

 KENTUCKY CORRECTIONS Policies and Procedures	Policy Number	Total Pages
	20.1	6
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	September 11, 2009	September 11, 2009
References/Authority KRS 196.035, 197.045 780 KAR 4:010, 2:140 ACA 4-4464 through 4-4468 and 4-4470 through 4-4480 KY Adult Education GED Handbook	Subject EDUCATIONAL PROGRAMS AND EDUCATIONAL GOODTIME	

I. DEFINITIONS

"Adult Education" means the instructional program designed for the inmate student encompassing literacy through a General Equivalency Diploma (GED).

"College" or "University" means an accredited two (2) year or four (4) year program in Kentucky, or approval of the Education Branch, leading to the associate or bachelor degree.

"Correspondence Course" means a self-study instruction program contracted by an inmate through an approved, accredited educational provider.

"Institutional Designee" means the staff member appointed by the Educational Branch Manager to approve a correspondence course in compliance with departmental policies.

"Live Work" means a project that is an acceptable training tool for a vocational-technical class or meets a curriculum requirement for the particular vocational-technical area and is completed for an individual or organization.

"Test Violation" means an inmate who knowingly participates or intentionally violates a testing procedure or compromises testing protocol which shall result in disciplinary action (GED Testing Misconduct Policy).

"Vocational-Technical Education" means a post secondary vocational-technical education program that meets the requirements set forth in 780 KAR 4:010 Sections 3, 4, 5(1) and (2), and 9.

II. POLICY and PROCEDURES

The Department of Corrections shall provide an opportunity for an inmate to acquire skills which facilitate non-criminal behavior through educational programming. The educational program shall include communication skills,

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general education, basic academic skills, GED preparation, special education, vocational education, postsecondary education opportunities, and other educational programs deemed necessary by the department.

A. Education Programs

Education and Vocational-Technical Programs shall be certified at least every three years by a state certifying agency or other recognized agency having jurisdiction.

1. Adult Education

- a. This program may be available to any inmate who does not have a General Equivalency Diploma (GED) or high school diploma.
- b. The Adult Education program may be provided at no cost to the inmate.
- c. Flexible scheduling may allow an inmate to enter the program at any time and proceed at his own learning pace.
- d. The curriculum shall be competency based, leading to the GED diploma.

2. Vocational-Technical Education

This program may be eligible to any student, having achieved a high school diploma or GED, who does not have an education proficiency in the same area.

- a. Flexible scheduling may allow an inmate to enter the program at any time and proceed at his own learning pace.
- b. The curriculum shall be competency based, leading to a vocational-technical diploma.
- c. All requirements for the vocational-technical diploma shall be fulfilled within the educational center.
- d. A live work project may be accepted and conducted in a vocational-technical class.
 - (1) A live work order shall be approved and initialed by the school administrator and instructor of the class.

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- (2) An individual or organization for which a live work order is accepted shall purchase the necessary materials for the job to be completed. The instructor shall not handle the payment of the materials.
 - (3) The fee for a live work project shall be \$15.00 (fifteen dollars).
 - (4) The fee for a live work project shall be paid in the form of a check or money order made payable to the Kentucky State Treasurer and deposited in the institution's Trust and Agency account.
 - (5) The fee shall be processed through the institutional business office and shall not be submitted by the instructor.
 - e. Tool and toxic control in the vocational-technical education program shall comply with the correctional institution's policies and procedures.
 - f. An inmate shall not be permitted to attend any post-secondary class that is not provided at the correctional institution.
 - g. The inmate shall not be transferred until conclusion of the term except for security reasons.
 - h. An inmate shall not be penalized from vocational-technical opportunities due to outstanding tuition balances incurred prior to incarceration.
3. College or University
- a. Eligibility
 - (1) An inmate shall meet the enrollment requirements of the participating college or university.
 - (2) The inmate shall have adequate time before his parole eligibility date or minimum expiration date to complete the coming term.

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(3) The inmate may assume responsibility for financial arrangements with the college.

(4) Prior to admission, the inmate shall be subject to a screening process approved by the Warden in that institution.

b. Conditions

(1) The inmate shall abide by all college regulations, including regulations for attendance, participation, completion of assignments, and standards of behavior.

(2) The inmate shall not be transferred until the conclusion of the term except for security reasons.

(3) If the inmate has less than 24 academic hours to complete his degree, his transfer shall be coordinated through the Classification Branch.

(4) Evening college participants (including distance learning) may be allowed to participate in two college courses per semester or term.

(5) The inmate is responsible for paying \$35.00 per course, per semester or term.

B. Correspondence Courses

1. The inmate shall have prior approval from the Institutional Deputy Warden prior to forwarding documentation to the Education Branch Manager for enrollment in a correspondence course.

2. Prior to receiving another correspondence course approval, official documentation from the college or university regarding successful course completion must be submitted to the Institutional Deputy Warden as well as the Education Branch Manager.

3. Inmates approved to take a correspondence course are permitted to take one (1) correspondence course per semester or term.

4. Financial arrangements for a correspondence course shall be the responsibility of the inmate.

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5. A correspondence course shall comply with the correctional institution's policies and procedures.

C. Educational Good Time

Educational Good Time shall only be available if the inmate earned a GED or other authorized achievement after July 13, 1990.

1. Program completion shall be verified by the Correctional School administrator and Educational Good Time shall be awarded under the following guidelines:

- a. A recommendation for educational good time with an official GED transcript or a transcript documenting degree requirements including the conferred date shall be forwarded to the Warden and then to Central Office for final approval;
- b. If an inmate is denied educational good time at the institutional level he may appeal to the Director of Operations and Programs within seven (7) days of the denial; and
- c. The Director of Operations and Programs shall decide the appeal within fifteen (15) business days.² Educational Good Time shall not be awarded for the following:
 - a. A GED award for an inmate who already has a GED or high school diploma;
 - b. For an inmate who has received a previous educational good time award in a related area;
 - c. For an inmate whose record indicates a proficiency in the same area.
 - d. For an inmate who has received disciplinary action for a Test Violation.

D. Screening, Assessment, and Evaluation

1. Prior to placement in education or vocational-technical programs, an inmate shall receive an initial screening, assessment, and evaluation. Periodic counseling and assessment shall be part of an ongoing inmate evaluation.

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2. Conditions

An inmate shall not be permitted to administer an official standardized test.

E. Education Records

The educational program shall submit documentation of the earned diploma, certificate, or degree to the institutional offender records office.