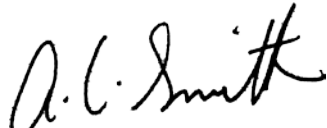




<b>SUBJECT:</b> <b>Inmate Assessments and Placement in Educational Programs</b>	PAGE <u>  1  </u> OF <u>  14  </u>
	<b>NUMBER: 57-EDU-01</b>
<b>RULE/CODE REFERENCE:</b> IDEA Act PL 105-17:34CRF Parts 300 and 303: ORC 5145.06.	<b>SUPERSEDES:</b> 57-EDU-01 dated 11/05/18
<b>RELATED ACA STANDARDS:</b> 4474, 4475, 4476	<b>EFFECTIVE DATE:</b> <b>December 2, 2019</b>
	<b>APPROVED:</b> 

**I. AUTHORITY**

Ohio Revised Code 5120.01 authorizes the Director of the Department of Rehabilitation and Correction, as the executive head of the department, to direct the total operations and management of the department by establishing procedures as set forth in this policy.

**II. PURPOSE**

The purpose of this policy is to establish a uniform procedure for the assessment and placement of eligible inmates in educational programs operated within the Ohio Department of Rehabilitation and Correction (ODRC).

**III. APPLICABILITY**

This policy is applicable to all persons employed by the Ohio Department of Rehabilitation and Correction (ODRC), contractors providing a service to the ODRC, inmates and volunteers. This policy is not applicable to the Division of Parole and Community Services (DPCS) nor the Corrections Training Academy (CTA).

**IV. DEFINITIONS**

**Education Management File (EMF)** - An accurate and complete record pertaining to the educational activity of each inmate. Copies of all documents related to an inmate’s education program will be maintained in the education management file, except documents related to special education programming.

**Education Review Committee** - A committee designated by the managing officer that will meet as needed or at least once every six (6) months to review temporary exclusions from education. The committee shall be comprised of the health care administrator, mental health administrator or mental health manager, and the school administrator of the facility. A staff member may also be assigned to assist the committee.

**Evaluation Team Report (ETR)** - A comprehensive evaluation conducted by a multidisciplinary team that provides a group of qualified individuals with enough information to determine whether a student has a disability and needs special education and/or related services; formerly known as the multifactor evaluation. (DRC4311 – Evaluation Team Report)

**Extended Restrictive Housing (ERH)** - A security classification level represented as “E” in the Departmental Offender Tracking System (DOTS). ERH is the most restrictive security level in the ODRC reserved for inmates who constitute the greatest threat to the safety and security of the community, staff, others, and/or the secure operations of a correctional facility.

**Fast Track High School Equivalency Program** - An educational program designed to prepare inmates with high reading and math scores for the high school equivalency. Inmates in this program must have a minimum standardized assessment total reading score of 243 (10.0 TABE) and a math score of 228 (8.0 TABE) or above on the appropriate test level to be enrolled in this class, and will work a full-time institutional job and attend at least one (1) weekly session of high school equivalency instruction.

**High School Equivalency (HSE)** - A comprehensive way to secure a high school diploma through a HiSET exam, General Educational Development (GED), or Test Assessing Secondary Completion (TASC).

**High School Equivalency Instruction** - Inmates in this program must have a total reading score of 240 on the Comprehensive Adult Student Assessment System (CASAS) on the C or higher test level or a total reading score of 9.1 or above on the Test of Adult Basic Education (TABE), and will attend day-time high school equivalency classes.

**High School Equivalency Work Program** - Inmates in this program must have a total reading score of 9.1 or above on the TABE or a total reading score of 240 on the CASAS on the C or higher test level, will work in a full-time institutional job other than student, and attend at least one (1) weekly session of evening high school equivalency instruction.

**High School Diploma** - A certificate issued by a local school district sanctioned by a state or territorial department of education. The diploma indicates that the student has successfully fulfilled the minimum requirements of a curriculum prescribed by a state and local education agency.

**High School Options Program** - A program designed to allow those inmates who have enough time to complete the necessary credits to earn their diploma at their parent institution.

**Individual Education Program (IEP)** - A written plan describing the student’s levels of performance which contains measurable individualized student goals/objectives and the special education related services, program modifications and supplementary aids and services to be provided. (DRC4310-Individual Education Program)

**Intervention Assistance Team (IAT)** - A general education component in which a multidisciplinary team focuses on specific concerns that may affect a student’s educational progress regardless of age.

**Limited Privilege Housing (LPH)** - Assignment of an inmate to a designated area for the purpose of reducing their privileges, controlling movement, and reducing their access to other inmates. An LPH inmate is considered General Population and shall have access to prison services, although that access can be reasonably limited as part of their privilege reduction. Designated out of cell time shall be more than two (2) hours daily.

**Mandatory Student** - An inmate placed in school who does not have an Ohio Central School System (OCSS) verified high school diploma or high school equivalency.

**Nationally Recognized Standardized Assessment** - A test/evaluation that is universally known and accepted throughout the United States and is accepted by the OCSS as an official evaluation tool. The evaluation may have a long and short version.

**High School Equivalency Practice Test**- A test that a person must take and score specific requirements in order to take the official **high school equivalency** test.

**Proficiency Test/Ohio Graduation Test (OGT)** - Standardized tests provided by the State of Ohio that must be passed to achieve high school graduation.

**Red Flagged** - A term used for educational records requiring direct attention by educational staff. These inmates are under the age of twenty-two (22) and may require intervention.

**Restrictive Housing (RH)** – Housing that separates an inmate from the general population and restricts the inmate to his/her cell twenty-two (22) hours or more per day.

**Serious Misconduct Panel (SMP)** - A panel of two (2) correctional staff who have been selected by a regional director and trained by Legal Services, who are authorized to conduct all misconduct hearings for offenses that would qualify for placement in ERH.

**Special Population Status** - Inmates assigned to restrictive housing, death row, medical infirmary, crisis stabilization unit, Residential Treatment Unit (RTU), Extended Restrictive Housing (ERH), or inmate-patients at the Allen/Oakwood Correctional Institution, Frazier Health Center, or Franklin Medical Center.

**Transitional Education Program (TEP)** - A voluntary educational program that provides instruction on necessary skills for successful community transition.

**Transitional Program Unit (TPU)** – A specialized housing unit requiring close supervision of inmates that are placed in Restrictive Housing, Extended Restrictive Housing, or may be placed in Limited Privilege Housing.

**Waiting Lists** - Education program lists that are used to keep track of potential student enrollment.

## **V. POLICY**

It is the policy of the Ohio Department of Rehabilitation and Correction (ODRC) to provide for a system of academic and career-technical counseling as well as initial screening, assessment, and evaluation to determine each inmate's educational needs. The ODRC shall make provisions to meet the educational and career-technical needs of inmates who require special placement because of physical, mental, emotional, and/or learning disabilities.

## **VI. PROCEDURES**

### **A. Assessment of Incoming Inmates**

1. The initial assessment of inmates to determine educational skill levels and testing shall be accomplished within the seven-calendar day institution orientation program per ODRC Policy 52-RCP-01, Receptions Admissions Procedure, while the inmate is in the reception center. If an inmate is unable to be tested at reception, the inmate shall be assessed upon arrival at his/her parent institution. The school administrator of each institution shall be responsible for ensuring that each inmate received in the facility has been properly assessed according to this policy.
2. Except for inmates on death row, all inmates shall be assessed utilizing a full battery form of a Nationally Recognized Standardized Assessment and other assessments judged to be relevant and necessary.
3. The education management files (EMF) shall be established at the reception center that initially processes the inmate into the ODRC. The reception center shall ensure that the inmates' EMFs contain all appropriate documents detailed in ODRC Policy 07-ORD-09, Inmate Education Records. Inmates under the age of twenty-two (22) who are identified through the assessment process as requiring special education services under the Individuals with Disabilities Education Act shall be provided with such services as detailed in ODRC Policy 57 EDU-11, Special Education.

### **B. Waivers to Initial Testing**

1. Inmates who have a severe mental health and/or medical condition, that in its severity prohibits the inmate from participating, may be exempted from initial educational testing based on the written request of the medical or mental health authority.
  - a. Such waivers shall expire upon a change in the inmate's condition or at the end of six (6) months, whichever is shorter.
  - b. At the end of each six (6) month period, the inmate shall be reassessed to determine if the condition still exists or whether he/she can complete education testing at that time. If the inmate is reassessed and found able to participate in the educational testing, the school administrator shall ensure that the inmate is tested within one (1) month and the scores appropriately documented on the School Record-Transcript (DRC4138).

2. The original waiver shall be forwarded to the school administrator, who shall take it to the education review committee for review and tracking. A copy of the waiver shall be forwarded to the school administrator, who shall ensure the document is placed in the inmate's EMF.
3. Under no circumstance shall a waiver or exemption from educational testing constitute a waiver from participation in mandatory education, as required under Ohio Revised Code 5145.06. Alternative assessment tools shall be used for placement purposes for the above-mentioned waivers.

### **C. Assessment Tracking**

1. Regardless of age or education level, all academic students assigned to an educational program shall be assessed no less than every six (6) months utilizing the full battery variation of a Nationally Recognized Standardized Assessment.
  - a. An exception to this rule shall be those students in special population status, those enrolled in an advanced job training program, or a high school student who has passed all sections of the proficiency test/Ohio Graduation Test.
  - b. Special population status students shall be tested as institution operations permit.
  - c. A high school equivalency (HSE) student who has passed all the sections of the practice test will only be re-tested as necessary to comply with HSE guidelines.
2. Upon completion of assessments, the school administrator shall be responsible for ensuring that the results are entered into the Education Information System and recorded on each inmate's School Record – Transcript Form (DRC4138).

### **D. Placement of Inmates in Educational Programming**

1. Upon completion of the standardized assessment and assignment to a parent institution, all inmates who claim to have not attained a high school diploma, HSE, or attended six (6) months of educational programming under their current term of incarceration must enroll in a program or be added to an appropriate waiting list of the OCSS. In cases where an inmate receives a new number during the current term of incarceration and has previously met mandatory education criteria under the current term of incarceration, a waiver to mandatory education enrollment under the new number may be considered. Detailed letters requesting a waiver of the mandatory placement will be considered on a case-by case basis. All such requests shall be forwarded to the superintendent/designee, along with detailed documentation, for approval. Approval or denial of such request shall be forwarded to the school administrator designee for placement in the inmate's education management file.
  - a. If an inmate claims to have earned a high school diploma or HSE, but the OCSS does not have official verification, the inmate must be placed on the pending verification waiting list and subsequently into school.

- b. If verification is obtained, it shall be documented on the School Record-Transcript (DRC4138), and the inmate shall be removed from the pending verification list or academic class.
- c. If the verification document is not received after four (4) months from the date inmate arrives at his/her initial parent institution, the inmate will be enrolled on the academic class waiting list and enrolled as applicable.
  - i. The school administrator will designate a staff to check the pending verification waiting list weekly.
  - ii. If a graduation confirmation has not been received for an inmate after the 4-month point, the assigned education staff shall place that offender on the appropriate waiting list.
2. School waiting lists must be established to track these potential students. A specific waiting list shall be maintained for each program offered. Each waiting list must include the following components:
  - a. The inmate's name;
  - b. The inmate's identification number;
  - c. The inmate's date of birth;
  - d. The date the inmate was added to the appropriate list;
  - e. The inmate's date of eligibility for release or parole consideration;
  - f. Ohio Penal Industry job status, if applicable;
  - g. The inmate's reading score from the assessment tool;
  - h. The inmate's math score from the assessment tool, if applicable; and
  - i. The date the inmate was enrolled in the program.
3. Assessment scores older than two (2) years shall not be used for placement. A new assessment must be given before adding the inmate to the appropriate waiting list.
  - a. Inmates in Reception Status

When enrolling inmates into academic programming, priority shall be given to the following groups of inmates in the following order:

- i. Inmates within ninety (90) days of release shall not be considered for mandatory enrollment in mandatory educational programming, with the exception of students who are age twenty-one (21) and under who are suspected of or have been diagnosed with a special learning need, but may remain eligible for voluntary education if space is available;
- ii. Inmates who are under twenty-two (22) years of age who are identified as a student with a disability or a student who is suspected of having a disability as defined per ODRC Policy 57-EDU-11, Special Education;

- iii. Inmates under twenty-two (22) years of age (mandatory then voluntary);
  - iv. Inmates over the age of twenty-two (22) will be served at the parent institution upon transfer, unless space allows at the reception center;
  - v. Inmates with the earliest release or parole consideration dates (mandatory then voluntary);
  - vi. Specialized academic programs such as Treatment Transfer Participation may deviate from the above criteria.
4. When enrolling inmates off the waiting lists into academic programming at parent institutions, priority shall be given to the following groups of inmates in the following order:
- a. Inmates within ninety (90) days of release will not be considered for mandatory enrollment in mandatory educational programming, but may remain eligible for voluntary education if space is available;
  - b. Inmates under twenty-two (22) years of age who are identified as a student with a disability or a student who is suspected of having a disability, as defined per ODRC Policy 57-EDU-11, Special Education;
  - c. Inmates under twenty-two (22) years of age (mandatory, then voluntary);
  - d. Inmates requested for OPI farm jobs;
  - e. Inmates with the earliest release or parole consideration dates (mandatory then voluntary);
  - f. Specialized academic programs such as Education Intensive Prison Program (EIPP) may deviate from the above criteria for enrollment.
5. When enrolling inmates off the waiting lists into Career Technical Education programming, priority shall be given to the following groups of inmates:
- a. Adult Programs:
    - i. Inmates under twenty-two (22) years of age who are identified as a student with a disability or a student who is suspected of having a disability as defined per ODRC Policy 57-EDU-11, Special Education;
    - ii. Inmates with the earliest release or parole consideration date, ensuring that the inmate has enough time to complete the program.

- b. Secondary Programs (should consist of most inmates under 22 years of age):
  - i. Inmates under twenty-two (22) years of age who are identified as a student with a disability or a student who is suspected of having a disability as defined per ODRC Policy 57-EDU-11, Special Education;
  - ii. Inmates under the age of twenty-two (22) who do not possess a high school diploma or HSE, by the earliest release or parole date consideration, ensuring that the inmate has enough time to complete the program;
  - iii. Inmates with the earliest release or parole consideration date, ensuring that the inmate has enough time to complete the program.
6. When enrolling inmates off the waiting lists into the voluntary Transitional Education Program (TEP), priority shall be given to the following groups of inmates:
  - a. Inmates within 180 days to release or parole consideration date, ensuring that the inmate has enough time to complete the program.
  - b. Inmates with the earliest release or parole consideration date, ensuring that the inmate has enough time to complete the program.
7. School administrators and guidance counselors shall ensure the enrollment of inmates off the waiting lists is consistent with the following eligibility requirements:
  - a. Inmates within ninety (90) days of release shall not be considered for mandatory enrollment in educational programming, except for students who are age twenty-one (21) and under who are suspected of or have been diagnosed with a special learning need.
  - b. Inmates who have not attained a high school diploma or HSE and who read at a level of 226 or below on a Comprehensive Adult Student Assessment System (CASAS) or 6.0 or below on the Test of Adult Basic Education (TABE), will complete at least two (2) quarters (excluding all Restrictive Housing (RH) and Limited Privilege Housing (LPH) time if they were unable to attend class or outside court/medical restrictions exceeding 10 class days) of Adult Basic Literacy Education (ABLE).
  - c. Inmates who have not attained a high school diploma or HSE and who read at a level of 227 up to and including 239 on a C or higher level test of a CASAS or 6.1 to 9.0 on the TABE, will complete at least two (2) quarters (excluding all RH and LPH time if they were unable to attend class or outside court/medical restrictions exceeding 10 class days) of ABLE or Pre-HSE Instruction.



- d. Inmates who have not attained a high school diploma or HSE, but who read at a level of 240 or above on a C level or higher test of the CASAS or above 9.0 on the TABE will be enrolled in a HSE Instruction or a HSE Work Program for no less than two (2) quarters (excluding all RH and LPH time if they were unable to attend class or outside court/medical restrictions exceeding 10 class days).
  - e. Inmates who have not attained a high school diploma or HSE, but read at or above a 243 on a C level or higher test of the CASAS (10.0 TABE.) and a have a math level at or above a 228 on a C level or higher test of the CASAS (8.0 TABE.) may be enrolled in a Fast Track HSE Program (if available) for no less than two (2) quarters (excluding all RH and LPH time if they were unable to attend class or outside court/medical restrictions exceeding ten days). If a Fast Track Program is unavailable, then the inmate will be enrolled in HSE Instruction or the HSE Work Program as described above.
  - f. Inmates who read at or above a 231 on a C level test of the CASAS or an 8.0 or above on the TABE may be enrolled in a Career Technical Education Program, if they meet the appropriate eligibility and enrollment requirements detailed in ODRC Policy 57-EDU-12, Career Technical Education Programs.
  - g. Inmates who have not attained a high school diploma or HSE may be enrolled in a High School or High School Options Program if they meet the appropriate eligibility and enrollment requirements detailed in ODRC Policy 57-EDU-13, High School Education.
  - h. If a student scores within a particular academic level, however the Intervention Assistance Team (IAT) determines alternate class placement, the student shall be placed according to IAT recommendations.
8. Inmates who have completed the OCSS mandatory requirements at any OCSS branch campus shall be considered to have satisfied the requirements throughout the inmate's current term of incarceration. Inmates in good standing may continue their educational enrollment after their mandatory requirement is fulfilled.
  9. Inmates who do not meet the requirements for mandatory educational programming or those who withdraw prior to completing a high school diploma or HSE, but after serving their mandatory school time, remain eligible to enroll in educational programming on a voluntary basis.
  10. Inmates who do not progress in a satisfactory manner or exhibit inappropriate behavior may be removed using the Inmate Evaluation form (DRC2012) after their mandatory education requirement is fulfilled, unless they are on an Individual Education Program (DRC4310).

11. The names of inmates who apply for voluntary academic education programming shall be placed on a waiting list and enrolled in school on a first-come, first-served basis, after enrolling all mandatory inmates using the priority criteria. The education program at each institution will allow for flexible scheduling that permits inmates to enroll at any time and to proceed at their own learning pace.

#### **E. Additional Assessments**

1. Progression in academic classes, other than advanced job training and the high school classes, shall be based on the results of a nationally recognized standardized assessment.
  - a. ABLE students who achieve a reading score of, 227 or above on the CASAS or 6.1 or above on the TABE will progress to Pre- HSE class.
  - b. ABLE or Pre- HSE students who achieve a reading score of 240 or above on a C or higher-level test of the CASAS or 9.1 or above on the TABE will progress to High School Equivalency class.
  - c. As detailed in ODRC Policy 57-EDU-03, General Educational Development Testing, an inmate must attain passing Practice HSE or test scores to be eligible to take the HSE.
  - d. Practice HSE test scores older than one (1) year may not be used for HSE test eligibility. A new HSE must be given.
  - e. Student test scores that denote a decrease in reading level will not automatically be demoted. Placement will be determined by the Intervention Assistance Team (IAT) and documented in the academic enrollment section of the official School Record – Transcript (DRC4138).
2. Retests on a Nationally Recognized Standardized Assessment or Practice HSE test, outside of the established education testing dates shall be done on an individual basis for programmatic reasons and shall be approved by the school administrator/designee.

#### **F. Exclusions from Mandatory Education**

1. Medical/ Mental Health Exclusions:
  - a. Inmates who are in an inpatient status at one of the following facilities are excluded from mandatory education:
    - i. Franklin Medical Center;
    - ii. Frazier Health Center;
    - iii. Psychiatric hospitalization.

- b. The above medical and mental health exclusions are automatic and are in effect as long as the inmate remains in that status. The exclusion from education request form is not required for this exclusion. When an inmate leaves the status, he/she will be considered for enrollment according to priority enrollment criteria.
    - c. Inmates who want educational materials will receive them by sending a written request to the school.
  2. Exclusions from Mandatory Education for Security Reasons:
    - a. Inmates who are in the following statuses or security designations are excluded from the mandatory education requirements:
      - i. RH or LPH and unable to attend class due to security restrictions on movement;
      - ii. Inmates on death row;
      - iii. Inmates assigned to ERH 2 and ERH 3.
    - b. The above security exclusions are automatic and are in effect as long as the inmate remains in that status. The exclusion from education request form is not required for this exclusion. When an inmate leaves the status, they will be considered for enrollment according to priority enrollment criteria.
    - c. Inmates who want educational materials or placement in class will receive them by sending a written request to the school. Whenever an education staff person delivers materials to a Transitional Program Unit (TPU), an ERH Unit, or meets with a student in one of those statuses, he/she shall document the visit to the unit on the Restrictive Housing Program Staff Activity Log (DRC4112).
  3. Regardless of their reason of exclusion, if an inmate is labeled as being a special education student as described in ODRC Policy 57-EDU-11, Special Education, then the education department shall provide the required education services to him/her as outlined in the inmate's Individualized Education Plan (IEP).

#### **G. Temporary Exclusions from Mandatory Education**

1. Temporary exemptions from mandatory education may be necessary due to medical or mental health concerns. Temporary exemptions shall be requested on an Exclusion from Education Request (DRC4379). These requests must be directed to the managing officer, who shall refer it to the Education Review Committee.
2. The Education Review Committee shall review each request for exclusion within thirty (30) days after its referral from the managing officer. The Education Review Committee may require institutional staff to provide additional information if necessary.

3. If an Exclusion from Education Request (DRC4379) has been submitted, the inmate shall be considered as being in a pending status. He/she shall not be enrolled in school until the committee rules on the application.
  - a. To facilitate this process, copies of the Exclusion from Education Request (DRC4379) will be sent from the managing officer to the school administrator.
  - b. The school administrator/designee shall mark the inmate as pending on the waiting list until the decision of the committee is received.
  - c. A copy of the exclusion form shall be placed in the EMF.
4. The criteria for temporary exclusion from mandatory education must include one of the following:
  - a. Medical – The request must include a written statement from the institution physician stating that the inmate, based upon a diagnosed medical condition, is currently incapable of meaningful participation in educational classes.
  - b. Mental Health – The request must include a written statement from the institution mental health administrator or mental health manager stating that the inmate, based upon a diagnosed mental health condition, is currently incapable of meaningful participation in educational classes.
5. The Education Review Committee shall either approve or deny the request. This determination shall be given to the staff member who requested the exclusion, to the inmate, to the managing officer and to the education department. The education department shall keep a copy of this determination in the EMF (attached to the copy of the exclusion form previously mentioned).
6. The exclusions are in effect until the circumstances of the inmate changes or for a six (6) month period, whichever is shorter.
7. The Education Review Committee shall review each grant of exclusion and may require updated information every six (6) months. The committee may continue, modify, or remove the exclusion as warranted. This determination shall be given to the staff member who requested the exclusion, to the inmate, to the managing officer, and to the education department. The education department shall keep a copy of this determination in the EMF.
8. Regardless of the reason of exclusion, if an inmate is labeled as being a special education student as described in ODRC Policy 57-EDU-11, Special Education, then the education department shall deliver the required education services to him/her as outlined in the inmate's IEP.

**H. Provisions for Inmates in Need of Intervention Assistance**

1. Any inmate may be referred to an IAT to determine specific intervention strategies for his/her individual learning or behavioral needs. In addition, any inmate may be referred to an IAT at any time by ODRC staff, parents (if the student is under the age of 18), or the student themselves for academic or behavioral difficulties. ODRC education staff must fill out a School-Age Request for Assistance form (DRC4308) and all other referrals must be submitted in writing to the school administrator.
2. Upon referral, an IAT consisting of the school administrator, academic teachers(s), special education teacher, guidance counselors and other personnel as appropriate, shall be convened by the school administrator to assess inmates for placement into an education program or special education services. The student and or parent (only if the student is under the age of eighteen) may participate.
  - a. The IAT shall conduct a regularly scheduled monthly meeting to address all referrals. A calendar of scheduled monthly meetings shall be developed by the school administrator and sent, semi-annually, to the student support director.
  - b. An inmate referred at reception by the red flagged process shall be scheduled by the school administrator for review after completing thirty (30) days of classroom instruction. The IAT shall be scheduled no later than three (3) days after the observation period.
  - c. All other inmate referrals shall be scheduled by the school administrator for review by the IAT within thirty (30) days of classroom instruction after receiving a written request for services.
  - d. The IAT shall utilize the Intervention Assistance Team Notes (DRC4382) to document the meeting.
  - e. The IAT shall analyze the student's problem and design an intervention strategy as detailed on the Documentation of Intervention form (DRC4305).
  - f. The plan is implemented and evaluated periodically to determine its effectiveness.
3. The following information gathered in the IAT process may be used for inmates under the age of twenty-two (22):
  - a. To further help a student who is determined not to have a disability;
  - b. To assist in determining if the student is suspected of having a disability and to determine if further assistance is needed;
  - c. When the IAT determines that the inmate requires further evaluation/assessment and refers the student for an Evaluation Team Report (IEP Anywhere Software);

d. As part of the ETR for a student who is suspected of having a disability.

**I. Academic and Career-Technical Education Counseling**

1. Inmates shall have access to academic and career-technical education counseling throughout their incarceration within the ODRC.
2. The school guidance counselor shall be available to inmates through the inmate kite system and during posted office hours to ensure interested inmates may obtain information concerning educational programming.
3. All counseling sessions shall be documented on the Daily Counseling Log (DRC4334) and kept in a binder or file.
4. The Individual Counseling Notes (DRC4333) shall be kept in the inmate's EMF. Individual Counseling Notes (DRC4333) are used to document special circumstances regarding a student's education.

**Related Department Forms:**

Inmate Evaluation Form	DRC2012
Restrictive Housing Program Staff Activity Log	DRC4112
School Record-Transcript	DRC4138
Documentation of Intervention	DRC4305
School-Age Request for Assistance	DRC4308
Individual Counseling Notes	DRC4333
Daily Counseling Log	DRC4334
Temporary Exclusion for Education Request	DRC4379
Intervention Assistance Team Notes	DRC4382