DEPARTMENT OF CORRECTIONS

Policy Number:	**760.040**
Title:	**Post-Secondary Education Student Access to Instructional Materials in Restrictive/Secure Housing**
Effective Date:	**01/02/25**

PURPOSE: To provide a process ensuring post-secondary education students have access to instructional materials throughout their enrollment in the prison education program, including when possible in restrictive/secure housing.

APPLICABILITY: All students housed in a Minnesota correctional facility and enrolled in a post-secondary education institution's prison education program.

DEFINITIONS:
Instructional Materials –the content or information conveyed within a course. These include readings, lectures, textbooks, multimedia components, electronic devices, and other resources in a course. These materials can be used in face-to-face and online classrooms.

Restrictive/Secure Housing – see DOC Policies 301.083, "Restrictive Housing Management;" 301.085, "Administrative Segregation;" 301.086, "Secured Units – Juvenile Facilities;" and 301.088, "Restrictive Housing Step-Down Management Program."

PROCEDURES:

A. Students Moved to Restrictive/Secure Housing

1. Upon pack-up of a post-secondary student who is moving to restrictive/secure housing, facility staff must deliver all post-secondary education materials to the designated facility post-secondary education workspace shortly after the pack-up is complete. Post-secondary education items to be so moved include such examples as: electronic device and charger, textbooks, calculators, paper, writing utensils, etc.

2. Post-secondary education staff must work with other facility staff to ensure delivery of allowable post-secondary education materials to the individual AFTER the pre-hearing detention period.

3. Students on a restricted housing status must not have access to any educational materials until facility staff deem it appropriate and safe for the student's health and well-being.

B. Initial Assessment and Segregation Period

1. When a student enters segregation, DOC director of post-secondary education and the facility education director or designee must be electronically notified within one business day of placement.

2. A member of the DOC education team conducts a brief assessment to identify the incarcerated individual's educational needs. During the prehearing detention period, student's access to education materials may be limited.

C. Distribution and Collection of Educational Materials

1. Students must have access to all educational materials at the conclusion of their prehearing detention.

2. See section E., below, for specific procedures regarding electronic devices for post-secondary programming

3. The facility's education director or designated post-secondary education staff are responsible for delivering physical materials to students in segregation.

4. Staff delivering the materials to the individual must:
   a) Have students must sign-off with their signature that they have received their educational materials, electronic devices, and assignments provided by their teachers using the "Materials Acknowledgement Form" (attached). This must be done prior to the staff person's departure from the unit.

   b) Responsible staff upload the "Materials Acknowledgement Form" to ODocS.

5. A schedule must be established at the facility for the collection of completed assignments.

6. Physical Assignment Collection and Coordination
   a) The post-secondary education institution's prison education program coordinator communicates with instructors to collect assignments and learning materials.

   b) Instructors may send electronic copies of assignments or physical materials, depending on the student's circumstances.

7. Students complete their assignments, which are then collected by the facility's education director or designee, or by other designated post-secondary education staff, and returned to the post-secondary education institution's prison education program coordinator to be delivered to the instructors for grading.

8. Any deviation from these expectations must be approved by the director of post-secondary education within one business day.

D. Feedback and Support
   1. Instructors may provide feedback to students through written comments or electronic communication.

   2. Students may request additional support or clarification through designated communication channels.

E. Electronic Device Distribution
   1. Immediately following the prehearing detention period, the post-secondary education designee makes the individual's charged electronic device available to eligible students on a schedule determined by facility education staff and security staff. In the event of a night class, arrangements for device use are made on a case-by-case basis.

   2. Students must follow the electronic use policies (see PS Policy 17 and DOC Policy 303.040, "Use of Electronic Equipment by Incarcerated Persons/Residents").

3. Electronic devices must not have limited functionality or reduced features due to the student being in restrictive/secure housing, unless authorized by the director of post-secondary education.

4. Connectivity Check
   a) DOC staff must ensure that students in segregation have access to a secure and functional Wi-Fi network.

   b) Any connectivity issues must be promptly reported to the director of post-secondary education who will coordinate with MNIT staff.

   c) In cases where there are persistent connectivity issues or limitations, physical educational materials are provided to students.

5. Access to Online Learning
   a) Students may use the electronic devices to access authorized online courses, assignments, and educational materials.

   b) Instructors provide instructions and assignments electronically.

6. Alternatives to Electronic Devices:
   a) In cases where tablets or other electronic devices cannot be provided due to executive leadership decisions, the director of post-secondary education engages with facility administration to discuss alternative solutions for access to educational resources.

   b) If their status does not allow, the student will not have access to instructional materials while in restrictive/secure housing.

   c) Post-secondary education job assignments will be held open for enrolled students during restrictive/secure housing-related absences, except in cases of level 4 or 5 discipline violations or other instances when the post-secondary institution has chosen to dismiss the student. (See DOC Policy attachment 303.010I, "Discipline Rules.")

F. Americans with Disabilities Act (ADA)
Students in restrictive housing who need modifications under the Americans with Disabilities Act (ADA) should be encouraged to refer to Policy 740.020, "Post-Secondary Education Standards for Student Accessibility/Accommodations," and Policy 204.035 "Secondary Education."

G. Continuous Monitoring and Reporting
1. Facility education staff must maintain regular communication with the post-secondary education institution's prison education program coordinator to report on the progress and challenges faced by students in restrictive/secure housing.

2. Results on educational operational outcomes must be reported to the director of post-secondary education for review.

INTERNAL CONTROLS:

A. Reports on educational progress, challenges, and outcomes are retained by the director of post-secondary education.

B. Materials Acknowledgement forms are retained in ODocS.

REFERENCES: Policy 301.083, "Restrictive Housing Management"
Policy 301.085, "Administrative Segregation"
Policy 301.086, "Secured Units – Juvenile Facilities"
Policy 301.088, "Restrictive Housing Step-Down Management Program"
Policy 740.020, "Post-Secondary Education Standards for Student Accessibility/Accommodations"

REPLACES: All facility policies, memos, or other communications whether verbal, written, or transmitted by electronic means regarding this topic.

ATTACHMENTS: Materials Acknowledgement Form (760.040A) (public pdf of 760.040A)

APPROVALS:
Commissioner of Corrections