



WV SCHOOLS OF DIVERSION AND TRANSITION ORGANIZATIONAL PROCEDURES

| | | |
|-------------------------------|-----------------------|----------------------------------|
| EDUCATIONAL INCENTIVES | Section | Classroom and Student Management |
| | Number | 5.12 |
| | Effective Date | 05-01-16 |
| | Revision Date | 07-01-16 |
| | Revision No. | 1 |
| | Approval: | <i>Quadrice Deen</i> |

1.0. PURPOSE:

To establish procedures for educational incentives in juvenile and adult state correctional institutions.

2.0 APPLICABILITY:

Procedure applies to all Diversion and Transition Programs located in juvenile and adult state correctional institutions

3.0 POLICY STATEMENT:

Diversion and Transition Programs located in juvenile and adult state correctional institutions shall ensure that educational programs provide educational incentives to encourage and recognize student involvement and achievement.

4.0 DEFINITIONS:

None

5.0 PROCEDURES:

- 5.1** The principal/lead teacher shall ensure that educational programs within juvenile and adult state correctional facilities provide educational incentives to encourage and recognize student involvement and achievement.
- 5.2** Educational information will be provided, upon request, to classification teams, probation officers or parole board, and institutional job supervisors.
- 5.3** Incentives may include, but are not limited to, the following:
 - a. certificates, diplomas, licenses or certifications recognized by employers or educational entities;
 - b. upward movement through the host agency classification system;
 - c. eligibility for institutional inmate jobs;
 - d. remuneration for attending school;
 - e. special recognitions such as student of the month and/or honor graduate;
 - f. formal recognition through a ceremony at each facility at least once annually.
 - g. Award activities where students' accomplishments and/or achievements are recognized and rewarded by the provision of incentives.

- 5.4 Documentation of awards, certificates, diplomas, etc. shall be maintained in the master education files at each institution and remain a part of the student's cumulative education record.

6.0 AUTHORITY

- 6.1 Employee Handbook for WV Schools of Diversion and Transition Programs.
- 6.2 State Board of Education Policy 1471: *Regulations for Adult Diversion and Transition Programs.*
- 6.3 State Board of Education Policy 2800: *Regulations for Juvenile Diversion and Transition Programs.*