 <p><b>CD-120100</b></p>	<h1>NEW MEXICO CORRECTIONS DEPARTMENT</h1> <p>"We commit to the safety and well-being of the people of New Mexico by doing the right thing, always."  <b>C</b>ourage <b>R</b>esponsibility <b>E</b>thics <b>D</b>edication - <b>CRED</b>ibly serving the public safety of New Mexico</p>	
	<b>ISSUE DATE:</b> 11/01/88 <b>EFFECTIVE DATE:</b> 11/01/88	<b>REVIEWED:</b> 01/31/18 <b>REVISED:</b> 03/17/15
	<b>TITLE: Education Bureau</b>	

**AUTHORITY:**

NMSA 1978, Sections 33-1-6, 33-2-34 and 33-11-3 et seq., as amended.

**REFERENCES:**

- A. ACA Standard 2-CO-5B-01, *Standards for the Administration of Correctional Agencies*, 2<sup>nd</sup> Edition.
- B. ACA Standards 4-4286, 4-4449, 4-4464 through 4-4480, *Standards for Adult Correctional Institutions*, 4<sup>th</sup> Edition.
- C. ACA Standard 2-CI-4A-4 and 2-CI-4A-5, *Standards for Correctional Industries*, 2<sup>nd</sup> Edition.
- D. C.E.A. Standards #1, "Governance, Philosophy and Goals"; #6, "Administration"; #76-78, "Program Evaluation"

**PURPOSE:**

To establish a comprehensive program of academic and vocational instruction appropriate to the needs of the inmates of the New Mexico Corrections Department. **[2-CO-5B-01] [4-4468]**

**APPLICABILITY:**

All employees, contracted staff, inmates and volunteers of the Education Bureau and other personnel involved in the prescriptive or treatment phase of inmates' educational plans.

**FORMS:**

None

**ATTACHMENTS:**

**Procedures Outline Attachment (CD-120105.A) (2 pages)**

**DEFINITIONS:**

None

**POLICY:**

- A. The Department shall provide for a comprehensive educational program, available to all inmates who are eligible that includes the following: [4-4464] [2-CO-5B-01]
- Educational philosophy and goals;
  - Communication skills;
  - General education;
  - Basic academic skills;
  - GED preparation;
  - Special education;
  - Vocational education;
  - Postsecondary education; and
  - Other education programs as dictated by the needs of the institutional population.
- B. The Education Bureau shall:
- Establish the philosophy, mission and goals that guide the operation of the Bureau.
  - Establish administrative standards and procedures.
  - Establish general standards for correctional education programs.
  - Maintain and monitor a comprehensive educational program for inmates as outlined in the Education Bureau's *Written Plan of Service*, which is monitored and revised annually.
  - Ensure the quality of educational services through evaluation and/or accreditation, if applicable.
- C. There shall be a written, standardized, competency-based curriculum supported by appropriate materials and classroom resources. [4-4466]
- D. Vocational training programs shall be integrated with academic programs and are relevant to the vocational needs of inmates and to employment opportunities in the community. [4-4467]
- E. Institutions shall use business, industry, and community resources in developing academic and/or vocational education programs for selected inmates. [4-4469]
- F. Academic and vocational education programs shall be recognized, certified, or licensed by the state department of education or other recognized agency having jurisdiction. Programs up to the completion of high school and/or the GED are available at no cost to inmates. [4-4470]
- G. Academic and vocational training programs shall be assessed against stated objectives by qualified individuals, professional groups, and trade associations; this assessment shall be done at least every three years. [4-4471]
- H. All academic and vocational education personnel shall be certified by a state department of education or other comparable authority. [4-4472]

- I. Academic and vocational personnel policies and practices shall be comparable to local jurisdictions or other appropriate jurisdictions. **[4-4473]**
- J. The Department shall have a system of academic and vocational counseling as well as initial screening, assessment, and evaluation to determine each inmate's educational needs. **[4-4474]**
- K. A summary admission report shall be prepared for all new admissions. The report shall include, at a minimum, the following information: **[4-4286]**
- Legal aspects of the case;
  - Summary of criminal history; if any
  - Social history;
  - Medical, dental, and mental health history;
  - Occupational experience and interests;
  - Educational status and interests;
  - Vocational programming;
  - Recreational preference and needs assessment;
  - Psychological evaluation;
  - Staff recommendations; and
  - Pre-institutional assessment information.
- L. Provisions shall be made to meet the educational and vocational needs of inmates who require special placement because of physical, mental, emotional, or learning disabilities. **[4-4475]**
- M. Educational programming shall allow for flexible scheduling that permits inmates to enter at any time and to proceed at their learning pace. **[4-4476]**
- N. Comprehensive education programs shall be available to all eligible inmates at a time when the majority can take advantage of the programs. **[4-4477]**
- O. The education program shall coordinate with other institutional services to provide instruction in functional social skills. **[4-4478]**
- P. The Department shall govern the maintenance and handling of educational/vocational records. Student's rights to privacy and confidentiality in accordance with state and federal law should be maintained. **[4-4479]**
- Q. All eligible inmates may be required to work unless assigned to an approved education or training program. Inmates have the option of refusing to participate in any re-habilitation or treatment program except adult basic education and programs required by statute or ordered by the sentencing court or paroling authority. **[4-4449]**
- R. The Department shall provide incentives for educational and/or vocational participation and formal recognition of specific accomplishments. **[4-4480]**


- S. Industry training programs shall lead to documented recognition of acquired skills.[**2-CI-4A-4**]
- T. There shall be linkages, such as interdepartmental and interdisciplinary cooperation, among institutional academic education, vocational training programs, and correctional industries operations. [**2-CI-4A-5**]



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David Jablonski, Secretary of Corrections  
New Mexico Corrections Department

01/31/18  
Date

 <p><b>CD-120101</b></p>	<p><b>NEW MEXICO CORRECTIONS DEPARTMENT</b></p> <p><i>"We commit to the safety and well-being of the people of New Mexico by doing the right thing, always."</i>  <b>Courage Responsibility Ethics Dedication - CREDibly serving the public safety of New Mexico</b></p>	
	<p><b>ISSUE DATE: 11/01/88</b></p> <p><b>EFFECTIVE DATE: 11/01/88</b></p>	<p><b>REVIEWED: 01/31/18</b></p> <p><b>REVISED: 03/17/15</b></p>
	<p><b>TITLE: Education Philosophy</b></p>	

**AUTHORITY:**

Policy *CD-120100*

**PROCEDURE: [4-4465]**

**A. Philosophy:**

The primary objective of the Education Bureau is to provide appropriate educational and vocational services to inmates in an attempt to successfully return offenders post incarceration to their families and communities. The Bureau’s success relies on the community partnerships as well as internal partnerships with other agencies and departments.

The primary purpose of the basic academic program for the Education Bureau is to help the offender-student develop skills in reading, written communication, mathematics, science and social studies, as well as prepare themselves for a positive transition into society with adequate skills and confidence. The curriculum is competency based and recognizes the inmate’s current functioning level of educational and vocational skill. Students are placed into the instructional process based on relevant diagnostic information. Instructional activities and materials are prescribed based on this diagnostic data. Individual, computer-based instruction, small and whole group activities are selected by the teacher as appropriate to student needs and capabilities for the purpose of maximizing student progress.

The instructional approach favors a learner-centered curriculum, which is project-based and process-oriented.

The vocational and academic program of the Education Bureau integrates the workplace competencies identified by the U.S. Department of Education Office of Vocational and Adult Education’s 2013 College and Career Readiness Standards, Secretary’s Commission on Achieving Necessary Skills (SCANS) and the National Institute for Literacy’s EFF – Equipped for the Future. The basic foundation skills and workplace competencies are integrated, providing a holistic approach to instruction. An interdisciplinary curriculum engages the offender-student in relevant learning. Thematic units of instruction, including career exploration, workplace skills, life skills, consumer education and cognitive skills are an essential part of the total educational experience.


**B. Evaluation:**

In order to determine the effectiveness of the instructional program, the Education Bureau evaluates each site in an on-going, systematic evaluation and revision process. Overall student achievement data such as grade level gain and percentage of students earning GED's are analyzed annually to determine performance trends. Student participation records are reviewed to assess the effectiveness of the instructional delivery system. Student Opinion Inventories, Academic and Vocational Needs Assessments are reviewed yearly to determine trends.

Curriculum from a variety of sources is reviewed for relevance, content validity and compliance with established standards and Education Bureau program/student needs.

**C. Student Evaluation:**

Multiple criteria are utilized to evaluate the performance of each student. The Test of Adult Basic Education, Locator and Battery are administered at least two times per year and exam test to measure student gain. Qualified students are administered the GED test.




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David Jablonski, Secretary of Corrections  
New Mexico Corrections Department

01/31/18

Date

 <p><b>CD-120102</b></p>	<h1>NEW MEXICO CORRECTIONS DEPARTMENT</h1> <p>"We commit to the safety and well-being of the people of New Mexico by doing the right thing, always."  <b>C</b>ourage <b>R</b>esponsibility <b>E</b>thics <b>D</b>edication - <b>CRED</b>ibly serving the public safety of New Mexico</p>	
	<b>ISSUE DATE:</b> 11/01/88 <b>EFFECTIVE DATE:</b> 11/01/88	<b>REVIEWED:</b> 01/31/18 <b>REVISED:</b> 03/17/15
	<b>TITLE: Administrative Standards and Procedures</b>	

**AUTHORITY:**

Policy *CD-120100*

**PROCEDURES:**

**A. Policies and Procedures:**

The Education Bureau shall publish its policies and procedures for the operation of a system-wide educational and educational resource center/library services program and make them available to all interested parties.

The Education Administrator shall plan an ongoing compliance monitoring system for education and library policies and procedures and conduct periodic reviews with the education/library services staff and faculty, wardens and institutional staff.

**B. Organization:**

The Education Administrator is the correctional education administrator and is responsible for the program development, budget administration, and personnel and monitoring of all education and library services programs.

Each institution has a full-time educational leader whose duties include responsibility for the instructional and library programs, coordination and supervision of educational and library staff and coordination with the institutional administration and with the Education Administrator.

All academic and vocational education personnel shall be certified by a state department of education or other comparable authority. Educational Leaders will maintain copies of all staff certifications. [4-4472]

**C. Budget and Financial Management:**

1. The Education Administrator monitors budget expenditures for all adult correctional education and library activities.
2. The Education Administrator is responsible for monitoring education and library cost centers, the Book Alliance Program, the Central Office Education Cost Center and other

special cost centers with adequate operating budgets, with the monitoring of expenditures and with the preparation of fiscal reports.

- 3. Education personnel shall closely coordinate the movement of fixed assets within the facilities with the facility Business Manager and be responsible and accountable for all Education Bureau fixed assets. The Education Bureau Business Manager shall notify the facility business managers concerning all purchases of fixed assets.

**D. Classification:**

The Education Bureau aids the classification system in the following ways:


- 1. Education staff provides input on classification policies and procedures concerning educational diagnostics and counseling;
- 2. Education staff share educational information with classification officers as needed;
- 3. An Educational Registrar prepares information for use by, and may be a member of, the Initial Classification Committee; and
- 4. Inmate educational achievement is shared with classification officers.



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David Jablonski, Secretary of Corrections  
New Mexico Corrections Department

01/31/18  
Date



 <p><b>CD-120103</b></p>	<p><b>NEW MEXICO CORRECTIONS DEPARTMENT</b></p> <p><i>"We commit to the safety and well-being of the people of New Mexico by doing the right thing, always."</i>  <b>Courage Responsibility Ethics Dedication - CREDibly serving the public safety of New Mexico</b></p>	
	<p><b>ISSUE DATE: 11/01/88</b></p> <p><b>EFFECTIVE DATE: 11/01/88</b></p>	<p><b>REVIEWED: 01/31/18</b></p> <p><b>REVISED: 03/17/15</b></p>
	<p><b>TITLE: General Standards for Programs</b></p>	

**AUTHORITY:**

Policy *CD-120100*

**PROCEDURES: [2-CO-5B-01]**

**A. Educational Incentives:**

All inmates shall be encouraged to attend educational programs and to progress as far as their interests, abilities, aptitudes and achievements allow. Inmates who attend educational programming are eligible for Good Time at the prevailing rate(s) and may qualify for the higher-level positions under the Inmate Employment System.

For inmates whose commitment crime was committed on or after May 18, 1988, in accordance with N.M.S.A. Sections 33-2-34 and 33-11-3 and New Mexico Corrections Department Policy (*CD-102001*), the Education Bureau shall provide literacy classes for all offenders without a verified GED or high school diploma, unless they are specifically exempted from such classes by the multi-disciplinary team. Attendance is mandatory for these inmates until the GED is completed; an offender may refuse to participate, but will forfeit Good Time and pay for assigned jobs.

**B. Student Orientation:**

Each institution's education staff shall provide information to all incoming inmates regarding available educational programs, their nature and requirements, and any admission requirements. This information is available to all inmates, counselors, classification officers and educational staff.

**C. Screening, Assessment and Evaluation: [4-4474]**

The Education Bureau shall follow the institutional education plan as described in its Education Bureau's *Written Plan of Service*. Testing is consistent in all facilities and follows the *Written Plan of Service*.

Personnel in counseling and diagnostic roles shall be selected based on job descriptions which outline minimum qualifications to ensure staff can interpret tests and decide on whether additional testing is needed, can identify conditions that might require special education and

can select appropriate tests for limited or non-English speaking inmates or for inmates needing special assistance or non-verbal instruments.

**D. Student Records: [4-4479]**

1. Each Education Unit shall maintain an educational record for each inmate that includes, but is not limited to:

- a. Education Transcript copy;
- b. Diagnostic Information;

*The files of those inmates enrolled in classes will also include:*

- c. Academic Progress Report (APR);
  - d. Copies of certificates/diplomas/GED test scores earned through the Corrections Education Bureau;
  - e. Copies of the above items are forwarded to each inmate's central file.
2. When an inmate transfers to another institution, the Facility Supervisory of Education will ensure the inmate's educational record is forwarded to the Education Unit at the receiving institution. When an inmate is paroled or released, the Facility Supervisory of Education will ensure the inmate's educational record is sent to the Education Unit at RDC.
3. Educational records shall be located in locked file cabinets in the Education Unit. The records shall be used primarily by an Education Unit's staff for educational counseling and employment/educational placement. Inmates may review their educational files with an appropriate educational staff member.

**E. Guidance and Counseling: [4-4474]**

Facility Supervisory of Educations and Educational Registrars shall provide the primary educational guidance and counseling, using the results of the testing program to place inmates in appropriate educational programs and to aid inmates in selecting educational goals.

**F. Student Evaluation: [4-4474]**

Instructional staff shall evaluate students on a monthly basis on attendance, quality and quantity of class work, initiative, attitude, participation, appearance, and observance of rules, use of materials and equipment and safety. Each quarter, teachers shall review APRs with students and set new instructional objectives and educational goals as appropriate.

Students attending post-secondary programs will receive grades after course completions and credits as earned, based on the standards of the programs.

**G. Open Entry/Exit:**

Other than the college academic program and the pre-industrial training program, educational programs are open entry/exit, which allow inmates to enter at any time. Instruction is individualized to allow students to progress at their own learning rates. Upon the decision of the appropriate classification committee, students may exit the education program at any time.

**H. Curriculum:**

Adult basic education classes, vocational programs and the Employability/Pre-release program shall have written competency- based curriculums that are system-wide.

Instructional staff shall be involved in the development of the curriculum. Curriculum shall be reviewed annually with input from staff, advisory committees or other appropriate entities.

Academic and vocational education programs shall be recognized, certified, or licensed by the state department of education or other recognized agency having jurisdiction. Programs up to the completion of high school and/or the GED are available at no cost to inmates. Provision is made for formal recognition of specific educational accomplishments. [4-4470]

**I. Instructional Resource Materials:**

The Education Bureau shall ensure that educational programs have sufficient, appropriate print and non-print materials, especially computer software and video programs, and library services. Instructional staff is encouraged to select and use materials they deem appropriate in addition to those provided by the Education Unit. The libraries are part of the Education Bureau and offer a variety of educational support services.

**J. Special Education:**

The Education Bureau shall provide educational programs for all inmates with special learning needs who wish to participate. Registrars and Special Education instructors shall use a variety of diagnostic instruments in order to provide guidance to special needs students and to offer advice to instructional staff concerning appropriate materials and methods for specific students.

**K. Schedule of Classes:**

In addition to the day-time classes, the Education Units at the institutions may provide evening classes so that inmates with full-time day assignments have an opportunity to attend, and/or they work closely with the classification officers and work supervisors to ensure that inmates with full-time day assignments can gain educational access through release.

**L. Education for Segregation:**

The Education Bureau shall provide educational services for inmates housed in administrative segregation units.

**M. Post-Secondary Programs:**

The Education Bureau shall provide both a post-secondary academic associates degree granting program and a vocational education program. These programs shall be available to all qualified inmates in general population.

**N. Community Resources: [4-4469]**

The Education Bureau shall use a vocational advisory committee and/or advice from the Employment Security Research Department in selecting and maintaining vocational programs. Regular contacts with the State Department of Education, New Mexico universities, the Literacy Coalition and other volunteer groups aid the Education Administrator in the design of all educational programs.

Community volunteer groups or other state agencies shall be recruited to supplement the educational offerings through instructional help in existing courses or by providing additional courses.

**O. Women's Equity:**

The New Mexico Corrections Department, pursuant to the contract with Corrections Corporation of America (CCA), provides female inmates the same range of educational programs, services and access to community resources as those provided for males within the system.

**P. Equipment and Facilities:**

Educational programs shall be housed in specially designed and designated areas. The Education Bureau shall provide up-to-date materials and supplies, furniture and equipment including computers and video equipment.

**Q. Recognition of Educational Achievement: [4-4480]**

Inmates who complete educational programs shall receive appropriate certificates or diplomas including:

1. High School Diploma, for GED completion;
2. AA Degrees for college academic programs;


3. Certificates of Proficiency. Vocational certificates are based on competencies learned and may be for programs of varying lengths; and
4. State licenses, for inmates completing classes in programs requiring such licenses. The Education Unit arranges for the inmate to complete the appropriate tests.

**R. Vocational Trade Advisory Committees:**

A system-wide vocational advisory committee convenes quarterly to assess relevance of programs as they relate to the community and to New Mexico.

**S. Corrections Industries: [2-CI-4A-4] [2-CI-4A-5]**


1. Industries shall identify specific training programs that lead to documented recognition of acquired skills. A copy of all documented skills shall be placed in the inmates file with a copy given to the inmate.
2. All inmates assigned to corrections industries shall be notified of educational opportunities available at the facility.
3. Facilities with a corrections industries program shall have educational and/or vocational programs available in the evenings and/or on weekends for those inmates that are in corrections industries.



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David Jablonski, Secretary of Corrections  
New Mexico Corrections Department

01/31/18  
Date

 <p><b>CD-120104</b></p>	<h1>NEW MEXICO CORRECTIONS DEPARTMENT</h1> <p>"We commit to the safety and well-being of the people of New Mexico by doing the right thing, always."  <b>Courage Responsibility Ethics Dedication - CRED</b>ibly serving the public safety of New Mexico</p>	
	<b>ISSUE DATE:</b> 11/01/88 <b>EFFECTIVE DATE:</b> 11/01/88	<b>REVIEWED:</b> 01/31/18 <b>REVISED:</b> 03/17/15
	<b>TITLE: Education Plan of Service</b>	

**AUTHORITY:**

Policy *CD-120100*

**PROCEDURES: [2-CO-5B-01]**

**A. Comprehensive Education Program:**

Comprehensive education programs shall be available to all eligible inmates at a time when the majority can take advantage of the programs. **[4-4477]**

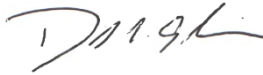
The Education Bureau shall provide a comprehensive educational program as described in its Education Bureau's *Written Plan of Service*. The program shall be designed to meet assessed inmate needs. There is no cost to inmates for classes through the high school level. Scheduling for classes is "open entry, open exit", allowing the student time to participate in programming. Facility catalogues are reviewed and updated annually. The core areas of instruction include Literacy, to include basic literacy education, English as a Second Language, Special Education, and Cognitive Education. Post-Secondary Education is available in all facilities.

**B. Integration of Academic and Vocational Programs:**

Vocational programs shall be related to employment opportunities in New Mexico based on the analysis of the New Mexico Department of Workforce Solutions (NMDWS) *Job Outlook* guide. Appropriate curricula, materials and equipment will meet the standards and requirements for credit through a post-secondary institution or through the national accreditation body for that vocational field. If literacy needs are interfering with the successful completion of the vocational program, literacy instruction – either through tutors, one-on-one instruction or computer-based instruction will be available.

**C. Social Skills:**


Functional social skill instruction is a major component of the Employability Skills Program that is open to all inmates one year prior to their release or parole. Educators and other institutional personnel (i.e., medical, psychological, classification and security staff) as well as outside community resources (NMWS, DOH, and SS) provide instruction.



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David Jablonski, Secretary of Corrections  
New Mexico Corrections Department

01/31/18  
Date

 <p><b>CD-120105</b></p>	<p><b>NEW MEXICO CORRECTIONS DEPARTMENT</b></p> <p><i>"We commit to the safety and well-being of the people of New Mexico by doing the right thing, always."</i>  <b>Courage Responsibility Ethics Dedication - CREDibly serving the public safety of New Mexico</b></p>	
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	<p><b>TITLE: Evaluation</b></p>	

**AUTHORITY:**

Policy *CD-120100*

**PROCEDURES:**

**Program Evaluation:**

The Education Administrator shall prepare a program evaluation plan on a three-year cycle for the system-wide evaluation of educational services. Evaluations are important to the overall improvement of the educational process.


Evaluations will be based on academic standards set by the Adult Basic Education division of the Commission on Higher Education. Evaluations will be based on the national standards set by the Commission on Higher Education.



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 David Jablonski, Secretary of Corrections  
 New Mexico Corrections Department

01/31/18  
 Date



 <p><b>CD-120106</b></p>	<p><b>NEW MEXICO CORRECTIONS DEPARTMENT</b></p> <p><i>"We commit to the safety and well-being of the people of New Mexico by doing the right thing, always."</i>  <b>Courage Responsibility Ethics Dedication - CREDibly</b> serving the public safety of New Mexico</p>	
	<p><b>ISSUE DATE: 11/01/88</b></p> <p><b>EFFECTIVE DATE: 11/01/88</b></p>	<p><b>REVIEWED: 01/31/18</b></p> <p><b>REVISED: 03/17/15</b></p>
	<p><b>TITLE: Education Bureau Guidelines</b></p>	

**AUTHORITY:**

Policy *CD-120100*

**PROCEDURES:**

**Guidelines:**

1. The Education Bureau shall distribute guidelines on selected topics as needed for the coordination of activities and procedures. The guidelines shall be developed in coordination/cooperation with Facility Education Administrators and other appropriate Corrections Department staff. The guidelines shall be reviewed and updated annually.
  
2. The guidelines will include the following topics, at a minimum:
  - a. Educational Assessments;
  - b. GED Testing;
  - c. Safety and Security Issues;
  - d. Cognitive Education and Expectations;
  - e. Attendance;
  - f. Course Orientation and Curriculum;
  - g. Educational Programs and Expectations;
  - h. Vocational Programs and Expectations;
  - i. Special Education in a Correctional Setting;
  - j. Learning Styles: Their Differences and Approaches;
  - k. Graduation.



\_\_\_\_\_  
 David Jablonski, Secretary of Corrections  
 New Mexico Corrections Department

01/31/18  
 Date

## PROCEDURES OUTLINE

CEA      ACA  
 Standard Standard

### *I. ESTABLISH ADMINISTRATIVE STANDARDS AND PROCEDURES*

1 4, 5, 6  3 7-9, 20-22  9 - 12 42 - 43 33 - 35	A.    Philosophy and Goals  B.    Written Policy and Procedure C.    Organization 1. Chief Correctional Education Administrator 2. Local Education Leadership  D.    Budget E.    Classification F.    Comparable Pay
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### *II. ESTABLISH GENERAL STANDARDS FOR CORRECTIONAL EDUCATION PROGRAMS*

44-45      4-4449 39-41 46-49      4-4286 53-55      4-4479 69          4-4474 50          4-4474 52          4-4474 4-4476 62-65      4-4466 68          4-4466 52-55      4-4464 60          4-4477 72-74 75          4-4464 36-38      4-4469 66 68-69 24          4-4470 36-38      4-4469	A.    Educational Incentives B.    Student Orientation C.    Screening, Assessment, Evaluation D.    Student Records E.    Guidance/Counseling F.    Individual Program Plan G.    Student Evaluation H.    Open Entry/Exit I.    Curriculum J.    Instructional Resource Materials K.    Special Education L.    Schedule of Classes M.    Education for Segregation N.    Post-Secondary Programs O.    Community Resources P.    Women's Equity Q.    Equipment, Facilities R.    Licensing and Credentialing S.    Vocational Trade Advisory Committees
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**PROCEDURES OUTLINE  
(Continued)**

CEA    ACA  
Standard   Standard

*III. EDUCATION CATALOGUES* (Will include at least the following)

- |    |        |    |  |
|----|--------|----|--|
|    | 4-4464 |    |  |
| 24 | 4-4470 | A. | Comprehensive Education Program;                 |
|    | 4-4467 | B. | Integration of Academic and Vocational Programs; |
|    | 4-4478 | C. | Social Skills.                                   |

*IV. EVALUATION AND ACCREDITATION*

- |       |        |    |                     |
|-------|--------|----|---------------------|
| 13-15 | 4-4471 | A. | Program Evaluation; |
| 5     | 4-4470 | B. | Accreditation.      |

*V. PERSONNEL* (The Educator's Handbook and Certification Plan will include at least the following):

- |    |        |    |   |
|----|--------|----|---|
| 11 | 4-4473 | A. | Personnel Policies (Selection-Retention-Promotion); |
| 12 |        | B. | Pre-Service Training;                               |
|    |        | C. | Certification; and                                  |
| 15 |        | D. | Business and Industry Involvement;                  |

*VI. GUIDELINES* (Will include at least the following)

- |    |  |    |                |
|----|--|----|----------------|
|    |  | A. | GED Testing;   |
|    |  | B. | Graduation;    |
| 13 |  | C. | Teaching Load; |
|    |  | D. | Attendance;    |

*VII. INSTITUTION EDUCATION PROCEDURES* (To include at least the following):

- |  |        |    |                                      |
|--|--------|----|--------------------------------------|
|  |        | A. | Enrollment-Disenrollment-Completion; |
|  | 4-4455 | B. | Safety and Health;                   |
|  |        | C. | Special Populations;                 |