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Agency of Human Services

**TO:** All Staff and Interested Stakeholders  
**FROM:** Robert D. Hofmann, Commissioner *Anda Ballito for*  
**DATE:** September 4, 2007  
**SUBJECT:** Interim Procedure, *Community High School of Vermont (CHSVT)*  
*Relationship with the Department of Corrections*

The Department of Corrections is issuing the attached new Interim Procedure, Community High School of Vermont (CHSVT) today, which goes into effect September 11, 2007. This document addresses the unique relationship between the independent school, CHSVT, which has been established in VT statute to provide education to offenders without a high school diploma, and the Department of Corrections. It particularly establishes that the CHSVT will develop policies and procedures that are separate from the DOC, but that they will be compatible with DOC policy and procedure and will not be implemented without the approval of the Commissioner of Corrections.

## KEY POINTS

All Education staff working within the Department of Corrections will comply with policy and procedure established both by DOC and that established by the CHSVT. The Vermont State Board of Education and the CHSVT Education Board have roles in Education policy.

CHSVT policies and procedures will be responsive to the correctional interests of the Department.

DOC will support the CHSVT Education Board in promulgating policies, directives, and procedures specific to the operation of the CHSVT within DOC.

CHSVT policies and procedures will not discriminate based on race, color, creed, gender or gender identity, religion, disability, national origin, age, sexual orientation, or criminal record.

If CHSVT policies and procedures affect DOC policy, they will complete the DOC policy development process.

*cc: Bob Lucenti, Policy Executives*

## **Community High School of Vermont (CHSVT) Relationship with the Department of Corrections – INTERIM PROCEDURE**

### **Authority:**

Title 28 V.S.A. Section 121 an Education program is established within the Department of Corrections (DOC) for the education of persons who have not completed secondary education and who are committed to the custody of the Commissioner of DOC.

Title 28 V.S.A. Section 120 (b) The Education program shall be approved by the State Board of Education as an Independent School under 16 VSA Sec 166 and shall comply with School Quality Standards provided by 16, VSA sec 165 and coordinated with adult education, special education and technical education.

Title 28 V.S.A. Section 121 (a) A board is established for the purpose of advising the education supervisor of the independent school established in section 120 of this title. The board shall have supervision over policy formation for the independent school, except as otherwise provided, shall recommend school policy to the commissioner of corrections, shall oversee local advisory board of the school and shall perform such other duties as requested, from time to time, by the commissioner of education or of corrections.

### **Purpose:**

To ensure and promote compliance with Vermont Department of Corrections policy and procedure and the policy and procedure of the Independent School established within the Department of Corrections for all job classes assigned to the school within Corrections.

To ensure that the school promulgates standards and best practices for the education of individuals in the custody of DOC who are without a basic education.

To ensure that school operations are compliant with all relevant Federal and State statutes and regulations.

To ensure that the Vermont State Board of Education, and any other concerned party can review the policies and procedures of the Independent School separate and distinct from a review of the policies of DOC for the purpose of reviewing the school for approval.

To ensure that the policy and procedures of the Independent School operated within DOC are compatible with DOC policy and procedure and are able to respond to the overarching penological interests of DOC.

### **INTERIM PROCEDURE**

1. The Department of Corrections will support and encourage the CHSVT Education Board for the Independent School and the School Administration to promulgate policies, directives and work site procedures specific to the operation of the school within DOC.
2. Those School Policies will be developed in a separate and distinct policy development process within the Independent School but will not be implemented or distributed without the signed approval of the Commissioner of the DOC.

3. These specific school policies and procedures shall prohibit and not promote discrimination on the basis of race, color, creed, gender or gender identity, religion, disability, national origin, age, sexual orientation, or criminal record.

4. In the event a school policy is judged by the Commissioner of Corrections to impact on or affect DOC policy, that policy will be implemented only upon successful completion of the DOC policy development process.