



# FRANKLIN COUNTY JAIL

Chambersburg, PA

## Standard Operating Procedure

<b>Chapter:</b>	400	Activities and Support Services	<b>Number:</b>	400.11	<b>Pages:</b>	2
<b>Title:</b>	11	Educational Programs	<b>Effective Date:</b>	06/01/2007		

### POLICY

The Franklin County Jail (FCJ) understands that increasing an inmate's level of education will significantly increase the likelihood of success after release. Therefore, the FCJ will offer educational programs, which provide the opportunity for advancement that inmates are encouraged to attend. Programming will be flexible enough to meet the varying and changing needs of the jail population.

### PURPOSE

The educational programs are intended to address all levels of educational needs. Programs include: 1) Literacy Tutoring (reading below a third grade level); 2) Adult Basic Education (lower than eighth grade); 3) GED (preparation and testing); 4) English as a Second Language (speaking little or no English); 5) High Level Functioning; 6) College Level Correspondence Courses (individual guidance on appropriate course selection and funding provided by the inmate).

### REFERENCES

ACA 4-ALDF-5A-09, 5A-10

### DEFINITIONS

None

### PROCEDURES

1. In addition to the educational programs addressed in this policy, an alternative high school education program will be provided for inmates age twenty (20) and under, as outlined in Act 30 of 1997 of the Pennsylvania Legislature (FCJ SOP 400.12 – Act 30 of 1997 – High School).

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2. When an inmate submits a request to attend an educational program, an application is returned to the inmate to be completed. The completed application is sent to the instructor for review and the inmate is then called to class. The Correctional Treatment Specialist may directly complete this form for any inmate that is believed to be in need of an educational program or when the inmate is not capable of completing the form. This ensures that the inmate will be called to class and at that time the inmate and the instructor will determine if the inmate should be enrolled into a program. The instructor returns all applications for the inmate's treatment record, which indicate enrollment status.
3. Students will be tested prior to admission in the program. This process determines at least the grade level for math and reading. If the inmate tests below 8<sup>th</sup> grade in reading, there is further testing to check for illiteracy. If the inmate is below a 3<sup>rd</sup> grade reading level they may be scheduled for one on one literacy tutoring. Above 3<sup>rd</sup> grade they may be placed in Adult Basic Education. The educational programs strive to improve the inmate's grade level. Anyone above 8<sup>th</sup> grade reading level is given the Pre-GED tests to determine areas of weakness. Everyone in the GED class is working towards raising their areas of weakness in any or all of the five components of the GED exam (Science, Social Studies, Reading, Math, Writing). Periodically the inmates are re-tested to emphasize improvements and to identify continuing areas of difficulty.
4. English as a Second Language (ESL) is available to inmates who do not speak or write English. The referral process is the same. The inmate completes minimal testing to check their level of comprehension. A curriculum is established based on the individual's needs.
5. All attendance is recorded and may be used in the classification process.
6. Continued unexcused absences will result in removal from the program. Inmates are expected to attend.

**ATTACHMENTS**

FCJ Form 400.11-1 – Application for Education Programs