

GENERAL DISTRIBUTION

**WEST VIRGINIA
DIVISION OF CORRECTIONS
& REHABILITATION**

NUMBER: 501.01

EFFECTIVE DATE: 24 September 2026

**SUBJECT: ACADEMIC & VOCATIONAL
EDUCATION IN PRISONS AND
COMMUNITY CORRECTIONS
FACILITIES**

POLICY DIRECTIVE

PURPOSE:

To provide policy ensuring Division of Corrections and Rehabilitation prisons and community corrections facilities provide academic and vocational education programs to improve the educational levels of assigned offenders and participate in program accreditation, promote staff professional certification, incorporate community resources and participate in internal and external peer review.

REFERENCE:

WV Code §18-2-13f; and ACA Expected Practices 5-ACI-7B-01 through 15; and 2-CO-5B-01.

RESPONSIBILITY:

Superintendents are responsible for enacting facility-specific Operational Procedures to ensure compliance with this Policy Directive.

CANCELLATION:

Any previous written instruction on the subject.

APPLICABILITY:

All prisons and community corrections facilities within the Division of Corrections and Rehabilitation (DCR). This Policy is available for general distribution.

DEFINITIONS:

None.

POLICY:

- I. The West Virginia Schools of Diversion and Transition provide a comprehensive educational program, available to all prison and community corrections inmates who are eligible that includes the following:
 - Educational philosophy
 - Communication skills
 - General education
 - Basic academic skills
 - High school equivalency test preparation
 - Special education
 - Vocational education
 - Postsecondary education
 - Other educational programs that are consistent with the needs of the inmate population
- II. The academic and vocational education programs are recognized, certified, or licensed by the state department of education or other recognized agency having jurisdiction.
 - A. There is a written, standardized, competency-based curriculum supported by appropriate materials and classroom resources.
 - B. Vocational training programs are integrated with academic programs and are relevant to the vocational needs of the inmate population and to employment opportunities in the community.
 - C. Each facility uses business, industry, and community resources in developing academic and/or vocational education programs for selected inmates.
 - D. The academic and vocational training programs are assessed against stated objectives by qualified individuals, professional groups, and trade associations; this assessment is done at least every three (3) years.
- III. All academic and vocational education personnel are certified by a state department of education or other comparable authority. Academic and vocational personnel policies and practices are comparable to local jurisdictions or other appropriate jurisdictions.
- IV. Comprehensive education programs are available to all eligible inmates at a time when the majority can take advantage of the programs.
 - A. There is a system of academic and vocational counseling as well as initial screening, assessment, and evaluation to determine each inmate's educational needs.
 - B. The educational and vocational needs of inmates who require special placement because of physical, mental, emotional, or learning disabilities are met.

- C. The educational program allows for flexible scheduling (i.e., open-entry, open-exit instruction, with emphasis on individualized instruction) that permits inmates to enter at any time and to proceed at their own pace.
 - D. The education program coordinates with other institutional services to provide instruction in functional social skills.
 - E. There are incentives for educational and/or vocational participation and formal recognition of specific accomplishments.
 - F. Programs up to the completion of high school and/or equivalency test are available at no cost to inmates.
- V. Academic and vocational education records are maintained in a confidential manner in the inmate's record in the Offender Information System (OIS).

ATTACHMENT(S):

None.

APPROVED SIGNATURE: _____


David L. Kelly, Commissioner

08/27/2026
Date