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PRISON-TO-COLLEGE PIPELINE

Faculty Handbook

COVID-19 Edition

FALL 2021

(UPDATED July 2021)

*Whoever teaches learns in the act of teaching,
and whoever learns teaches in the act of learning*
-Paulo Freire

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WHO'S WHO

Prison-to-College Pipeline (P2CP)

Carla Barrett, P2CP Academic Director/Associate Professor, Sociology
cbarrett@jjay.cuny.edu
Office: 212-237-8683
Cell: 646-221-5426

Denisse Martinez, P2CP Program Manager
Institute for Justice and Opportunity
denmartinez@jjay.cuny.edu
Cell: 201-779-1674

Melannie Insignares, P2CP Program Associate
Institute for Justice and Opportunity
minsinares@jjay.cuny.edu

Jessica Jensen, Director of Statewide Educational Initiatives
Institute for Justice and Opportunity
jejensen@jjay.cuny.edu

Academic Reentry Planning (ARP)

Amy Wald, Intake and Support Services Coordinator
Institute for Justice and Opportunity
awald@jjay.cuny.edu

Nakia Greene, Case Management Specialist
Institute for Justice and Opportunity
nagreene@jjay.cuny.edu

Kenneth Innis, Academic Counselor
Institute for Justice and Opportunity
kinniss@jjay.cuny.edu

Legal Services

Ellen Piris Perez, Staff Attorney
Institute for Justice and Opportunity
epirisperez@jjay.cuny.edu

Finance (reimbursements, etc.)

Diane Jung, Finance Associate
Institute for Justice and Opportunity
djung@jjay.cuny.edu

1) IF YOU NEED TO CANCEL CLASS

CONTACT DENISSE IMMEDIATELY: Please call/or text her cell at 201-779-1674 AND email her at denmartinez@jjay.cuny.edu

Please try to provide as much advance notice as possible. We recognize that a morning-of cancellation due to sickness or another emergency may happen, and we are able to accommodate this. However, the more notice we have, the greater the chance that we can get word to the prison and the students. If you do cancel a class, please contact Denisse as soon as possible about when and how to schedule a make-up class.

2) P2CP ATTENDANCE POLICY/REPORTING

Please keep a record of attendance for all your P2CP classes because this information can prove crucial to help us ensure student success in our program. You do NOT need to submit attendance records to P2CP, but please maintain them in the event we need them.

There are several types of “call outs” for which a student may have to miss class, arrive late, or depart early: religious services, medical appointments, personal visits, disciplinary proceedings, court trips, and legal visits.

Additionally, some students require special transportation to and from the classroom buildings. These students may sometimes arrive a few minutes late to a session or need to leave a little early in order to access transportation. In these circumstances, we ask you to accommodate students and not penalize them for missing class, arriving late or departing early when it relates to one of the aforementioned reasons. If you have questions about issues related to student attendance, either generally or in specific cases, please be in touch with Carla and Denisse.

Also know that your class may be ended prematurely due to certain facility circumstances including lockdowns, fire drills, or unexpected events that require that students return to their units.

PLEASE REPORT THE FOLLOWING TO CARLA BY EMAIL AS SOON AS POSSIBLE:

- ◆ **Any time a student has missed 2 of your classes in a row, regardless of the reason.**
- ◆ **Any time you hear that a student has been sent to solitary confinement** (which you’ll hear referred to as the SHU – the offsite Special Housing Unit, also called the “box” or the “hole”), or keep-lock, which is another form of increased confinement.
- ◆ **Any time you hear that a student has been transferred out of Otisville, whatever the reason.**
- ◆ **Any time you hear that a student has been put into COVID-19 quarantine.**
- ◆ **Any time a student repeatedly leaves class early** (other than for valid reasons noted above).
- ◆ **Any time you believe a student may be in danger of failing your course.** We may be able to provide additional resources or problem-solve with the student.

3) TRAVEL

New York's Otisville Correctional Facility is located at 57 Sanitorium Avenue in Otisville, NY. *(In case you are wondering about that address, in a previous life (1906-1955) the space housed a tuberculosis sanitorium).* Please note that there is a Federal Correctional Institute (also named Otisville) right next door (and that both facilities have a yellow sign!).

There is a Sunoco gas station at 2 Sanitorium Avenue where you can park for a few minutes if you arrive early, or want to check your phone before going to the facility, etc. They have a restroom also. The coffee is pretty decent (no, you cannot take coffee into the prison!)

There are many different ways to get to the prison depending on where you are driving from. Let GPS be your guide.

3.1 Personal Vehicle

If you are using your own personal vehicle, P2CP will reimburse you \$0.56 per mile. We will provide all the information needed for how to get reimbursed. Please contact Melannie Insignares for additional information on reimbursements.

3.2 Car Rentals

If you will be using a rental car for travel to Otisville, we will be in touch with all the details on how to make that process work.

3.3 Carpooling

It may be possible to catch a ride with another professor who teaches on the same day. Please check with faculty, or with Carla, about what might be possible. We cannot guarantee that you will have a carpooling option on the day you teach at the prison.

3.4 Public Transit

Although it is complicated and very time consuming, it is possible to get to Otisville without driving. P2CP will reimburse the costs. If you want to consider this option, please contact Carla for more information.

4) WHAT YOU CAN AND CANNOT BRING INTO THE FACILITY

It may sometimes seem unclear what items are permitted in the facility and which are not. Generally speaking, DOCCS considers anything that is not listed on the gate pass as contraband. For items that are listed on the gate pass, specific quantities may be required. Please contact Denisse or Carla if you have any questions.

4.1 State Issued ID

You will not be allowed into the facility without a government-issued ID. You will be asked to show it at the 1st gate and you must also bring it into the facility for the Corrections Officer (CO) at the security desk. Driver's licenses, passports, and other forms of **state-issued** ID are acceptable.

4.2 Keys

Lock your car and take the keys and/or Zipcar card (if using Zipcar) with you into the facility.

Please note: Some Zipcars have keys that are tethered to the steering column and an attached note that says that there is a fee for removing the key from its tether. However, DOCCS policy states that all keys must be left inside the facility at the security check point (along with your driver's license and Zipcar Card). Since this is DOCCS policy and a security issue, we must follow it. In order to also comply with Zipcar policy, it is best to check your Zipcar when you pick it up and make sure that the key is removable (most are). If you happen to rent a car with a tethered key, you can call Zipcar customer service (1-800-494-7227) and they will quickly move you to another car in that lot. Once you have identified a car with a removable key, it may be helpful to try to rent the same car for future trips to Otisville.

4.3 Cell Phones

You CANNOT bring a cell phone into the facility. You must leave your cell phone in the car. **Please note that cell phone use of any kind is not allowed once you arrive at the main gate of the prison.** Using your phone for any purpose while in the parking lot inside the gates is not allowed. When you leave the facility and return to your car, do not use your phone for any purpose (talk, text, surf) until you have passed beyond the main gates of the prison (the Sunoco station is a great spot to stop and check your phone once you leave the prison grounds).

4.4 Food and Beverages

You are not allowed to bring any food into the facility. The only liquid you are allowed to bring inside the facility is a **SEALED/UNOPENED** plastic bottle of water. (Other liquids – soda, coffee, tea, flavored water, etc. are NOT allowed.)

4.5 Medications

If you need to carry any medications with you that you absolutely must have during the hours of your class (e.g., asthma inhaler), it must be cleared in advance. Please contact Denisse Martinez well in advance and she will process a specific request with the facility.

4.6 Class Materials/Supplies

You can bring in a pencil or a pen without a spring mechanism (No click pens. No fountain pens. Stick pens only).

You can bring in class materials – books, papers, notebook or paper folders (without metal), etc. Staples are fine, but **no rubber bands, paperclips or binder clips are allowed**. Spiral bound notebooks are not allowed.

4.7 Tote Bag

Only the clear tote bags provided to you by P2CP can be brought into the facility. Do not use any other type of bag.

4.8 Other Items

No other items are allowed in the facility. No Chapstick, no lip balm, no hand lotion, no daily newspapers, magazines, etc.

No Fitbit, Apple watches or any other kind of smart watch are allowed in the facility – leave them in the car; old-fashioned watches are fine.

Umbrellas should be left in the car.

Metal hair clips (bobby pins, barrettes, etc.) can be a problem. It is best to opt for scrunchies or fabric bands or plastic claw-type hair clips.

It is always a good idea to check all your pockets before leaving your car.

5) ATTIRE

Business casual attire is best. No open toed shoes. No tank tops. Nothing sleeveless (even if under a blazer/sweater). Nothing sheer, see-through or revealing. No V-necks, or wide-necked shirts, no shorts/skirts above the knee, no skinny jeans or leggings or other tight-fitting garments, no t-shirts or hats with questionable graphics or language. Nothing ripped. No camouflage or camouflage-like prints.

No big hoops or long dangly earrings.

No Fitbit watches, no Apple watches, no smart watches of any kind.

BRAS: It is best to wear bras without wire.

Please note that most jewelry will most likely need to be removed for security check. Similarly, clothing with metal zippers, buttons, or belts with metal buckles will likely need to be removed and inspected. So, the less metal you wear, the less you will have to take off and put back on.

Metal hair clips (bobby pins, barrettes, etc.) can be a problem. It is best to opt for scrunchies or fabric bands or plastic claw-type hair clips.

6) CONDUCT

Please be sure you have read and completely understand the *Standards of Conduct for Correctional Volunteers* document provided by DOCCS. We are all obligated to follow the policies and procedures outlined in it. If you have any questions about conduct, please contact Carla or Denisse. Here are a couple of important requirements to note:

In general, all interaction with incarcerated people must be within the professional scope of work that people with active volunteer clearances are allowed to perform. Additionally, it is a violation of volunteer clearance to engage in correspondence with incarcerated students once your course comes to an end.

Volunteer Standard 16: “Volunteers who choose to work with inmates upon release from the

Department should only do so under a structured program whose focus is to assist formerly incarcerated persons in their community re-integration process.”

Please note that once your class ends, you no longer have a DOCCS approved role for working with incarcerated students.

Volunteer Standard 18: “No information gained as a DOCCS volunteer may be used for an interview or publication. This includes publishing information on the internet (e.g., blogging, social media web sites). Any person working for any editorial or news department of any media or organization will not be allowed to serve as a volunteer without the specific approval of the Director of Public Information.”

As per the *Standards of Conduct for Correctional Volunteers* document provided by DOCCS, we are to maintain professional relationships with students.

- ◆ Do not share personal details about yourself such as phone number, email address, street address, or names of relatives.
- ◆ Be mindful of using nicknames or pet names. Only first and last names are permitted.

7) COVID-19 PROTOCOLS

As DOCCS volunteers, we must abide by all COVID-19 protocols. As the nature of the virus and the pandemic are still changing, policy and protocol may also change. We will update you when we learn of any such changes. As for now, the following rules apply:

- ◆ Comply with all COVID-19 screening conducted by the facility
- ◆ All faculty and all students must maintain social distance from one another
- ◆ Masks need to be worn, and worn properly, by everyone, at all times
- ◆ No touching is allowed, including handshakes, hugs, fist bumps or elbow taps.

8) GRADES

Our teaching and grading practices in P2CP should parallel, as much as possible, our practices in the community. Although we are required to navigate around some unique and serious challenges (especially with COVID-19), we should aim for the same standards of academic success as we have for our students in the community.

Students are sometimes eligible for a reduction on their sentences once they acquire a specific number of college credits. To prove that they have met this requirement, they must provide DOCCS with a copy of their official transcript, which P2CP staff provides once grades are in. As a result of this opportunity, students are understandably eager for semester grades to be submitted as soon as possible. We ask that professors be mindful of the timing of grade submissions.

Please make sure you are familiar with special P2CP policies below regarding withdrawals, incompletes, academic failing, and P2CP grade letters.

8.1 Withdrawals/Dropping a Course

P2CP policy on withdrawal mirrors college policy. Any student wishing to drop a class should make a request to the P2CP Team via secure messaging via JPay (the prison email system).

8.2 Incompletes

As per John Jay policy, an INC grade may be given only to those students who would pass the course if they were to satisfactorily complete course requirements. It is within the discretion of the faculty member as to whether or not to give the grade of INC. The INC grade should only be given in consultation with the student, where it is clear which assignments are outstanding and the timeline for completing that work. When assigning the INC grade, the faculty member agrees to grade the student's outstanding coursework and to submit the student's grade for the course. If the student does not successfully complete the missing work, the faculty member may change the grade to a letter grade. If the faculty member does not submit a change of grade, the incomplete grade automatically becomes the grade of FIN in the 3rd week for the following semester

If you give a P2CP student an INC, you must email the following information to Carla so that she can track INC records and follow up with students after your semester is over:

1. **Student's First and Last Name**
2. **Semester, Course name, section number**
3. **A detailed list of what work the student is missing**
4. **Timeline for work completion**
5. **What grade the student would get if they do not complete the work.**

8.3 Academic Failing

Please email Carla as soon as possible if you believe a P2CP student is in danger of failing your course. We may be able to provide additional resources or problem-solve with the student.

8.4 P2CP Grade Letters

At the end of the semester, in addition to posting grades on CUNYFirst, faculty provide P2CP students with narrative grade letters, which provide useful information to students. We ask that professors supply a letter, on John Jay letterhead, which states something about the student's work in the class, along with grade information. Sample Grade Letters and an electronic letterhead will be emailed to faculty near the middle, and again at the end, of the semester. Please send the letters electronically to Carla and she will see that they get printed and mailed to students.

8.5 John Jay College Grade Information

FIN - Incomplete Changed to F The grade of FIN is given when an incomplete grade is turned into an F (FIN). The Registrar's Office will convert all INC grades to FIN if the INC is not resolved.

INC – Incomplete (Please see additional P2CP information in section 8.2) An INC grade may be given only to those students who would pass the course if they were to satisfactorily complete course requirements. It is within the discretion of the faculty member as to whether or not to give the grade of INC. The INC grade should only be given in consultation with the student. When assigning the INC grade, the faculty member agrees to grade the student's outstanding coursework and to submit the student's grade for the course. If the student does not successfully complete the missing work, the faculty member may change the grade to a letter grade. If the faculty member does not submit a change of grade, the incomplete grade automatically becomes the grade of FIN.

PEN – Pending The PEN grade is recorded when a faculty member suspects or determines that an academic integrity violation has taken place that warrants formal intervention. The faculty member submits a Faculty Report of Alleged Violation of Academic Integrity Policies to the Academic Integrity Officer of the College, who notifies the Registrar so that the Registrar can record a PEN grade to prevent withdrawal from the course by the student in question. A PEN grade is removed or changed when the applicable consultation, appeal, and/or adjudication processes are complete. In the event that the alleged violation is withdrawn in the student’s favor, the student will have the right to withdraw from the course based on the date that the violation form was filed.

W – Withdrawal (Please see additional P2CP information in section 8.1) The grade of W indicates withdrawal without penalty. It is assigned by the Registrar upon approval of an Application for Resignation filed by the deadline as indicated in the academic calendar (usually in the tenth week of classes). A grade of W is not computed in the grade point average. W grades may affect student eligibility for financial aid.

WD - Withdrew Drop The WD grade is assigned by the Office of the Registrar when the student who has attended at least one class session drops a course after the financial aid certification date but before the end of the refund period. The WD grade does not appear on the student's transcript.

WN - Never Attended The grade of WN is assigned by the Registrar when a student is registered for a course but has never attended. The grade is a non-penalty grade similar to a W but it will have an effect on the student’s financial aid for the semester.

WU - Withdrew Unofficially The grade of WU is assigned by the instructor when a student attends at least one class but stops attending at any time before final exam week without withdrawing officially. The grade is computed as a failure (0.0) in the grade point average, which may result in the adjustment of financial aid funds.

Z - No grade submitted The Z grade is a temporary grade assigned by the Office of the Registrar pending receipt of the final grade from the instructor.

GRADE SCALE		
<u>Numerical</u>	<u>Percentage</u>	<u>Letter</u>
4.0	93-100	A
3.7	90.0-92.0	A-
3.3	87.1-89.9	B+
3.0	83.0-87.0	B
2.7	80.0-82.9	B-
2.3	77.1-79.9	C+
2.0	73.0-77.0	C
1.7	70.0-72.9	C-
1.3	67.1-69.9	D+
1.0	63.0-67.0	D
0.7	60.0-62.9	D-
0.0	below 60.0	F

9) GETTING PAID

If you are full-time faculty at John Jay, teaching in P2CP counts as part of your regular workload. If you are not full-time at John Jay, you will be paid at your appropriate John Jay adjunct rate. Please note that you must be hired/appointed through the specific department at John Jay that houses your P2CP class (e.g., if you're teaching HIS 220 for P2CP, you will need to be hired through the History department. Carla clears all such arrangements in advance with departments). Prior to the semester in which you will be teaching in P2CP, Carla will connect you directly to the relevant department chair and secretary via email (and to HR if you are a first-time hire at John Jay) in order to get the process started. As P2CP is not a "department," Carla is not a "chair" and, thus, cannot process hiring paperwork directly. It must go through the respective departments.

10) PAROLE LETTERS

You may, at some time – during the semester you are teaching or later – be asked to write a letter for a student's parole file. This request will generally come from the Academic Reentry Planning Team (Amy, Nakia, Kenny) or other Institute for Justice and Opportunity staff. If you agree to write a parole letter, we will provide you with guidance on rules and best practices for doing so. Parole letters are different from standard academic letters of recommendation.

11) INSTITUTE REPORTS

Below are links to 3 reports recently published by the Institute for Justice and Opportunity related to our work which might provide useful context.

[New York State Back to School Guide: Pursuing College After Incarceration](#) is written for people who wish to pursue a college education in New York State after their release from incarceration. Its core purpose is to help readers develop a thoughtful and practical academic reentry plan to advance personal and professional goals.

[Resource Guide: Reentry and College Access Organizations](#) identifies resources in NYC, as well as the four upstate metropolitan areas to which most people return: Albany, Buffalo, Rochester, and Syracuse. This resource also identifies the Re-entry Task Forces in the twenty jurisdictions that have them.

[Reflections on Building a Partnership with Corrections: A Resource Guide for College-in-Prison Programs](#) is part of an effort to provide college providers with the necessary tools for developing programs that are responsive to the unique environment of correctional facilities. While designed specifically for college programs that operate in NYS DOCCS facilities, this guide may also be useful for organizations and colleges outside of NY that wish to establish or enhance college-in-prison programs.

[Getting to Work with a Criminal Record: New York State License Guides \(2020 Expanded Edition\)](#) explains the process for obtaining licenses in 25, high-demand occupations and professions for people who have conviction records. These guides aim to dispel the myths and misinformation that may discourage people with convictions from pursuing employment and career pathways that are actually available to them. There is a common misconception that a conviction record makes licensing impossible; in fact, 86 percent of people with conviction records who applied for New York State occupational licensing in 2018 were approved.