

STATE OF OHIO



DEPARTMENT OF REHABILITATION
AND CORRECTION

SUBJECT: Literacy Education	PAGE <u> 1 </u> OF <u> 5 </u>
	NUMBER: 57-EDU-14
RULE/CODE REFERENCE:	SUPERSEDES: 57-EDU-14 dated 10/26/11
RELATED ACA STANDARDS:	EFFECTIVE DATE: September 7, 2015
	APPROVED: <i>Ray MMA</i>

I. AUTHORITY

This policy is issued in compliance with Ohio Revised Code 5120.01 which delegates to the Director of the Department of Rehabilitation and Correction the authority to manage and direct the total operations of the Department and to establish such rules and regulations as the Director prescribes.

II. PURPOSE

The purpose of this policy is to establish standardized procedures for the operation and administration of Ohio Central School System (OCSS) literacy units operated within the Department of Rehabilitation and Correction.

III. APPLICABILITY

This policy is applicable to all persons employed by the Department of Rehabilitation and Correction, independent contractors providing a service to the Department, inmates, and volunteers. This policy is not applicable to the Division of Parole and Community Services or the Corrections Training Academy.

IV. DEFINITIONS

CASAS - Comprehensive Adult Student Assessment System; a nationally recognized standardized assessment used to determine student educational level.

CEA - Correctional Education Association

Certified Tutor Trainer - A literacy unit teacher who has completed the OCSS sanctioned training programs.

Literacy Coordinator - The Ohio Central School System staff member that trains the Certified Tutor Trainer on how to conduct the workshops and provides technical assistance to the trainer either by telephone and/or site visits. The Literacy Training Coordinator is also responsible for the development, support, and maintenance of the Tutor Training Programs within the institutions.

Literacy Unit - An education program designed to meet the educational needs of inmates reading below 226 on the Comprehensive Adult Student Assessment System or below 6.1 on the Test of Adult Basic Education. The programs are located within a living unit, which should house both students and inmate tutors.

Literacy Unit Teacher - A teacher hired by the Ohio Central School System to teach in its literacy units. This teacher must possess a current standard certificate/license in elementary education or reading issued by the Ohio Department of Education.

TABE - Test of Adult Basic Education; a nationally recognized standardized assessment used to determine student educational level.

Tutor - An inmate who has completed tutor training, has a high school diploma or GED verified by the Ohio Central School System, earned OCSS-CEA certification, and is reclassified into the position of tutor.

Tutor Training Program - Workshops approved by OCSS to prepare qualified inmates to work as tutors within the Department of Rehabilitation and Correction.

V. POLICY

It is the policy of the Ohio Department of Rehabilitation and Correction to provide functional literacy skills for eligible inmates, as well as the opportunity for other inmates to participate in certified tutor training programs, and to provide certified tutors in programming offered throughout the Department.

VI. PROCEDURES

A. Literacy Units

1. Unless waived by the Superintendent of the Ohio Central School System, each Level 3 institution shall maintain one literacy unit. Each Level 1 and/or Level 2 institution shall maintain two literacy units per Department Policy 57-EDU-02, Comprehensive Education Programs.
2. Literacy units shall have approximately sixty students to one teacher. For safety and security reasons, it is suggested that these students are split into two classes and serviced in a morning and afternoon session. All literacy units shall operate at full capacity unless granted a waiver by the Superintendent of the OCSS.
3. All inmates classed as tutors must have a GED or high school diploma and have successfully completed the OCSS-CEA Tutor Training Program.
4. Each literacy unit teacher shall be a Certified Tutor Trainer and conduct tutor training for all programs within the institution. If an institution has no literacy unit, the tutors shall be trained by the ABE/GED teacher (certified tutor trainer) at that institution.
5. The ratio of tutor(s) to student(s) is recommended to be one tutor to two students, but shall not be more than one tutor to eight students.

B. Tutor Trainers

1. The Literacy Coordinator shall orient and guide the literacy teacher to the position of Certified Tutor Trainer within the institution.
2. The Literacy Coordinator shall conduct and/or assist in the training sessions and provide technical assistance to the Certified Tutor Trainer by telephone or on-site visits.
3. The OCSS Office Manager shall issue and secure signatures for the OCSS-CEA certificates and collect training documentation and evaluations.
4. Each literacy teacher shall be a Certified Tutor Trainer for his/her institution. The Certified Tutor Trainer credential process includes the following:
 - a. The literacy teacher shall complete the basic OCSS-CEA Tutor Trainer Workshop conducted by the Literacy Coordinator or a Certified Tutor Trainer. This will be coordinated by the Literacy Coordinator and may require travel to another institution.
 - b. The literacy teacher shall work with the Literacy Coordinator to complete the process of registering with OCSS-CEA as a Tutor Trainer.
 - c. The literacy teacher may observe at least one OCSS-CEA or Tutor Training Workshop in another institution. The Literacy Coordinator and the Shared Services Area Principal shall coordinate this visit, if necessary.
 - d. The literacy teacher, now designated a Certified Tutor Trainer, acts as the lead trainer in his/her own institution by planning, organizing, and managing a tutor workshop that is based on the OCSS-CEA Tutor Training. It is recommended that trainers within the same institution work in teams of two or more whenever possible.
 - e. Certified Tutor Trainers shall train tutors in all areas of the institution, including the correctional camps. Trained tutors shall be available to all institutional programs. Priority will be given for meeting education department needs.

C. Recruitment of Inmate Tutors

1. An inmate must meet the following criteria to be considered for tutor training:
 - a. The inmate must obtain a score of 241 or higher on the reading and 226 or higher on the math test battery on a C level test or higher of the CASAS or a reading score of 10.0 or higher and an overall score of 7.5 or higher on the TABE.
 - b. Any inmate may participate in tutor training; however, he/she shall not become a certified tutor nor be considered until a high school diploma or GED is verified by the Ohio Central School System.
2. The literacy staff, in conjunction with the Assistant Principal or School Administrator, shall be responsible for the recruitment of eligible inmates into the tutor training program. Recruitment shall consist of, but is not limited to:
 - a. Announcements and distribution of literature, with date of posting, in the school and housing areas;
 - b. Direct contact with GED recipients;

- c. Providing institution orientation to all incoming inmates on the tutor training program;
 - d. Providing an excerpt in the institutional inmate handbook detailing tutor training opportunities.
3. Waiting lists shall be established and maintained for inmates who have requested tutor training and meet all criteria. Participation in the training shall be on a first come/first served basis, with first priority given to those inmates with a high school diploma or GED verified by the Ohio School System.

D. Tutor Training Sessions

1. Tutor training sessions shall be held at least quarterly and be 10-12 hours in length for those institutions with literacy units. All institutions without literacy units shall hold tutor training sessions at least annually. Unless waived by the Superintendent, all quarterly training shall be conducted as directed.
2. Institutions with an inmate population of less than 1,000 shall train at least twenty tutors per fiscal year. Institutions with an inmate population of more than 1,000 shall train at least forty tutors per fiscal year.
3. Certified Tutor Trainers shall conduct all tutor training sessions using the Ohio Central School System – Correctional Education Association Tutor Training Resource Guide. The Certified Tutor Trainer and the Assistant Principal or School Administrator shall maintain a copy of the guide.
4. Upon completion of tutor training, inmates may be considered for an institutional job assignment as a tutor. Inmates are not automatically assigned as tutors upon completion of tutor training.

E. Record Maintenance

1. The Principal or designee shall ensure that each inmate's OCSS School Record – Transcript (DRC4138) is updated and accurately reflects the inmate's tutor training information.
2. A copy of the Tutor Training Completion Certificate shall be maintained in the inmate's Education Management File.
3. The Principal, Assistant Principal or School Administrator shall ensure that a Monthly Attendance Record (DRC4299) is maintained for all inmates assigned as literacy students or tutors.
4. The Principal, Assistant Principal or School Administrator shall record the appropriate information on the Monthly Enrollment Report (DRC2311).

5. The Principal, Assistant Principal or School Administrator shall ensure that each inmate's certificate is updated and accurately reflects the inmate's tutor training hourly information.

Related Department Forms:

Monthly Enrollment Report DRC2311

School Record-Transcript DRC4138

Monthly Attendance Record DRC4299