
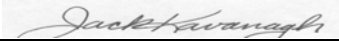
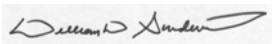


STATE OF MARYLAND  
DEPARTMENT OF PUBLIC SAFETY AND CORRECTIONAL SERVICES  
DIVISION OF CORRECTION

 DIVISION OF CORRECTION DIRECTIVE	<b>PROGRAM:</b>	<b>EDUCATION AND OCCUPATIONAL SERVICES</b>	
	<b>DCD #:</b>	<b>135-7</b>	
	<b>TITLE:</b>	<b>Academic Education Program Services</b>	
	<b>ISSUED:</b>	<b>June 30, 2002</b>	
	<b>AUTHORITY</b>		<b>PROGRAM DIRECTOR</b>
	<b>APPROVED:</b>		<b>COMMISSIONER</b>

I. References:

- A. Education Article, §22-101, et seq., ACM
- B. DCD 135 series
- C. ACA Standards 2-CO-5B-01, 3-4410, 4411, 4414, 4415, 4416, 4418, 4419, 4420, 4421, 4422

II. Applicable to: Division of Correction Headquarters and all Institutions

III. Purpose: To establish policy and procedures for the operation of Maryland State Department of Education (MSDE) academic education programs and related education services in Division of Correction institutions.

IV. Definition: ABE – Adult Basic Education

V. Policy: It is the policy of the Division of Correction to provide inmates access to academic and related education programs and services through MSDE and by authorized providers approved and monitored by MSDE, and to ensure that educational programs are designed to prepare inmates to enter the civilian work force upon release, to become parents, family members and contributing citizens.

VI. General Provisions:

- A. Academic and related programs are integrated with occupational programs.
- B. Academic and related programs are consistent with the needs of the inmate population as determined by inmate surveys, labor market projections, and employer input.
- C. The correctional education profession, business, industry, and community resources are utilized in the development and operation of education programs as evidenced by MSDE monitoring visits, employer and advisory groups, mock job fairs and mentoring programs.
- D. All education programs provided to inmates shall be approved, licensed or recognized by MSDE or its authorized community provider (community college, county board of education or private vendor).

- E. Education programs through the high school equivalency levels are available to inmates at no cost regardless of the service provider.
- F. Academic graduates shall be included in all graduation ceremonies. Family members shall be invited to attend recognition ceremonies in accordance with visitation directives. Completion certificates shall be awarded by MSDE or its authorized provider (community college, county board of education or private vendor).
- G. Academic and related training programs shall be assessed against stated objectives by qualified individuals and professional organizations at least every three years. These assessments shall be coordinated with each institutional school improvement plan.
- H. All instructors shall be certified by MSDE or, in the case of staff contracted through other providers (community college, county board of education or private vendor), meet the standards of the sponsoring organization.
- I. Special placements including modified curricula shall be available for inmates who have documented physical, mental, emotional or learning disabilities. These modifications shall be developed in coordination with the correctional education special education coordinator and MSDE.
- J. Academic and related programs are developed and placed throughout the DOC based on inmate needs, institutional demographics, sentence structure and space availability.

VII. Organization:

- A. Academic and related program development, implementation, and assessment shall be the responsibility of the academic coordinator, special education coordinator, advanced educational program coordinator and transition coordinator.
- B. The coordinators shall provide technical assistance to individual instructors and institutional principals.
- C. The coordinators report to and are supervised by the Director of Correctional Education.
- D. Individual teachers, whether employed by MSDE or other agencies such as local colleges, report to and are supervised by institutional principals.

VIII. Procedures:

- A. Inmates are selected for education programs by case management staff according to inmate needs, academic performance, interests, sentence structure, and institutional behavior in accordance with applicable DCDs.

- B. Students are assigned by case management action to education and receive authorized daily stipends and diminution of confinement credits. Inmates assigned to other employment may participate in selected education programs as volunteers for which they do not receive pay or diminution of confinement credits.
- C. Students are assigned on an open entry, open exit basis to allow maximum utilization of resources, except in the case of advanced educational programs. Some students may have mutual agreement or case management plans which require a specific length of program participation as stated by case management directives.
- D. All ABE and GED instruction shall be based upon approved MSDE curricula.
- E. All inmates who are not verified high school or GED graduates and who have 18 months or more to serve when received by DOC are to participate in school for at least 120 days unless exempted for medical or developmental reasons.
- F. Academic school records (print and electronic) are to be maintained in compliance with state and federal laws to ensure confidentiality.
- G. Depending on institutional schedules and student needs, some academic classes may be offered in the evening hours to accommodate inmates who have treatment or work obligations during the day.

IX. Attachment: None

X. Rescission: None

Distribution:

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