



Illinois Department of Corrections

Administrative Directive

Number: <b>04.10.103</b>	Title: <b>Curriculum, Class Size, Schedules and School Closings</b>	Effective: <b>4/1/2022</b>
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<b>Authorized by:</b>	<i>[Original Authorized Copy on File]</i>	<b>Rob Jeffreys</b> Director
<b>Supersedes:</b>	04.10.103 effective 5/1/2021	

<b>Authority:</b> 730 ILCS 5/3-2-2, 3-6-2 and 3-12-3 20 IAC 405	<b>Related ACA Standards:</b> 5-ACI-7B-02
<b>Referenced Policies:</b>	<b>Referenced Forms:</b>

**I. POLICY**

The Department shall maintain written curriculum for each area of study and written class schedules. Classes and school closings shall be in accordance with the procedure established herein.

**II. PROCEDURE**

**A. Purpose**

The purpose of this directive is to establish written guidelines governing curriculum, classes and school closings.

**B. Applicability**

This directive is applicable to the Office of Adult Education and Vocational Services (OAEVS) and to all correctional facilities within the Department that provide academic, vocational or contractual programs through the OAEVS.

**C. Facility Reviews**

A facility review of this directive shall be conducted at least annually.

**D. Designees**

Individuals specified in this directive may delegate stated responsibilities to another person or persons unless otherwise directed.

**E. Definition**

School closing – whenever all regular academic or vocational classes are not held for at least one half day.

**F. General Provisions**

1. Each educator shall have at least 45 minutes of planning time daily.
2. Educators shall be provided appropriate course related materials and supplies to teach objectives identified in the curriculum.
3. School closings shall only occur when:

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- a. The Educational Facility Administrator (EFA) requests and receives approval from the Office of Adult Education and Vocational Services (OAEVS) Manager to close school due to school related activities, such as in-service training or curriculum revision. The EFA shall notify the Chief Administrative Officer (CAO) of any such closings.
- b. The CAO has authorized a school closing due to operational factors. The EFA shall notify the OAEVS Manager of any such school closings.
4. The EFA shall maintain documentation of all school closings.
5. The OAEVS Manager shall maintain a statewide log of school closings and the reasons for the closings.

**G. Curriculum**

1. Facilities shall comply with the OAEVS core curriculum or standardized vocational curriculum that is developed in conjunction with OAEVS and the Community College Board.
2. OAEVS contact hour vocational program curricula, developed in conjunction with the Illinois Community College Board as identified by the curriculum checklist, shall be followed. Curricula may also include any other vocational course work approved by the OAEVS Manager and Chief of Programs and Support Services.
3. OAEVS academic courses may include Communication Skills, Math, English, Literature, Social Studies, Science, Health, Career or Consumer Education, Life Skills, Constitution or other academic course work approved by the OAEVS Manager and Chief of Programs and Support Services.
4. Vocational programs offered through a post-secondary contract shall comply with the standardized vocational curriculum.
5. Subject areas that are not covered by the core or standardized vocational curriculum shall have a written curriculum approved by the Director, Chief of Programs and Support Services, EFA and the appropriate college coordinator, as applicable.
6. All academic courses provided through a contract with a college or university that leads toward a degree shall require a course description.
7. A college or university schedule shall be maintained at each facility that offers college courses. The schedule shall include the course title, course number, credit hours, beginning and ending dates of the module or semester, days and time of class meetings and name of instructor.

**H. Class Sizes**

Class attendance shall be limited to the following per session size; however, class size may be increased by no more than two students to accommodate individuals in custody returning from writ or medical furlough. Additional changes in class size shall require written approval of both the CAO and the OAEVS Manager.

1. Adult Basic Education (ABE): 15 students
2. Advanced ABE: 25 Students
3. Adult Secondary Education (ASE): 25 students
4. OAEVS Vocational: 20 students

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- 5. College Academic: 40 students
- 6. College Vocational: 20 students

**I. Educator Class Schedules**

- 1. ABE, Advanced ABE, ASE and Vocational program class schedules shall contain, at a minimum:
    - a. Six clock hours of instructional class time per day for a five day work week; or
    - b. Seven and one-half clock hours of instructional class time per day for a four day work week.
  - 2. Class and Library schedules shall identify, but not be limited to:
    - a. Length of sessions in minutes;
    - b. Number of sessions per day;
    - c. Teachers' names;
    - d. Program taught;
    - e. Planning periods; and
    - f. Meal periods.
  - 3. The EFA shall review class schedules at least annually and submit the same to the OAEVS Manager and Chief of Programs and Support Services by June 1<sup>st</sup> of each year. Any significant changes, such as the length of periods, number of periods or subjects taught shall also be submitted prior to their enactment.
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