**WALWORTH COUNTY JAIL LITERACY PROGRAM PROCEDURE**

**Class Composition:**

* Suggested ratio 2-4 students per instructor.
* Minimum 2 female students per male instructor.
* Classes are separated by sex.
* Classes may be taught back-to-back, one female class one hour, one male class following hour.
* Classes are fluid, students come and go regularly.
* Students taught primarily at GED level

**Student Sign-Up Procedure:**

* Jail staff promote program to inmates.
* Students sign-up with Tracy Powers (Classification Officer).
* Student receives new student folder with Inmate Application Form to be completed during first class.

**Volunteer Instructor Sign-Up Procedure:**

* Complete WCLC Volunteer Application
* Complete Walworth County Volunteer Application
* Jail Background Check (includes criminal history, police contact history, any personal connection to jail, i.e. relative currently incarcerated). Background check will be completed by jail after application submission.
* Receive Jail Volunteer ID (photo taken at jail)
* Receive “Walworth County Jail Policy and Guidelines for Volunteers”
* Attend training provided by WCLC staff
* Attend jail volunteer training; tour of jail facility & classroom provided by jail staff

**Classroom Space:**

* WCLC has two classrooms available in the jail. In classroom section of #440, two rooms are available to WCLC tutors #811 & #813.
* Each classroom has a closet for storing supplies. (instructors must ensure supplies are placed in closet after class)
* Gateway Technical College (GTC) uses its own separate classroom.

**Classroom Scheduling:**

* Instructor schedules class time and classroom with jail staff.
* Schedule cannot conflict with GTC GED instructor class time.

**Security:**

* Instructor will need to clear security to enter classroom.
* Leave all valuables in car (wallet, purse, etc.).

**Instructor Resources:**(supplied by WCLC)

* **Math**:  Breakthrough to Math (Levels #2 – 4), Number Power (all levels). Students do not to write in books, use notebook paper for work & answers.
* **Writing**: Instructor uses GED Reading Packets plus other resources
* **Reading**: Reading levels range from 4th grade – high school.

Reading assistance that addresses critical thinking is imperative.

Tutoring resources may include: GED Reading Packets, ChallengerSeries (4-8), (identify purpose, tone, logic, order of ideas, etc. When instructor is confident student comprehends material, may move on to quality of argument, sources, etc.).

* Additional resources available in the WCLC library for instructor use.

**Instructor Supplies:** (supplied by WCLC & stored in jail classroom closet, also available through Program Coordinator)

* Inmate Application Form
* WCLC Brochure
* White board markers
* Pencils (all pencil tops to be removed)
* Cap erasers
* Loose-leaf notebook paper (no staples)
* Dual-pocket folders (no staples); Math – green, English – red, Reading – yellow. WCLC sticker with contact information on folder.
* Plastic folder for instructor containing: Jail Program Description & History, WCLC brochure, Job Center brochure, GTC GED brochure, Jail Inmate Application Form, Jail Program Contact list

**Instructor/WCLC Staff Communication:**

* Program Coordinator (PC) available for assistance with curriculum resources and any program needs.
* Instructor provide PC with monthly instruction hours along with any student progress update. Inmate Application Form will be collected quarterly from instructor (only applications of inmates released will be collected).

**Student Referral Upon Release:**

* Instructor communicate with Probation and Parole and Tracey Powers, regarding student release time.
* Provide student being released into community with referral packet for community literacy services (WCLC, GTC GED, etc.)