



WV SCHOOLS OF DIVERSION AND TRANSITION ORGANIZATIONAL PROCEDURES

ORIENTATION/COUNSELNG SERVICES IN ADULT CORRECTIONAL FACILITIES	Section	Human Resources
	Number	3.5b
	Effective Date	05-01-16
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	Revision No.	1
	Approval:	<i>Quadrice Green</i>

1.0. PURPOSE:

To provide orientation of educational programs and counseling services to adult inmate students.

2.0 APPLICABILITY:

Procedures apply to all Diversion and Transition Programs located within adult state correctional facilities.

3.0 POLICY STATEMENT:

Participation in educational and transitional programming provides inmates with a positive and productive way of serving time in a correctional facility. The provision of a structured orientation and educational counseling activities allows new students the opportunity to preview programs and services available, determine needs, aptitudes and interests, set short and long-term goals and to begin the process of cognitive restructuring and preparing for community re-entry.

4.0 DEFINITIONS:

“Open Gate” is a course within the approved WV Schools of Diversion and Transitions’ Transition Skills Curriculum. The course is designed to introduce prospective students to all educational, career and technical and transition/re-entry programs that are available at the respective facility. Students examine motivations for change, ways to take responsibility and identify pro-social purposes for life and set short term and long term goals.

5.0 PROCEDURES:

- 5.1** Diversion and Transition staff shall set the stage for successful learning experiences by providing concrete advice and information concerning available programs, requirements, attendance, mission and goals, assessment, and rules and regulations to new students.
- 5.2** The principal/lead teacher or his/her designee shall provide the orientation services.
- 5.3** Orientation/counseling services are provided during “Open Gate”, utilizing the WV Schools of Diversion and Transitions’ Transition Curriculum course outline as a guide.

- 5.4 Orientation/counseling materials to be utilized may include printed items, such as school brochures/catalogs, previous educational history, orientation packets, video presentations and/ or group presentations.
- 5.5 The principal/lead teacher will coordinate all orientation activities.
- 5.6 Activities will include, but are not limited to, discussion of available programming at the respective facility, review of previous educational history, assessments (such as TABE, Learning Styles Inventory, Career Scope, etc.), review of rules and regulations, review of school schedules, goal setting, and review of most recent Individual Re-Entry Program Plan (IRPP).
- 5.7 Completion of orientation/counseling via Open Gate procedures for any inmate student will be documented on the master student transcript and DOC report card submitted to the DOC Offender Information System (OIS).
- 5.8 An interpreter during orientation, shall be made available for those prospective students who cannot communicate in the English language or are legally blind or deaf.

6.0 AUTHORITY

State Board of Education Policy 1471: *Regulations for Adult Diversion and Transition Programs.*