

# **Minnesota DOC Consortium Student Attendance Policy**

**Effective Date:** Updated May 1, 2010

**Reviewed and Updated:** January 1, 2016

**Policy Purpose and Rationale** – The Minnesota Department of Education (MDE) – Adult Basic Education (ABE) office requires that:

ABE programs use State and Federal ABE funds to provide efficient and effective-services to the eligible ABE population within their consortium boundaries. To meet that requirement, programs must implement effective outreach activities and, once students are enrolled, engage students in programming that is of sufficient intensity and duration for students to achieve their goals.

## ***Local Consortium Plan***

### **Minnesota Department of Corrections (DOC) “Literacy Mandate”**

Offenders are required to follow relevant language contained in Division Directives 204.040 (Education) and 204.010 (Offender Assignment and Compensation Plan).

The DOC requires that offenders who do not have a verified GED or high school diploma be enrolled in literacy classes as their programming assignment. This assignment becomes a mandate. Offenders who refuse the assignment or who fail to attend regularly are subject to appropriate discipline under the DOC discipline policies and guidelines.

## **Recruitment**

Upon incarceration at MCF-Saint Cloud (adult males) or MCF-Shakopee (adult women), offenders will complete an educational history survey. Offenders who claim a high school or GED diploma will have that claim verified by DOC staff. Offenders who do not have a verified high school or GED diploma are mandated to enroll in literacy/ABE classes immediately upon placement at their receiving facility. Offenders will receive an overview of education programming options at the initial intake (Saint Cloud or Shakopee) and at the receiving facility to which they are placed after the initial intake.

## **Attendance Policy**

Offender students are mandated to attend class daily or according to the class schedule. Failure and/or refusal to attend subjects the offender to appropriate facility discipline per DOC directives and policies.

## **Attendance Contract**

An attendance contract is not appropriate or necessary in this setting due to the DOC programming assignment policies and procedures already in place.

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### **Retention Strategies**

Offender students will receive an education orientation at the time of initial intake that includes the positive outcomes for students who complete their education while incarcerated. In addition, facility education directors and facility classroom ABE instructors will provide encouragement and motivation that will include but not be limited to verbal praise for achievement, certificates of achievement and “celebrations of excellence” held at least two times each year at each facility that reward graduates and other individual education accomplishments.

### **MDE-ABE Learner Progress Policy**

The DOC ABE Consortium will comply with the Learner Progress Policy to ensure ABE funds are being used appropriately. The DOC started implementing the Learner Progress Policy in January 2008. Our consortium will use the student’s first day of attendance in an ABE class as the date from which to measure the progress. Due to the nature of correctional facility programming requirements for individuals, it will, in the majority of circumstances, be our procedure to continue to provide literacy education to offender students who fail to meet the Learner Progress Policy requirements; However, these students will be removed from the mainstream class roster and their instructional hours will not be added to the consortium total.

### **Update Agreements with Workforce Centers and Partners**

Not applicable.

### **Reviewing Data**

NRS data and attendance/enrollment trends for the entire consortium will be monitored at the DOC Central Office in Saint Paul by the DOC ABE Manager and staff. Facility (Site) education directors and designated facility MARCS/ABE data entry staff will monitor NRS data and attendance/enrollment trends at the facility/site level.

Data will be compiled and analyzed, and the updated data will be shared with facility education directors at the monthly education directors meetings. The updated data and information will be shared back at each site (facility) with teachers and support staff.

The ABE Manager will provide data reports to the DOC assistant commissioner – facilities, facility wardens and associate wardens of operations, to the DOC Director of Education and to DOC Central Office and facility finance directors on a bi-monthly basis.

### **Policy Contact Information**

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