measure their academic progress against the standards prescribed in COR. 14.09 Academic and Vocational Standards (5 pages attached).

5.0 RECORDING OF INFORMATION

In accordance with the provisions of department policy COR.05.04, all the information gathered by initial education testing and subsequent evaluations shall be recorded in the Student Management System (SMS).

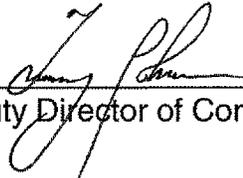
6.0 RESPONSIBILITY

It is the responsibility of the education supervisor at each facility to apply the standards designated by the Corrections Education Program Manager.

7.0 SCOPE

This policy applies to all corrections education programs in the State of Hawaii.

APPROVAL RECOMMENDED:

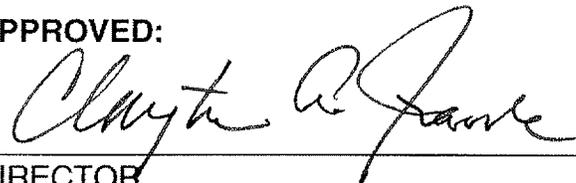


 Deputy Director of Corrections

3/20/09

 Date

APPROVED:



 DIRECTOR

3/20/09

 Date

COR P & P	SUBJECT:	POLICY NO.:
	ACADEMIC AND VOCATIONAL PROGRAM STANDARDS	COR.14.09
		EFFECTIVE DATE:
		MAR 20 2009
		Page 5 of 8

ADULT BASIC EDUCATION

Level II Functional Literacy

Grade Level Equivalent: 4.0-6.9

Evaluation Score: TABE M: 3.6 – 6.9

Required hours: 4 hrs./week

Recommended hours: 10 hrs./week

Minimum Hrs. of instruction: 44 hrs.

Evaluation: TABE M post-test
Project portfolio

Mode of instruction: Interactive classroom presentations, discussion and projects, reading circles and math tutorials

Course of study: Multi-texts, TLN supplemental math, reading and science programs, instructor selected materials based on student and class needs including culturally relevant readings and activities.

PRE-SECONDARY Pre-GED Examination Preparation

Grade Level Equivalent: 8.6-12.9

Evaluation Score: TABE D: 6.6-12.9

Required hours: 4 hrs./week

Recommended hours: 10 hrs./week

Minimum Hrs. of instruction: 100 hrs.

Evaluation: TABE D post-test

Mode of Instruction: Classroom instruction (maximum of 15-18 students)
Supplementary instruction (peer tutor, computer/Video based), TLN supplemental courses for discussion and reasoning skills, multi-media presentations and discussions, book club

COR P & P	SUBJECT: ACADEMIC AND VOCATIONAL PROGRAM STANDARDS	POLICY NO.: COR.14.09
		EFFECTIVE DATE: MAR 20 2009
		Page 6 of 8

SECONDARY GED REVIEW PROGRAM

Grade Equivalent: 10.0 – 12.9

Evaluation Score: TABE A 10.0 – 12.9
 GED Practice Test +475
 Sample essay score +2 points

Required hours: 4 hrs./week

Recommended hours 6 hrs./week

Minimum Hrs. of instruction: 90 hours

Evaluation: Passing score on the GED Practice Test – total battery score must be 475 or higher
 Passing score on GED Examination
 -- total battery score of 2250 or higher
 -- individual test scores of 410 or higher
 -- essay score of 2 pts. or higher

Mode of instruction: Classroom instruction (maximum of 20 students)
 Project based learning activities focused on analysis and reasoning, problem solving, main idea

Course of study: Published review texts (Steck Vaughn, Contemporary)

GED FASTRACK PROGRAM

Grade equivalent: 11.0-12.9

Evaluation Score: GED Official Practice Test score +500 and
 Sample Essay unofficial score +3

Required Hours: 8-10 hrs./wk

Minimum Hrs. of instruction; 48-60 hrs.

Evaluation: Passing scores on the GED Practice Test –total battery 500 or better

Mode of instruction: Interactive classroom discussion

COR P & P	SUBJECT:	POLICY NO.: COR.14.09
	ACADEMIC AND VOCATIONAL PROGRAM STANDARDS	EFFECTIVE DATE: MAR 20 2009
		Page 7 of 8

GED FASTRACK PROGRAM (continued)

Course of study: GED Review text, test-taking techniques, timed tests, cursory review of test materials, calculator speed, writing essay techniques, discussion on current topics (for writing sample)

** To take the GED Examination without the 60 hour mandatory review, students must have

1. Completed at least one year at an accredited high school in Hawaii
2. Passed the GED Practice Test
3. Paid for the test(s) out of their own pocket.

***The Department of Education Adult Community Schools requires a three-month waiting period for retesting any student who fails to meet the passing score on the GED Examination.

SELF DEVELOPMENT

Evaluation: TABE M-A: 6.6-12.9
Meet minimum requirements of the course

Other requirements: Contract stating the student's commitment to completing the course requirements
Able to mentally/physically participate in course activities

Required hours: See course requirements

Evaluation: Course participation
In some cases, maintain a set grade level average
Complete 80% of all course requirements

Mode of instruction: See course curriculum

Course of study: See curriculum

COR P & P	SUBJECT: ACADEMIC AND VOCATIONAL PROGRAM STANDARDS	POLICY NO.: COR.14.09
		EFFECTIVE DATE: MAR 20 2009
		Page 8 of 8

POST-SECONDARY EDUCATION

Grade equivalent: 12.9

Evaluation Score: University of Hawaii Community College entrance examination in reading and mathematics or other college placement examinations

Other Requirements: High School Diploma or GED
Contract stating the student commitment to completing requirements
Must have a minimum of one year to TPD

Required hours: See course requirements

Evaluation: Must maintain a 3.0 or higher GPA

Mode of instruction: Distance Learning (TLN, UHDL, Correspondence)
Computer based instruction and class instruction (on site classes)

Course of Study: Determined by the college or university credit/non-credit divisions