



WINDHAM SCHOOL
DISTRICT

NUMBER: OP-10.12 (rev. 1)
DATE: November 29, 2010
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SUPERSEDES: OP-10.12
September 1, 2001

OPERATING PROCEDURES

SUBJECT: EDUCATIONAL GOOD CONDUCT TIME CREDIT

AUTHORITY: Senate Bill 640, 68th Legislature; Sec. 3 (d), Article 6181-1, Vernon's Annotated Civil Statutes

Reference: Texas Department of Criminal Justice (TDCJ) Administrative Directive (AD)-04.80;

APPLICABILITY: Windham School District (WSD)

POLICY:

WSD shall verify school program completions and submit appropriate documentation to the TDCJ State Classification Committee (SCC) for consideration of educational good conduct time. The SCC is responsible for all decisions regarding good conduct time and ensuring that such decisions are made in accordance with stipulations as written in AD-04.80.

DEFINITIONS:

“Pre-65th Legislature Offenders” are offenders sentenced to the TDCJ for an offense or offenses committed prior to August 29, 1977.

“Pre-70th Legislature Offenders” are offenders sentenced to the TDCJ for an offense committed on or after August 29, 1977 and prior to September 1, 1987. (Pre-70th Legislature offenders are also referred to as 65th Legislature offenders.)

PROCEDURES:

I. Request for Educational Good Conduct Time Credit

Upon written request by an offender or a WSD employee (counselor or principal), the designated WSD good conduct time liaison in the Counseling, Testing and Records Department shall provide all appropriate documentation to the Time Section of TDCJ Classification and Records for consideration of educational good conduct time credit.

Determining eligibility for educational good conduct time credit and awarding such credit are actions that fall solely under the purview of the TDCJ SCC. All time disputes are referred to the Time Section of TDCJ Classification and Records.

II. Verification process of program completions

A. Qualifications

1. Offender must be a pre-70th or pre-65th Legislature offender.
2. Offender can only receive Sub-Class credit for one program completion in each area (OJT, academic, and vocational) as indicated in the following table. These Sub-Class credits cannot be combined (e.g., an offender receiving A, B, and C credits will be awarded the maximum of 15 days per month, not 30 days per month).

Education	Time Awarded by TDCJ	Type of Sub-Class Credit
OJT Certification	5 days per month	A
Vocational	5 days per month	A
Academic	10 days per month	B
Vocational + Academic	10 days per month	B
OJT + Vocational	10 days per month	B
OJT + Academic	15 days per month	C
OJT + Academic + Vocational	15 days per month	C

3. In addition to the Sub-Class A, B, and C credits, a one-time bonus award of 60 days of good conduct time credit is also credited to an offender upon completion of one or more of the above named programs.
4. Offenders do not accrue Sub-Class credit for any period of time in which they are classified as Line Class III.

B. Documentation

Confirmation of program completions and certificates issued may be obtained in two ways:

1. Computer databases
 - a. EDIC lists an offender's certificates earned and educational good conduct time credits being received; and
 - b. The vocational menu in Windham School Data lists an offender's certificates earned for vocational training programs and OJT certifications.

2. Educational Records

The following records may be found on microfiche in the Records Office:

- a. All GED completions; and
- b. Any vocational or OJT certificates not found in Windham School Data.

In each of these instances, the information obtained is submitted, along with a completion form, to the administrator of the Counseling, Testing and Records Department for signature.

C. Submitting Requests

The WSD good conduct time liaison shall submit a written request for the appropriate credit (Sub-Class A, B, or C), along with the certificate(s) and/or completion form, to the Time Section of TDCJ Classification and Records. The WSD good conduct time liaison shall then notify the offender, in writing, of the status of his/her request.

* Signature on file

Marjie Haynes

Director, Division of Instruction