



Reference: Management Directive (MD) 46

Number: MD-46

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Management Directive

Subject: Education Program Enrollment

Authority: Kristina J. Hartman, Superintendent

Directive: To provide written procedures to administer open-enrollment educational programming. Specific programs will permit closed-enrollment or managed-enrollment as necessary to achieve the missions of those programs.

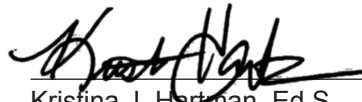
Definitions: Open-entry enrollment refers to classes in which students enroll and complete at various times or varying paces.

Closed-entry enrollment refers to classes with designated enrollment periods at the beginning and end of the course.

Managed-entry enrollment refers to scheduled times for student enrollment throughout the course.

- Procedures:**
1. Education programs will operate on an open-entry basis to keep classes at capacity and provide educational opportunities to as many residents as possible in order to meet their Individualized Treatment Plan (ITP) needs. Exceptions to this open-entry enrollment policy are discussed below.
 2. Adult education and literacy classes include Literacy I, II, and III. Enrollment in these classes are open-entry and based on each resident's ITP priorities and needs.
 3. Life skills classes include Changing Habits and Achieving New Goals to Empower Success (CHANGES), Cognitive Intervention Program (CIP), Parenting, Elective Personal Enrichment Courses (EPEC), and Family Literacy.
 - i. CIP and CHANGES, Parenting (long-course) and Family Literacy are managed-entry enrollment classes. The curricula for these life skills courses are structured with sequential, interdependent modules and lessons. Entry into these courses must be at the start of a module; this minimizes disruption for other students and allows the new student to begin the program at an appropriate starting point. Enrollment in these courses outside of the managed-entry procedure may be considered in extraordinary circumstances by submitting an enrollment exception request to the Operational Support Department.
 - ii. Parenting (short-course) is a closed-entry enrollment class due to the short duration of the class.
 - iii. EPEC is designed to help students enhance skills and earn certificates that boost employability and create a pathway to successful reintegration into their communities. EPEC courses are designated as closed-entry enrollment due to the short duration of the class.

- Procedures:**
4. Career and Technical Education (CTE) regular courses are open-entry enrollment and based on each resident's ITP priorities and needs.
 - i. Occupational Safety and Health Administration (OSHA) courses are closed-entry enrollment due to the short duration of the class.
 - ii. Strength Through Restoration, Independence, Vision, and Empowerment (STRIVE) curriculum addresses the employability and empowerment of students reentering their communities in the near future. STRIVE is designated as a closed-entry enrollment class due to the progressive curriculum requirements to meet re-entry goals.
 5. The principal will collaborate with the unit warden to implement a scheduling plan that accommodates educational programs. The scheduling plan will accommodate classroom instruction and student attendance.



Kristina J. Hartman, Ed.S.
Superintendent