

St. Louis City Department of Public Safety/Division of Corrections
Policy and Procedure

CHAPTER:	5	INMATE PROGRAMS	5.5.1
SECTION:	5	EDUCATION	EFFECTIVE DATE: 5 / 29 / 2020
SUBJECT:	1	EDUCATION PROGRAM	
STANDARDS: ACA – 4 – ALDF: 5A-09; 6B-02; 6B-03; 6B-05			
APPROVED:			REVIEW DATE: 5 / 29 / 20
_____ Dale Glass COMMISSIONER OF CORRECTIONS			REVISION DATE: 6 / 26 / 20
Rescinds: 5.5.1 dated 9/8/2005 Cancel:			

I. POLICY

It is the policy of the City of St. Louis Division of Corrections to ensure that all inmates have access to Adult Basic Education and Literacy programs. Certified juvenile inmates in the custody of the Division of Corrections will participate in educational programs as required by federal, state and local laws and in accordance to the standards of St. Louis City Public Schools.

II. PURPOSE

This policy establishes the process of providing inmates with access to education programs and the role of staff and contractors in the delivery of education programs and services.

III. APPLICABILITY

All Division of Corrections staff, contracted and program service providers are responsible for adhering to the following procedures.

IV. DEFINITIONS

1. **Certified Juveniles:** A person who has not reached the age of seventeen (17) but has been charged with a violation of the law and ordered by the court to be tried as an adult.

2. **Dangerous Felonies/Deadlies:** Charges eligible for 85% of the sentence if convicted. This list is available in the Classification Unit.
3. **Master Teacher:** The supervising educator assigned by the St. Louis Public Schools who is responsible for providing monthly statistics as required by the facility's monthly reporting procedure and maintaining program standards as specified by the public-school system.

V. PROCEDURE

A. General Information

1. The Unit Manager/Volunteer Coordinator will oversee the operations of the education program and will consult with the Missouri Department of Elementary and Secondary Education and with representatives from St. Louis City Public School District for guidance and assistance.
2. When inmates are prepared for testing the Unit Manager/Volunteer Coordinator will make appropriate arrangements with an agency approved to administer the high school equivalency examination.
3. The Unit Manager/Volunteer Coordinator will receive referrals for teachers from the St. Louis City Public School District to serve as teachers in the education program.
4. The Unit Manager/Volunteer Coordinator will interview all teachers referred by the School District and ensure that a consent form for a criminal record check is signed and a criminal record check is completed. Candidates who appear favorable to serve as a teacher must be approved by the Chief of Security at the facility where services will be provided.
5. The Unit Manager/Volunteer Coordinator will make arrangements with the Division's Training Academy for teachers approved to serve in the education program to receive training. Training will include:
 - a. Tour of appropriate program area
 - b. Description of task, duties and responsibilities
 - c. Review of appropriate policies and procedures
 - d. Review of security and safety procedures
6. All teachers are required to receive a minimum of sixteen (16) hours training before actual assignment of duties. Teachers providing short term services or as substitutes may be permitted to receive abbreviated training less than the minimum requirement.

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7. The Unit Manager/Volunteer Coordinator will maintain a file on every teacher approved to serve as a teacher in the education program. The file will include:
 - a. Consent for Record Check
 - b. Application for programs/services provided
 - c. Contract Staff Orientation Check List
8. Teachers will consult with the Unit Manager/Volunteer Coordinator who will assist with the scheduling of classes for inmates in the education program at the City Justice Center (CJC).
9. The Master Teacher at MSI and the Volunteer Coordinator at CJC will see that a current and updated listing of all approved education classes is on the Daily Activity Schedule and posted in the inmate living areas.
10. The Unit Manager/Volunteer Coordinator will provide an updated list with names of teachers approved to enter the facility for the Lobby Receptionist Officer. The Lobby Receptionist Officer will maintain the list in a binder located at the lobby work station.
11. The Lobby Receptionist Officer will register approved teachers according to procedures found in policy 5.7.4 Professional Visits.
12. All teachers will adhere to the safety and security rules of the facility. Where the safety and security of staff and inmates are concerned, the teachers will abide by the leadership and guidance of custody staff.
13. The Unit Manager/Volunteer Coordinator will assist teachers and inmates with problems and grievances related to the education program.
14. Correctional Officers finding a teacher in violation of facility rules will intervene immediately to prevent a safety or security breach. The area supervisor will be notified, a detailed Incident Report will be completed and forwarded to the Shift Supervisor, Volunteer Coordinator, Chief of Security and Unit Manager (See 3.1.10 Incident Report).
15. The Shift Supervisor may refuse to admit a teacher or cancel a scheduled education program if the safety and security of the facility is jeopardized. If the services of a teacher are refused or an education program cancelled the Shift Supervisor will see that a detailed Incident Report is completed and forwarded to the Volunteer Coordinator, Chief of Security and Unit Manager.

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16. The Division of Corrections will not discriminate regarding administrative decisions or program access based on an inmate's race, religion, national origin, gender, sexual orientation, or disability.
17. All inmates housed in general population, particularly those 18 years of age and under, will be encouraged to participate in the education program. Inmates approved and enrolled as students or tutors in the education program may receive incentive pay in accordance with policy 5.4.1 Inmate Work Program.
18. Inmates may participate in the education program as a student or as a tutor. Inmates are permitted to hold a facility work assignment as long as it does not conflict with classroom activities. However, inmates can only receive compensation for one assignment.
19. An inmate can not be both a student and a tutor.
20. Certified Juveniles Inmate:
 - a. The Unit Manager/Volunteer Coordinator will notify the local school authorities when a juvenile is certified by the courts and is in custody of the Division of Corrections.
 - b. The Unit Manager/Volunteer Coordinator will ensure that program services are provided according to guidelines established by federal, state and local laws.
 - c. Certified Juveniles are required to participate in the education program and will not receive incentive pay.
 - d. If a Certified Juvenile becomes disruptive or refuses to participate in class, the Correctional Staff Member will enforce rules accordance to procedures found in 3.3.5 Minor Violations and 3.3.6 Major Violations.
 - e. If a Certified Juvenile is suspended from class or re-classified to disciplinary segregation as a result of a conduct violation, the classroom teacher will provide the inmate with homework assignments.
 - f. Certified Juveniles will not be terminated from the education program.
21. Where staff and resources permit, the Division of Corrections will provide day and evening classes on weekdays (Mondays through Fridays) so that the education program can accommodate the large demand for participation by the inmate population.

22. Female inmates at MSI charged with one of the dangerous felonies or deadlies (i.e. Murder 1st, Murder 2nd, Assault 1st, Robbery 1st, Forceful Sodomy, Forceful Rape, Kidnapping, and Arson) will not be permitted to attend classes within the main building.
 - a. A classroom with no less than 12 inmate students will be held in the multipurpose room in the Pods facilitated by a teacher provided by the St. Louis Public Schools.
 - b. Inmates not charged with one of the dangerous felonies or deadlies may attend in order to keep the enrollment at 12 inmates at all times.
 - c. Classroom instructions should be established for no less than 3 hours per day 2 days per week.
23. The Master Teacher will provide statistical information related to the education program for monthly reports and when required by administrative staff.

B. Program Admission & Supervision (MSI)

1. Inmates wishing to participate in the education program may submit an Inmate Request Form to the unit Caseworker.
2. The Caseworker will acknowledge receipt of request with the inmate and place the inmate's name on the education program waiting list.
3. The Teacher retrieves the names from the waiting list as space becomes available. The Teacher requests that a school identification badge be made by the correctional staff member assigned to make badges. The badge authorizes the inmate a pass to leave the dormitory and attend class at the designated time.
4. As scheduled, inmates are released from their dormitory/housing unit by the Housing Officer who verifies that the inmate has the appropriate school identification.
5. The inmates enter the education area to attend classes with an authorized pass. The Supervising Correctional Officer must ensure that only those inmates authorized to attend classes are permitted to enter the classrooms.
6. The Supervising Correctional Officer will ensure that all inmates remain in the classroom until the class period has ended or they are excused by the Teacher.

C. Program Admission & Supervision (CJC)

1. Inmates wishing to participate in the education program may submit an Inmate Request Form to the unit caseworker.

2. The caseworker will acknowledge receipt of the request with the inmate and place the inmate's name on the education program waiting list by accessing the excel program located on the facility shared H-Drive in the Volunteer Program's file.
3. The Volunteer Coordinator will consult with the classroom teacher and determine when space is available. When space becomes available the Volunteer Coordinator will place the inmate's name on the inmate work roster for attendance.
4. The Volunteer Coordinator will provide an updated roster for each classroom teacher and the 3rd & 4th Floor Supervisor/Floor Officer.
5. The Floor Supervisor/Floor Officer will ensure that inmates listed on the rosters are called to the multipurpose rooms located on the 3rd and 4th floor corridors at the designated time for classes.
6. The 3rd and 4th Floor Supervisor/Floor Officer will monitor classes and ensure inmates are conducting themselves appropriately. The classroom teacher will immediately report inmates demonstrating inappropriate or disruptive behavior to custody staff. Inmates may be terminated from the education program in accordance with procedures found in 3.3.5 Minor Violations and 3.3.6 Major Violations.
7. Floor Supervisor/Floor Officer will ensure that all inmates remain in the classroom until the class period has ended or they are excused by the classroom teacher.
8. At the end of each class the Floor Supervisor/Floor Officer reviews the rosters to ensure all the inmates initialed the roster accurately and the roster was only initialed by inmates who reported to class.
9. At the end of each week the Floor Supervisor/Floor Officer will collect the rosters, review for accuracy, sign and submit it to the Shift Supervisor or designee who will ensure the rosters reaches the business officer by 12:00 p.m. on Monday of each week for the inmate students to receive incentive pay. Under no circumstance shall rosters be submitted to the business office prior the end of the week.

D. Program Termination

1. Inmates may be terminated from the education program after accumulating (3) unexcused absences within 30-days.
2. Inmates may be terminated from the education program by Correctional Staff Members for inappropriate or disruptive behavior in accordance with procedures found in 3.3.5 Minor Violations and 3.3.6 Major Violations Disciplinary Hearing.
3. Certified Juvenile Inmates will not be terminated from the education program.

4. The classroom teacher may enforce an informal sanction including a temporary suspension in the event of a minor rule violation or lack of participation.
5. When an inmate has been suspended from class, the teacher ensures that the school identification badge is retrieved.
6. Once the suspension is complete the teacher gives the student's identification badge to the Floor Supervisor to be passed on to the inmate.

E. Master Teacher Responsibilities

1. The Master Teacher will ensure that initial screening; testing and assessments are conducted on each inmate assigned to the education program and determine educational needs.
2. The Master Teacher, in consultation with the Unit Manager/Volunteer Coordinator will evaluate vocational and educational programs regularly to ensure that the programs meet the inmate's needs, including placement for those with physical, mental, emotional or learning disabilities.
3. The Master Teacher will assist Corrections Staff Members/Volunteer Coordinator with maintaining class schedules.
4. The Master Teacher will report any abuse of city property and education equipment, including audio/visual equipment, chalkboards and books.
5. The Master Teacher will ensure that individual academic records are maintained on each inmate and provide progress reports when requested by the Correctional Caseworkers or Volunteer Coordinator.
6. The Master Teacher will assist Correctional Staff Members/Volunteer Coordinator with ensuring incentives for education program participation and recognition for achievements is provided.
7. The Master Teacher will provide counseling and guidance for inmates and assist with obtaining recommended educational goals.
8. The Master Teacher will develop a record keeping system which respects inmate participant's rights to privacy and confidentiality. The records will include a minimum of:
 - a. Individual inmate attendance, participation and progress;
 - b. Program participation statistics as required for monthly report; and

- c. Program records as required by St. Louis City Public Schools.
9. The Master Teacher will collect program information related to enrollment, attendance, progress, achievement, equipment uses and other related data when required for the Division of Corrections.

VII. FORMS

The following forms are included within this policy and procedure:

- Consent for Criminal Record Check
- Contract Staff Orientation Check List
- Daily Activity Schedule
- Education Program Waiting List
- Incident Report
- Inmate Request Form
- Inmate Work Roster

VIII. TRAINING

This policy and procedure will be included in the orientation and first-year training for all staff including contracted staff and volunteers having direct contact with the inmate population.